



TO: PCI STAFF
FROM: Sharon Small, Ph.D.
DATE: October 2, 2020
RE: CEO MESSAGE – HEAD START AWARENESS MONTH Special Edition

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October is **Head Start Awareness Month!**

Greetings All,

October is **Head Start Awareness Month!** As you know Head Start programs promote school readiness for children up to five years old from low-income families by working with them and teaching at their own pace. During Head Start Awareness Month, we celebrate all the work you have done for families and children in the PCI communities.

HISTORY

President Ronald Reagan proclaimed October as Head Start Awareness Month on October 22, 1982. However, the Head Start program itself was created by President Lyndon B. Johnson in 1965 to provide comprehensive health, nutrition, and educational opportunities for children and families across the United States.

HOW TO OBSERVE

Due to COVID-19 guidelines, we will post on social media and our website all the innovative activities each of you will do to promote the importance of Head Start. Our community assessment shows many children in San Antonio and Bexar County are in need of the opportunities that PCI and Head Start provide... So, the more we support Head Start, the more children will have a chance at more effective learning. Again, the best way to celebrate Head Start Awareness Month is to spread the word on social media as much as possible and encourage friends and family to do the same. Our **Communications Coordinator**, Ms. Connie Murphy, has many activities in place to celebrate Head Start Awareness month. Word of mouth is also an effective way to share what Head Start does! Here are a few ways PCI Head Start and Early Head Start support children's growth and development through services:

1. **Health-** All children receive health and development screenings, mental health support, and nutritious meals, as well as medical and dental services.
2. **Early learning-** Head Start knows children's readiness for school comes from learning experiences as well as their environments. PCI Head Start and Early Head Start help children form relationships with adults and other children so they grow in many aspects of development.
3. **Family well-being-** PCI Head Start and Early Head Start strengthen and support children's relationships with their parents and bring families together to show the importance of education, financial security, and housing stability. (PCI offers help in all these areas)

A SIMPLE LOGO ILLUSTRATES HEAD START'S MISSION

Have you ever wondered why the Head Start logo looks the way it does? Although it's a simple design, a lot of thought went into what the logo signifies.



According to National Head Start, the two squares suggest building blocks and represent early childhood. The arrangement of the blocks represents stairs by which this can be accomplished.

The vertical strips represent the child and parent, while the arrow pointing upward represents the direction out of poverty and on to the future.

Finally, the colors red, white, and blue represent the United States and the many opportunities it provides for its citizens.

The beauty of Head Start Awareness Week is it gives us all a chance to reflect on Head Start's important mission -- a mission that's encapsulated in such a simple image.

DID YOU KNOW?

Mr. Joe Segura, PCI's Compliance Officer, quite often asks the question "Did you know?" Here's a fun fact: Did you know National Head Start began as a summer program through local public schools in 1965? Its initial funding was \$96.4 million with 561,000 enrolled children. In more than 40 years, Head Start has grown into a highly successful federal program with more than \$6 billion in funding, and it has enrolled more than 27 million children since its inception. *Impressive!*

Let's celebrate Head Start and the staff members and administrators who have made PCI a success!



Virtual Open House

Due to COVID-19 PCI can showcase our classrooms virtually! This is an opportunity for PCI classrooms to highlight **special art projects and crafts** the students are working on. *A new day, a new age, a new beginning!*



PCI will have its **Focus Area II Review** in 2021! More information coming

Flu and Shingle Vaccinations coming to PCI – October 9, 2020

Vaccination is important throughout your lifetime and can help protect against potentially harmful vaccine-preventable diseases.

- Vaccines save millions of lives every year globally
- Protection from some childhood vaccines can wane over time
- Adults may be at risk for some preventable disease due to age, job, lifestyle, travel, or health conditions

CVS pharmacy will administer these vaccines on Friday, October 9th from 4:00 - 6:00 p.m. at 1223 Brady Blvd. For more information, please contact Ms. Candace Collins, Operations/Resource Center Coordinator.

