



TO: PCI STAFF
FROM: Sharon Small, Ph.D.
DATE: September 22, 2021 – Celebrating Hispanic Heritage Month
RE: CEO MESSAGE

“PCI...BACK...to Basics... with Quality!”

.....
 Greetings!

It’s Official... **Fall has arrived!!!** I could actually feel the change in the air this morning, but the fact cooler weather has been forecasted is exciting!

*Thank You,
 Thank You,*



“PCI...BACK...to Basics...with Quality!”

Before I get to the message of all the events, I’d like to extend my sincere appreciation to all the center staff for your resilience as we deal with the change during COVID-19. Our theme for the year truly depicts your dedication to the **whole child**, the **whole family**, and the **whole community**. I know it has been challenging, but you have not given up! Though at times you may have thought about doing so, but you have not... YOU ARE DEDICATED to the mission of Head Start and Early Head Start which entails our children and families. I encourage you to never feel defeated. Know we are all in this together. As long as you are doing your part, in particular reading items that are sent to you regarding the COVID-19 variant, you will continue to be resilient. Information shared is to assure your safety as well as the children, so please follow protocol. If you still

have questions after you have read, please reach out to any of us. Again, ***we are in this together...*** ***BACK to Basics...with Quality!***”

Hispanic Heritage Month 2021

**Hispanic
 Heritage Month**
 September 15-October 15



Friday, September 10th our children and center staff hosted *Hispanic Heritage Presentations* at each center. I have seen pictures and heard that all the centers did an awesome job and I applaud you all. I am so proud of our children and of course the **ECCs, teachers, center staff** and **parents** from each center! Reflecting on how these children were able to participate leads me to believe they are well on their way to being ready for preschool, kindergarten and beyond! *We’re Growing San Antonio’s Tomorrow ... Today!* Please see all the wonderful events posted on our Facebook page. ***Hispanic Heritage Month runs through October 15th.***



My Family Selfie Day and National Family Day

Friday, **September 24** is PCI's **My Family Selfie Day!** Whether for personal use or for your many followers, taking selfies are fun and a great way to experiment with self-expression. Share your family selfies with us by sending them to our Communications Coordinator, Connie Murphy. So, find your light, remember to lift your chin a little, and snap away.

National Family Day was founded in 2001 by **The National Center on Addiction and Substance Abuse**, Family Day works with organizations across the country to educate parents about how everyday activities, like sharing a meal, playing a game, or asking about their day, can make a difference in the life of a child. With the support of corporations, community leaders, Major League Baseball teams, schools and thousands of local groups, Family Day helps communities prevent teen drug use. The simple, little things you do with your kids make a big difference. These activities create strong, healthy relationships that can prevent future drug use. On September 26, Family Day brings together communities across the country to celebrate the positive influence parents have on their kids.

"Simple daily activities such as sharing a meal, a conversation, or a book can have an enormous impact on the life of a child. Strong and engaged families help build a strong America, and it is our responsibility as concerned family members to discuss the dangers of substance abuse."

-Former President Barack Obama

September

September has been a busy month for PCI... Child Enrollment, Benefits Open Enrollment, Leadership PCI, Patriots Day, New ELC Openings, Policy Council Meeting, Board Meeting, Day Care Home Trainings, App development, PBC Coaching, Grandparents Day, Hispanic Heritage Month presentations, Wellness Wednesdays and much, much more. I wish to thank all staff in charge of each of the listed meetings and those who assisted. Each of the listed activities has taken place in conjunction with regular daily schedules. Your work does not go unnoticed. Please know I thank you for making PCI the place that it is. Way to go!

- **Child Recruitment / Enrollment** – Family Service Workers, Ms. Lydia Almares & Ms. Desiree Perez
- **Benefits Open Enrollment** – Mrs. Diana Vogt & Ms. Alice Espinoza
- **Leadership PCI** – Mr. Jesse Diaz, Mrs. Debra Bedoy, Ms. Connie Murphy & Dr. Sharon Small
- **Board Meeting** – Mrs. Debra Bedoy, Ms. Liz Rodriguez, Executive Team
- **Day Care Home Trainings** – Ms. Janie Pulliam & Staff



- **EHS-CCP Meetings and Trainings** – Catherine Padilla Ortas-Padilla, Ms. Terri Galloway, Mr. Jesse Diaz



New Appointment

Please help me Congratulate **Ms. Terri Galloway** who has been appointed **ECC** for the Early Head Start Early Learning Academy! Ms. Galloway is coming from being the EHS-Child Care Partnership Quality Coach, a former PCI ECC, and a graduate of Leadership PCI Class #1. Way to go!

