

**TO:** PCI STAFF  
**FROM:** Sharon Small, Ph.D.  
**DATE:** October 8, 2020  
**RE:** CEO MESSAGE



***"PCI...Demonstrating Resilience, Commitment and Heart!"***  
**Phase II Begins October 19, 2020**

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Greetings!

October is Head Start Awareness Month and the continuation of Hispanic Heritage Month through October 15, 2020! The purpose of this Message is to update you on the **second wave of PCI's Centers Reopening Plan – Phase II!**

### Dashboards & Data



*Source: City of San Antonio COVID-19 website*

I hope you have been following the daily information provided by the Mayor of San Antonio and the Bexar County Judge regarding how our city is doing because of the protocols in place with COVID-19. The results of these informational briefings have shown that the City of San Antonio and Bexar County has a **Low Risk Level** in opening various entities which includes schools and childcare facilities (see data above). This means Parent/Child Incorporated is ready to implement its second wave which we call Phase II of its reopening plan. So, the following will take place **beginning October 19, 2020:**

- Hours of operation will revert to original hours:  
EHS – 8:00 a.m. – 4:00 p.m. and  
HS 7:30 a.m. – 2:45 p.m.
- We will no longer operate at 25% capacity. Beginning October 19, 2020, the capacity will go up to **75%** meaning additional children may begin face to face learning at the centers
- Up to 10 children per classroom is now acceptable (from 6 to now 10)
  - Priority will be given to qualified families when filling these slots (i.e. special needs, homeless)
- Additional classrooms may now be open not to exceed 10 children
- Parents/Guardians that are participating in Distance Learning may continue to do so if they choose.
- Meal service will continue to take place as it is being provided now

- Continue to clean high-contact surfaces more than twice daily. Classroom surfaces must be cleaned as needed during the day and thoroughly at the end of the day to prepare for the following day.
- Staff should always continue to wear face coverings and continue safety protocols (i.e. Hand washing, gloves when needed...)
- Outdoor time should continue to be limited to non-contact activities. Children must wash their hands before entering the classroom.
- 6-foot physical distancing protocols should continue to be followed.

Until physical distancing is no longer needed, it is likely that some children will need to continue to learn remotely. Throughout the city, PreK classroom attendance has been drastically reduced. Parents are simply not enrolling their children. Our numbers are low as well. We realize children learn best at the centers. Thank you, Family Service Workers, for continuing to recruit.

If you have questions regarding the Phase II plan, please contact your supervisor.

**Reminder:** Monday, October 12, 2020 (Columbus Day) is not a holiday for PCI. Please remind **face to face** and **distant learning** parents that **centers are in session.**

I'M A SUCCESS  
by  
DR. SHARON SMALL

I'M A SUCCESS AND I KNOW WHY  
Soy un éxito y sé por qué

MY MOTTO IS TO TRY, TRY, TRY  
Mi lema es tratar, tratar, tratar

TO DO AND BE MY VERY BEST  
Para hacer y ser mi mayor esfuerzo

THAT IS WHY, I'M A SUCCESS!  
Por eso, ¡Soy un éxito!

"PCI...Growing San Antonio's Tomorrow...Today!"

PARENTCHILD INC OF SAN ANTONIO & BEXAR COUNTY  
REACHING CHILDREN  
BUILDING FAMILIES

### 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

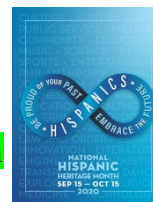
TIMELINE	PERFORMANCE EVALUATION COMPONENT	ACTIVITY/DESCRIPTION	RESPONSIBILITY
SEPT 14– DEC 18	3. Observing Job Performance	COACH FOR SUCCESS	SUPERVISOR

### 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**  
 \*(effected 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...Demonstrating Resilience, Commitment and Heart!”*