Leadership PCI



The third class of Leadership PCI will hold its second official session of the school year on October 6th at the Mainland Headquarters from 4:30 pm to 6:00 pm. The session will feature **Mr. Joe Segura**, Compliance Officer/Special Services Coordinator. We're looking forward to an informative session.

Enjoy Head Start Awareness Month!
Thank you for all that you do!



Calendar of Events

PLEASE NOTE THIS CALENDAR IS FOR STAFF PLANNING PURPOSES ONLY. EXECUTIVE AND CABINET PLEASE REVIEW YOUR CALENDARS FOR ITS ENTIRETY

OCTOBER

National Head Start Awareness Month

TIMELINE	PERFORMANCE EVALUATION COMPONENT	ACTIVITY/DESCRIPTION	RESPONSIBILITY
SEPT 14– DEC 18	3. Observing Job Performance	COACH FOR SUCCESS	SUPERVISOR

PERFORMANCE EVALUATION CYCLE TIMELINE

OCTOBER * Champions for Charity* (National Head Start Awareness Month / National Book Month / National Crime Prevention Month) *Officers’ Orientation Summit *Breast Cancer Awareness * Daily/Weekly Compliance Debriefing *Important Information – Center Visits – CLASS * Pictures,

October

- ❖ 1 - Executive Team Meeting
 - Champions *fore* Charity Kickoff
 - CLASS – Virtual/Face to Face Observations Begin
- ❖ 2 – World Smile Day
 - Payday
- ❖ 5- 9 Head Start Awareness Week
- ❖ 6 - Leadership PCI Session II – Regulatory Compliance/Facilities 4:30 – 6:00
 - EHS/CCP Directors ZOOM calls
 - National Night Out
 - Substitute Training - Zoom
- ❖ 8 - Executive Team Meeting
 - Children’s Hispanic Heritage Presentation
- ❖ 9 - CPR/First-Aid Class-3:00-Fenfield
 - Flu and Shingle Vaccination 4:00 – 6:00 1223 Brady
- ❖ 12 –Regular School Day for children and staff /Columbus Day (not a holiday for PCI)
 - Virtual Parent Orientation 5:00 p.m.
- ❖ 13 - CEO/Fiscal Budget Meeting
 - Substitute Training - Zoom



- ❖ 14 – Policy Council Meeting and Orientation
 - Parent Curriculum Training - Zoom
- ❖ 15 - Executive Team Meeting
- ❖ 16 – Boss’s Day
 - **President/Officers Zoom Summit 5:00 p.m.**
 - Data Assessment & Accountability Initiative Meeting
 - Payday
- ❖ 19 – Phase II – Welcoming additional children to face-to-face learning
 *(**affected parents will be contacted**)
 - New Staff Orientation - Zoom
- ❖ 19 - 23 – National School Bus Safety Week
- ❖ 20 – Board of Directors Meeting
 - Substitute Training - Zoom
- ❖ **21 – Family Service Workers Meeting 9:00 – 12:00**
- ❖ 22 - Executive Team Meeting
 - Cardboard Challenge
- ❖ 23 - CPR/First-Aid Class-3:00-Fenfield
 - EHS/CCP Team Meeting
- ❖ **26 - 30 – Red Ribbon Week**
- ❖ 28 – National First Responders Day
 - Health/Nutrition Advisory (Virtual)
 - **Flu and Shingle vaccination** (pending)
- ❖ 29 - Executive Team Meeting
 - SF-425 Semi-Annual Report Due HS/HSII/EHS/EHSII
 - SF-425 Final Annual Report Due EHS-CC
 - PMS Federal Cash Transaction Report Due
- ❖ 30 – Children’s Recognition Day
 - Payday
- ❖ 31 - Audit Due to Federal Clearinghouse
 - Paycom IRS 941/TWC Quarterly Report Due

NOVEMBER

PERFORMANCE EVALUATION CYCLE TIMELINE

TIMELINE	PERFORMANCE EVALUATION COMPONENT	ACTIVITY/DESCRIPTION	RESPONSIBILITY
SEPT 14– DEC 18	3. Observing Job Performance	COACH FOR SUCCESS	SUPERVISOR

