



TO: PCI STAFF
FROM: Sharon Small, Ph.D.
DATE: March 5, 2021
RE: CEO MESSAGE



“PCI...Demonstrating Resilience, Commitment and Heart!”

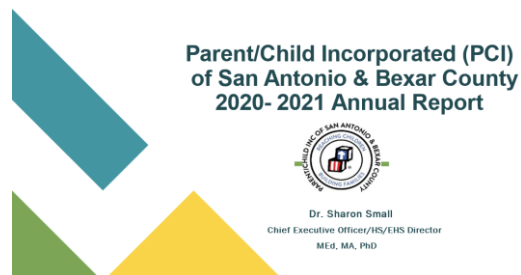
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 Greetings!

I hope you had a good week and are looking forward to our Spring Break next week and having some time off. Spring Break last year was extended due to the Coronavirus. It has actually been a year of this pandemic, but we are seeing light at the end of the tunnel as they say! Please stay safe and use all the safety protocols. Doing so will keep you and others safe.

Thanks for Participating in the 2021 Read Across America Celebration!

March 2, 2021 was ***Read Across America Day!*** Wonderful books read, and activities took place at all our centers. ***Way to go...PCI!*** Please go to parentchildinc.com and log on to our Facebook page. I believe everyone should be aware of the great things we are doing at PCI. Literacy is important and it begins early. Way to go to all PCI staff and thank you for making a difference in the lives of the children and parents of our community! Great job everyone and continue the power of literacy and instilling the love of reading in our children!

Annual Board Meeting a Virtual Success!



Parent/Child Incorporated’s version of the State of the Union, called the **Annual Report to the Public -Pre and Post COVID-19, was a huge success!** Each Head Start agency is required to make available to the public a report published at least once in each fiscal year that discloses the following information from the recently concluded fiscal year which includes (A)The total amount of public and private funds received and the amount from each source; (B) An explanation of budgetary expenditures and the proposed budget for the fiscal year; (C) The total number of children and families served, the average monthly enrollment, and the percentage of eligible children served; (D) The results of the most recent review by the Secretary and the financial audit; (E)The percentage of enrolled children that received medical and dental exams;

(F) Information about parent involvement activities; (G) The agency's efforts to prepare children for kindergarten.

The presentation confirmed that PCI firmly believes in serving our children and families with **quality and integrity** and upholding the mission of PCI to empower our children, staff, and families to achieve success, resulting in loyalty to the PCI brand.

Thank you for your continued dedication to advancing early childhood education and development!

Focus Area 2 and PCI's Self-Assessment

Upon return from Spring Break, PCI will have two exciting events occurring: 1) **The Focus Area 2 Monitoring Review** from the **15th through the 18th**, and the annual **Self -Assessment**. Due to the Focus Area 2 Review, specific times for the training will be provided to you by Mr. Jesse Diaz. Head Start Program Performance Standards state that at least once each program year agencies must conduct a Self-Assessment of their effectiveness and progress in meeting **program goals and objectives** and in **implementing Federal regulations**. This must be done with the consultation and participation of the Policy Council, Board of Directors and as appropriate, community members. Some individuals may be interviewed, as will also take place with the **FA2 Review**, so do not be surprised or intimidated.



ChildSafe's Cardboard Kids® - Drawing Attention to The Issue of Child Abuse

Cardboard Kids Is a Child Abuse Prevention Campaign Happening in San Antonio and PCI is participating! In 2019, there were 5,867 confirmed cases of child abuse and neglect in Bexar County. And while that number is staggering, it's just as shocking to learn that only 1 in 10 sexually abused children ever report it, leaving 9 others to keep a terrible secret. For those 9 children, we must start the conversation.

In 2014, ChildSafe created Cardboard Kids, a city-wide public awareness campaign to draw attention to the pervasiveness of child abuse and the fact that every story is different and every child unique. Cardboard Kids are more than two-foot-tall cardboard figures. They represent one of the thousands of children that are abused and neglected at the hands of adults in our community each year. They start the conversation, not only by creating a visual symbol for children to identify with but also by providing valuable tips for caregivers on how to talk to their children about child abuse and neglect.

Cardboard Kids will begin distribution **March 6 and 13**. They will be decorated and placed all over San Antonio on **"Reveal Day," Thursday, April 2, 2021**. Let us all be a champion for those who have spoken up as well as for those who need a voice.

New Virtual Criteria Coming Soon!



Though the criteria may change, the quality in teaching remains the same. As in prior years, there will be one nominee representing your center. Training Staff are working to assure the nomination criteria and procedures are doable and are followed. All nominees will go through a Zoom interview process.