PATH OUT OF THE PANDEMIC

PRESIDENT BIDEN'S COVID-19 ACTION PLAN

To help ensure the safety of students, families, and their communities, the **President's plan includes requirements that teachers and staff at Head Start and Early Head Start programs, teachers and child and youth program personnel at the Department of Defense (DOD), and teachers and staff at Bureau of Indian Education-operated schools get vaccinated.**

I have shared President Biden's plan with everyone in an email when this information first came out because it specifically stated **Head Start and Early Head Start**. Though President Biden's plan states staff have until January 2022, it is up to local agencies that receive government funds to determine if the need to take action is sooner than the January deadline.

You are vital to PCI's success, therefore the following was considered when making PCI's deadline sooner than January 2022:

- PCI's Employment & Wage Deduction Authorization Agreement
- Thanksgiving Break and Winter Break timeframes
- Staff recruitment and hiring time needed in the event staff choose not to get the vaccine
- The need for full enrollment and the child/staff ratio needed
- 2-week notice for resignations

Based on all of the above, 2-week notices must be submitted by November 1, 2021 and the last date for employment with PCI will be November 19, 2021 prior to the Thanksgiving break. The time needed to recruit and hire new staff is limited and we must have appropriate child/staff ratios. *As an employer and the grantee receiving federal funds, we must do our do diligence to stay in compliance and have a plan of action in place.*



If you have a **disability/medical related reason** that prevents you from getting the vaccine, please provide information from your health care provider stating such and share that with Human Resources. If you have a **“sincerely held religious belief”** please provide the following to Human Resources for discussion, review and assessment in order to make a final decision:

- Statements and explanations that discuss the nature and tenets of your beliefs and information about when, where, and how you follow the practice or belief
- Written religious materials describing the religious belief or practice
- Written statements or other documents from third parties, such as religious leaders, practitioners, or others with whom you have discussed your beliefs, or who have observed your past adherence

If you fit in either of the above exemption categories, please provide your information to HR **today or no later than November 11, 2021.**

Employee Recognition Days Coming Back to PCI

PCI will be reinstating Employee Recognition Days beginning in October to say “Thank you” for all you do to make PCI a great place to work and for parents to feel it is a great place to bring their children. Please note when your special day will occur below! (Executive will plan the specific date of recognition) **We will also recognize our Volunteers & Substitutes in May.**

- *October – ECCs & Training Staff*
- *January – Maintenance, Custodial & Compliance/Special Services Staff*
- *February – Family Service & Fiscal Staff*
- *March – Nutrition Staff & HR Staff*
- *April – Administrative Professionals & Operations Staff*
- *May – Teacher / Teacher Assistant/Nurse/EHS-CCP Partners*
- *June – CEO Office Staff*

Leadership PCI



The fourth class of Leadership PCI held its first official session of the school year on September 7th at the Mainland Headquarters. We are blessed with another enthusiastic group ready to learn and looking forward to bring innovative ideas to PCI. The next session will focus on Compliance and the expectations at PCI. I look forward to seeing the leadership qualities evolve among this new team. Session #2 will be held on October 5, 2021 with Mr. Joe Segura, Compliance Officer/Special Services Coordinator.



PCI Ad hoc Grant Application

The “ad hoc” grants are awarded to fund innovative projects or programs supplemental above and beyond the provisions of the regular agency budget for resources, supplies, and other items. These internal supplemental grants help to enhance PCI children and staff experiences, support innovative ideas, and expand upon existing programs.

