



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

August 19, 2021

Dear Parent/Child Incorporated (PCI) Families & Staff:

PCI will begin the 2021-2022 school year with children returning in-person on Monday, Aug. 23. We look forward to the first day of school with genuine excitement about children and staff returning to classrooms, but also with a sincere commitment to ensuring children and staff safety and well-being.

PCI will continue to consult with and review the guidance issued by the Office of Head Start as well as local, state, and national public health officials. The following is a list of general guidelines to start our school year:

- Masks must be worn by all children two years of age and older as well as all employees and visitors.
- Routine and frequent cleaning and disinfecting will continue at all centers and PCI facilities.
- Frequent handwashing will be encouraged. Hand sanitizer will be made available for all children and staff.
- Staff, children, and visitors are encouraged to practice physical distancing when possible.
- Weekly COVID-19 testing will be required for all staff not fully vaccinated.
- Contact tracing will occur as necessary at all centers and facilities. Staff will likely not be required to quarantine if they have been fully vaccinated or, potentially, were wearing a mask when the close contact occurred.
- In the event of a positive COVID-19 case, communication will be provided to families of that center or department.
- Remote/Virtual learning will not be provided for school year 2021-2022.

PCI is committed to addressing the health, safety, and comprehensive needs of all our children. We will be responsive to the social and emotional needs of children, staff, and families by providing access to our Mental Health Consultant.

Below are more detailed, center-specific information. For questions, you may contact your center's Education Center Coordinator.

Modifications and expectations for the school year:

- Manipulatives will be sanitized after use.
- There will be no community field trips until further notice.
- Children will no longer eat family style. Meals will be individually served.
- Staff will wear masks and gloves and encourage and reinforce social norms and health etiquette.

Services Provided By This Agency: Head Start, Early Head Start, EHS-CCP & Expansion, Center Nutrition Program, Day Care Homes Nutrition Program, Family Support Services, Disabilities Services and Professional Development

"AN EQUAL OPPORTUNITY EMPLOYER"

- Children 2 years of age or older are encouraged to wear a mask.
- A change of clothes is required.

Modified drop off and pick up procedures - Families are asked to stay inside their vehicle.

Drop Off:

- Parent will pull up to the designated drop off/pick up area
- Staff will check in children.
- Staff will conduct PCI's Covid-19 Health Screening Questionnaire for each child, every day.
- Staff will take the temperature of the child – if it is above 100 F, the child will not be allowed to attend. Note: Any employee or child who has any of the following new or worsening signs or symptoms of possible COVID-19 will not be allowed to attend:
 - Cough
 - Shortness of breath or difficulty breathing
 - Chills - Repeated shaking with chills
 - Muscle pain
 - Headache
 - Sore throat
 - Loss of taste or smell
 - Diarrhea
- Staff will escort children into the center.

Pick Up:

- Parent will pull up to the designated drop off/pick up area.
- If arriving prior to end of the school day, they will call the center phone number. If arriving after the center is closed, staff will come outside to assist.
- Temperature will be taken upon dismissal
- Staff will verify the person who is picking up the child is on the authorized pick-up list by asking for a driver's license or photo ID daily.
- Once a parent/guardian is verified, staff will check out the student.
- Staff will then call for the student.

Thank you for your patience and support of Parent/Child Incorporated as we go forward with the best plan possible for our children and staff. We want to make sure that we provide you information that meets your needs. For additional information and updates please refer to our website <https://parentchildinc.com/> and social media or simply call us at [210-226-6232](tel:210-226-6232) .

Sincerely,



Dr. Sharon Small, CEO/HS-EHS Director