WHAT IS VITA? (Repeat Announcement)

The 2021 VITA San Antonio season has arrived! VITA is a free tax preparation program supported by the Catholic Charities Archdiocese of San Antonio, City of San Antonio, and United Way of San Antonio and Bexar County. Tax services will be available virtually through April 15th at 10 separate locations across San Antonio. The Volunteer Income Tax Assistance (VITA) Program provides free income tax return preparation to hard working taxpayers earning up to \$60,000 annually. VITA helps working families take advantage of all the tax credits they are eligible for including the Earned Income Tax Credit (EITC), Child Tax Credit (CTC), and education credits. Please call the United Way Helpline at 2-1-1 for more information on VITA services, locations, and hours. For even more information visit VITASA.ORG. *VITA is offering Free Tax Prep!* **Twenty Volunteer Income Tax Assistance ([VITA](#)) locations are now open through April 15, 2021.**

Message from the CDC – COVID-19 Vaccine

The U.S. Centers for Disease Control and Prevention (CDC) identifies the COVID-19 vaccine as one of the strategies to protect your health and prevent disease. Head Start and Early Head Start teachers and staff are critical to the continued functioning of their communities. They are also at potential occupational risk of exposure to COVID-19. To support staff and safe in-person learning, teachers, Head Start/Early Head Start, and childcare workers have been given high priority to receive the vaccine. Vaccinating teachers and staff is considered one layer of mitigation and protection for staff, children, and families. Please read more information below from the CDC regarding the COVID-19 Vaccine.

Key Messages

You can help stop the pandemic by getting a COVID-19 vaccine.

To stop this pandemic, we need to use all our prevention tools. Vaccines are one of the most effective tools to protect your health and prevent disease. Vaccines work with your body's natural defenses so your body will be ready to fight the virus if you are exposed (also called "immunity").

In the coming months, doctors' offices, retail pharmacies, hospitals, and clinics will offer COVID-19 vaccine. Your doctor's office or local pharmacy may have contacted you with information about their vaccine plans. If not, you can [contact your state or local health department](#) to find out when and where vaccines will be available in your community.



COVID-19 vaccines are safe and effective

The U.S. vaccine safety system makes sure that all vaccines are as safe as possible. Learn how the federal government is working to ensure the [safety of COVID-19 vaccines](#).

CDC has developed a new tool, [v-safe](#), to help us quickly find any safety issues with COVID-19 vaccines. [V-safe](#) is a smartphone-based after-vaccination health checker for people who receive COVID-19 vaccines. Download the [v-safe](#) app after you are vaccinated!

Studies show that COVID-19 vaccines are very effective at keeping you from getting COVID-19. Experts also think that getting a COVID-19 vaccine may help keep you from getting seriously ill even if you do get COVID-19. These vaccines **cannot** give you the disease.



COVID-19 vaccine will be free for you.

The federal government is providing the vaccine free of charge to people living in the United States. However, your vaccination provider may bill your insurance company, Medicaid, or Medicare for an administration fee.



After COVID-19 vaccination, you may have some side effects. These are normal signs that your body is building protection.

The side effects from COVID-19 vaccination may feel like flu and might even affect your ability to do daily activities. Most of these side effects should go away in a few days.

You will still need to wear a mask and socially distance after getting each shot of the vaccine for now.

As experts learn more about how COVID-19 vaccination may help reduce spread of the disease, CDC will continue to use the latest science to update the recommendations for protecting communities.



Message from the CEO – Masks

As you may already know, Governor Abbott issued an executive order regarding the opening of Texas in response to the COVID-19 disaster to include the issue of masks. The executive order becomes effective on Wednesday, March 10, 2021 when we are on Spring Break.

As an agency, **PCI will continue to wear masks until further notice.** Child Care Regulation has been contacted with questions on how the order will effect our programs. Therefore, when additional information is available, I will share it with you. Until then, please continue to wear your masks, wash hands, and utilize social distancing. Please be safe and enjoy your Spring Break. PCI cares!

Leadership PCI Class 2 Celebrated

Please join me in congratulating **Leadership PCI Class 2** in receiving their Leadership Jackets Tuesday afternoon! Class 1 as well as Class 3 helped us celebrate the following individuals:



CEREMONIAL JACKET & CERTIFICATE

Alice Espinoza – Supervisor, Mrs. Diana Vogt
 Desiree Perez – Supervisor, Ms. Lydia Almares
 Katrice Harris – Supervisor, Mrs. Mary Doxie
 Kim Wilson – Supervisor, Mr. Joe Segura
 Lutene Nunn – Supervisor, Mr. Mary Doxie
 Norma Bernal – Supervisor, Mrs. Lisa Walker
 Patricia Cardenas – Supervisor, Mrs. Mary Doxie
 Stacy Almendarez – Supervisor, Mrs. Mary Doxie
 Thalia Delgado – Supervisor, Mrs. Stacy Almendarez

“PCI...Demonstrating Resilience, Commitment and Heart!”