NOVEMBER * Good Nutrition Month* Quarterly Parent Gazette*Quarterly Strategic Plan Update* USAA Season of Sharing*Refunding Application due * Daily/Weekly Compliance Debriefing, * Important Information – Center Visits – Class

November

- ❖ 1 – Daylight Saving Time Ends (Turn clocks back 1 hour)
 - All Saints’ Day
 - HS/EHS/HSII Refunding Due
- ❖ 3 – Student Holiday/Staff Development Day
 - Election Day
- ❖ 4 - Leadership PCI Session III – Community Assessment 4:30 – 6:00
 - Substitute Training – Zoom
 - Family Service Workers Meeting 9:00 – 12:00
- ❖ 5 - Executive Team Meeting
- ❖ 6 - CPR/First-Aid Class-3:00-Fenfield
- ❖ 10 - EHS/CCP Directors ZOOM calls
 - CEO/Fiscal Budget Meeting
- ❖ 11 – Veterans Day
 - Head Start Consortium Meeting Zoom 8:30 – 10:30
 - Substitute Training - Zoom
- ❖ 12 - Executive Team Meeting
- ❖ 13 - South San Specialized Training
 - CPR/First-Aid Class-3:00-Fenfield
 - Data Assessment & Accountability Initiative Meeting
 - Payday
- ❖ 14 – Shared Program Governance Meeting and Training
- ❖ 16 – New Staff Orientation - Zoom
- ❖ 17 – Board of Directors Meeting
- ❖ 18 – Fatherhood (Male) Initiative Meeting – Virtual – 6:00 – 8:00
 - Substitute Training 9-12/ Zoom
 - Parent Curriculum Training - Zoom
- ❖ 19 - Executive Team Meeting
- ❖ 20 - EHS/CCP Team Meeting
 - Children’s Recognition Day
- ❖ 23 – 27 – Thanksgiving Break/ Centers & Offices Closed
- ❖ 26 - Executive Team Meeting
- ❖ 27 – Payday
- ❖ 30 – Dec. 3 - Family and Parent Engagement Conference. New Orleans, LA

DECEMBER

PERFORMANCE EVALUATION CYCLE TIMELINE

TIMELINE	PERFORMANCE EVALUATION COMPONENT	ACTIVITY/DESCRIPTION	RESPONSIBILITY
SEPT 14– DEC 18	3. Observing Job Performance	COACH FOR SUCCESS	SUPERVISOR
DEC 18 – JAN 15	4. Mid-Year Performance	MID-YEAR PERFORMANCE CONFERENCE	SUPERVISOR

DECEMBER * Blue Santa Parade *USAA Season of Sharing * Daily/Weekly Compliance Debriefing, * Important Information – Center Visits – CLASS, * USAA Parties,

December

- ❖ 1 - Leadership PCI Session IV – Instruction 4:30 – 6:00
 - EHS/CCP Directors ZOOM calls
 - Giving Tuesday
- ❖ 1 - 12 -Birdies for Charity 12 Days of Christmas Campaign
- ❖ 3 - Executive Team Meeting
- ❖ 4 - CPR/First-Aid Class-3:00-Fenfield
 - 8- CEO/Fiscal Budget Meeting
- ❖ 7 – New Staff Orientation - Zoom
- ❖ 9 - Policy Council Meeting
 - CPR/First-Aid Class-3:00-Fenfield
- ❖ 10 - Executive Team Meeting
- ❖ 11 - Data Assessment & Accountability Initiative Meeting
 - Payday
- ❖ 15 – Board of Directors Meeting
- ❖ 17 - Executive Team Meeting
- ❖ 18 – Children’s Recognition Day
 - EHS/CCP Team Meeting
- ❖ 21 – Jan 1 – Winter Break/ Centers & Offices Closed
 - 24 – Christmas Eve
 - 25 – Christmas Day
 - Payday
- ❖ 31 – New Year’s Eve

“PCI...Growing San Antonio’s Tomorrow...Today!”