



Parent/Child Incorporated (PCI) of San Antonio & Bexar County

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

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Dr. Sharon M. Small, Chief Executive Officer/HS/EHS Director

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December 17, 2020

Dear Parent/Guardian/Staff,

Happy Holidays to our PCI family! We hope your Winter Break will be a joyous and safe time.

This school year is unlike any other we have experienced. For PCI teachers, the challenges are especially demanding as they must balance the educational needs of both in-person and virtual learners. Our teachers have shown remarkable flexibility and creativity in approaching this new way of teaching and learning, but it has become clear that we need to provide additional support. Their workloads have changed dramatically from a normal school year, yet they still have the same amount of planning time plus having to assure the classrooms are sanitized for the next day before leaving.

I believe the quality of instruction can improve even greater with teachers having more time to prepare quality lessons, develop assessments, analyze student data, and collaborate with our Education/Training staff as well as our Distance Learning Facilitator/Trainer. The Board of Directors met on Tuesday evening and have approved our teachers to have additional planning time. The only way we can allow this time is to institute Early Dismissal/Release days.

These days will allow for more teacher planning time. Beginning January 2021, **six (6)** Teacher Planning Time/Student Early Dismissal Days will be added to the calendar. On these days, Early Head Start and Head Start teachers will have an additional three hours of planning time on the following **Wednesdays**: Jan. 13, Jan. 27, Feb. 24, March 24, April 28, and May 19. **All children will be dismissed at 11:45 a.m.**

We understand that by providing this additional time for teachers, it affects our families as well, so we want to give you time to prepare. We appreciate you understanding the need to continue to provide the highest quality of service for you and your child. If you have questions, please contact your Education Center Coordinator (ECC). Merry Christmas and have a Happy New Year!

Sincerely,

Dr. Sharon M. Small
Chief Executive Officer, HS/EHS Director

cc Education Center Coordinators (ECC)
Joe Segura – Interim Head Start/EHS Operations Coordinator
Candace Collins – Operations/Resource Coordinator
Alice Espinoza – Interim Human Resources Coordinator