Please go to PCI’s website and Facebook page to learn more about the event and to see the recipients as they received their jackets from their supervisors.

Congratulations to all these very dedicated leaders helping “*Grow San Antonio’s Tomorrow...Today!*”



It is important that I acknowledge the fine work staff are doing each day on behalf of Parent/Child Incorporated. In one way or another, all PCI staff should feel good each day when they leave knowing that they have accomplished at least one thing that has effected positively the lives of our children and families to satisfy our Mission. *Way to go* to each of you **and** the following:

- Presenters of the **Annual Report to the Public** (Executives and Cabinet)
- Candace Collins and the **Health/Nutrition Advisory Meeting** (40 attendees)
- Joe Segura/Jesse Diaz and the **Male Initiative Meeting** (20+ Male attendees)
- Constance Murphy and PCI Cast members for the **S.T.E.A.M. DREAM TEAM!**
- FA2 Review Executive/Cabinet/Special Projects Members
- Joe Segura/Rudy Pacheco and Staff of W. Hutchins and Imperial Early Learning Centers (center winter damage)
- Rudy Pacheco is a new Grandfather! *Way to go!!!*
- Helen Lopez is becoming a new Mother-in-Law! *Way to go!!!*
- Leadership PCI Class 2 receiving their Leadership Jackets! *Way to go!!!*



REMEMBER TO...



TURN YOUR CLOCK FORWARD 1- HOUR SUNDAY, MARCH 14, 2021!



See you March 15, 2021! Stay Safe!!!!

“PCI...Demonstrating Resilience, Commitment and Heart!”



Please make note of
***March*April * May* Events**
 (Note: Event date and times are subject to change)

PERFORMANCE EVALUATION CYCLE TIMELINE

JAN 18 – APR 16	5. Continue Observing Job Performance	COACH FOR SUCCESS	SUPERVISOR
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MARCH *National Nutrition Month* Music Month, Art Month, National Middle Level Education Month*HEAD START ROUNDUP; Read Across America *Self-Assessment*Security and State Franchise Tax Due * Daily/Weekly Compliance Debriefing, * Center Visits – CLASS

March

- ❖ 1 - 5 – National Breakfast Week
- ❖ 1 – CLASS-Virtual/Face to Face Observations Begin
- ❖ 2 - 5 - Parent Gazette Spring Edition
- ❖ 2 – National Read Across America Day
 - Texas Independence Day
 - Leadership PCI Session VII – Food Service 4:30 – 6:00
 - EHS/CCP Directors ZOOM calls
- ❖ 4 - Executive Team Meeting
- ❖ 5 - CPR/First-Aid Class-3:00-Fenfield
 - Payday
- ❖ 8 - 12 Spring Break /Centers & Offices Closed
- ❖ 9 – 11 NHSA Winter Leadership Institute
- ❖ 10 – CACFP Live – 10:30 - 12
- ❖ 11 - Executive Team Meeting
- ❖ 14 – Daylight Saving Time Begins (Turn clocks ahead 1 hour)
- ❖ 15 - CEO/Fiscal Budget Meeting
 - New Staff Orientation
- ❖ 17 - 28 – Agency Self-Assessment Timeframe
- ❖ 17 – Shared Program Governance Meeting & Self -Assessment Overview
 - St. Patrick’s Day
- ❖ 18 - Executive Team Meeting
- ❖ 19 - Data Assessment & Accountability Initiative Meeting (reschedule)
 - Payday

- ❖ 20 – Spring Begins
- ❖ 22 - Self-Assessment Training
- ❖ 24 - Early Release 11:45
- ❖ 25 - S.T.E.A.M. Fair
 - Executive Team Meeting
- ❖ 26 - CPR/First-Aid Class-3:00-Fenfield (reschedule)
 - EHS/CCP Team Meeting
- ❖ 27 – Passover Begins
- ❖ 28 – April 4th Champions for Charity Golf Tournament
- ❖ 31 - Children’s Recognition Day

APRIL

COMMUNITY ASSESSMENT MONTH

APRIL is Child Abuse Awareness Month

PERFORMANCE EVALUATION CYCLE TIMELINE

JAN 18– APR 16	5. Continue Observing Job Performance	COACH FOR SUCCESS	SUPERVISOR
APRIL 1 - 16	6. Self-Evaluation	EMPLOYEE SELF-EVALUATION	SUPERVISOR AND EMPLOYEE
APRIL 23	7. Portfolios	EMPLOYEE SUBMIT PORTFOLIO	EMPLOYEE

APRIL * ECC Nomination Committee Site Visit* Partnership/Volunteer Awards and Recognitions*Kids Day at the Park*Child Abuse Awareness *Community Assessment *Week of the Young Child * Daily/Weekly Compliance Debriefing, Center Visits – Class * Health & Wellness Fair*

April

- ❖ 1 – April Fools’ Day
 - Executive Team Meeting
 - Champions *fore* Charity Ends
 - EHS-CCP & Expansion Application due
 - Community Assessment Timeframe
 - Teacher and Teacher Assistant Nominee Interviews Begin
- ❖ 2 – Good Friday Holiday/ Centers & Offices Closed
 - Payday
- ❖ 4 – Easter
 - Passover ends
- ❖ 5 – 9 TDA Review (CACFP)
- ❖ 6 - Leadership PCI Session VIII – Human Resources/Fiscal 4:30 – 6:00
 - EHS/CCP Directors ZOOM calls
- ❖ 7 – Miranos – 9:00
- ❖ 8 - Executive Team Meeting

- ❖ 9 - CPR/First-Aid Class-3:00-Fenfield
- ❖ 12 - New Staff Orientation
- ❖ 12 -16 -Week of the Young Child
- ❖ 13 - CEO/Fiscal Budget Meeting
- ❖ 14 – Policy Council Meeting
- ❖ 15 – Tax Day
 - Executive Team Meeting
- ❖ 16 - Data Assessment & Accountability Initiative Meeting
 - Payday
- ❖ 19 – 23 National Head Start Conference, Columbus, OH
- ❖ 20 – Board of Directors Meeting
- ❖ 21 – Administrative Professionals’ Day
- ❖ 22 -Transition/ Education Advisory Board Meeting
 - Earth Day
 - Executive Team Meeting
- ❖ 23 - CPR/First-Aid Class-3:00-Fenfield
 - Battle of Flowers Holiday /Centers & Offices Closed
- ❖ 27 - 29-Dinosaur Exhibits (TBA)
- ❖ 28 – Health/Nutrition Advisory (Virtual)
 - Early Release 11:45
- ❖ 29 – Executive Team Meeting
 - SF-425 Semi-Annual Report Due HS/HSII/EHS/EHSII
 - SF-425 Final Annual Report Due HS/HSII/EHS/EHSII
 - Federal Cash Transaction Report Due
- ❖ 30 – Arbor Day
 - Payday
 - EHS/CCP Team Meeting
 - Children’s Recognition Day
 - Teacher/Teacher Assistant Nominees Announced

MAY

PERFORMANCE EVALUATION CYCLE TIMELINE

MAY 3 – MAY 14	8. Annual Written Performance Evaluation	PREPARE WRITTEN PERFORMANCE EVALUATION	SUPERVISOR
MAY 17 – MAY 28	9. Formal Performance Evaluation	CONDUCT ANNUAL PERFORMANCE CONFERENCE	SUPERVISOR

MAY *National Physical Fitness & Sports Month *Teacher Appreciation Week *Nurse Appreciation Week * ECC Nomination Committee Site Visit Quarterly Parent Gazette *EHS / HS Transition Ceremony*Quarterly Strategic Plan Update*Single-wide Audit Month **Monthly Events:** * Daily/Weekly Compliance Debriefing, * Important Information – Center Visits – CLASS

May

- ❖ 3 - 7 – Teacher Appreciation Week
- ❖ 3 - 7 -Child Nutrition Appreciation Week

- ❖ 4 – National Teacher Day
 - Leadership PCI Session IV – Leadership Panel Q & A 4:30 – 6:00
 - EHS/CCP Directors ZOOM calls
- ❖ 5 – Cinco De Mayo
- ❖ 6 – National Day of Prayer
 - National Nurses Day
 - Executive Team Meeting
- ❖ 7 - Teacher of the Year Recognition
 - CPR/First-Aid Class-3:00-Fenfield
- ❖ 9 – Mother’s Day
- ❖ 11 - CEO/Fiscal Budget Meeting
- ❖ 12 – Policy Council Meeting
 - New Staff Orientation – Zoom
 - **Head Start Consortium Meeting Zoom 8:30 – 10:30**
- ❖ 13 - Executive Team Meeting
- ❖ 14 - Payday
 - Human Resources Newsletter
- ❖ 15 – Armed Forces Day
- ❖ 17 - Distribute Layoff Letters (Head Start Staff)
- ❖ 18 - Board of Directors Meeting
- ❖ 19 – **Early Release 11:45**
 - Fatherhood (Male) Initiative Meeting – Virtual – 6:00 – 8:00
- ❖ 20 - Executive Team Meeting
- ❖ 21 - Data Assessment & Accountability Initiative Meeting
 - CPR/First-Aid Class-3:00-Fenfield
- ❖ 27 - Executive Team Meeting
- ❖ 28 – Payday
 - EHS/CCP Team Meeting
 - Children’s Recognition Day
- ❖ **31 – Memorial Day Holiday/ Centers & Offices Closed**