Currently, there are three types of Ad hoc grants available. **Resource Grants** fund up to \$250, **Innovation Grants** can award up to \$500, and **TEAM grants** award projects up to \$1,500. Projects of particular interest are those that build partnerships, enhance the agency, and meet the Agency's Strategic Plan and School Readiness Goals. The grant also supports staff in providing grants for special projects. *Please note you can only apply for one of the above grants per project.*

Application Process:

To complete the application, please include:

1. Brief Cover Letter
2. A detailed “project” budget for which funding is sought
3. Project timeline
4. Answer questions as applicable

SAMPLE 2021 Ad hoc Grant Application Questions (This opportunity is open to all PCI staff)

Note: If interested in receiving an application, please contact the CEO Executive Assistant, Mrs. Debra Bedoy at dbedoy@pcitx.com.

Name of Project *

How much total funding are you requesting? *

Summarize what the funds will be used for *

Name of person coordinating, implementing/directing proposed project? *

Phone *

Position *

Approximately how many people will this grant serve? *

Additional information you wish to share.

Submit application when complete in a sealed envelope to:

CEO Office

Dr. Sharon Small, CEO



Parent/Child Incorporated of San Antonio & Bexar County

Have an enjoyable Selfie and Family Day and week. Family Day is EVERYDAY!

September is National Attendance Awareness Month
Remember, Your Attendance Matters!

Thank you for all that you do as we go...
“BACK...to Basics...With Quality!”



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

CALENDAR OF EVENTS
Events are subject to change

SEPTEMBER

PERFORMANCE EVALUATION CYCLE TIMELINE
Hispanic Heritage Month

AUG 28- SEPT 10	2. Establishing and communicating performance expectations	GENERAL EMPLOYEE ORIENTATION	SUPERVISOR
SEPT 14- DEC 17	3. Observing Job Performance	COACH FOR SUCCESS	SUPERVISOR

**Please make note of the bus evacuation schedule following dates to remember! **



*Hispanic Heritage Month
National Attendance Awareness Month*

- ❖ 18 – CACFP Day Care Homes Training – 10:00 a.m. – 12:00 p.m. (rescheduled)
- ❖ 20 – New Staff Orientation
 - Audit Deliverables due
- ❖ 21-23 PBC Coaching Virtual Training
- ❖ 21 – Board of Directors Meeting
- ❖ 22 – Wellness Wednesday
 - First Day of Fall
 - Compliance/Disabilities/Mental Health Staff Meeting
- ❖ 23 – Executive Team Meeting - Focus Refunding Applications (HS I, EHS I, HS II, EHS II)
 - CACFP Day Care Home Training – 5:30 – 7:30 p.m.
- ❖ 24 – EHS/CCP Team Meeting
 - My Family Selfie Day
 - CPR/First-Aid Class – 3:00 p.m.
 - Food Orders
 - CACFP Monthly Meeting
 - Education/Training Staff Meeting
- ❖ 25 – CACFP Day Care Home Training – 10:00 a.m. – 12:00 p.m.
- ❖ 26 – National Family Day
- ❖ 27 – Process Payroll
 - Agency-wide Audit begins
 - Operations ECC/Content Area Staff Meeting – 3:00 p.m.
- ❖ 28 – CACFP Day Care Home Training (Spanish) – 5:30 – 7:30 p.m.
- ❖ 29 – Transition/Education Advisory Committee Meeting
 - Wellness Wednesday
- ❖ 30 – Executive Team Meeting Focus Refunding Applications (HS I, EHS I, HS II, EHS II)
 - CACFP Centers Fiscal Year Ends
 - CACFP Day Care Homes Fiscal Year Ends
 - CACFP Day Care Home Training – 5:30 – 7:30 p.m.
 - Children’s Recognition Day



**Parent/Child Incorporated (PCI)
Of San Antonio & Bexar County**
"Growing San Antonio's Tomorrow...Today!"

Bus Evacuation Training Dates

September 2021

Monday	Tuesday	Wednesday	Thursday	Friday
		1	2	3
6 Labor Day	7	8	9	10
13	14 Adelina Fritz 9:00 am Timberhill 10:00am	15	16 Place for Life EHS 9:00 am Place for Life HS 10:00 am	17
20	21 Meadowood 9:00 am Clarice Roe 10:00	22	23 Pearsall 9:00 am Southwest 10:00 am	24
27	28 Lost Creek 9:30 am Bailey's Babies 10:30 am	29	30	*Times may vary.



**Parent/Child Incorporated (PCI)
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Bus Evacuation Training Dates

October 2021				
Monday	Tuesday	Wednesday	Thursday	Friday
				1
4	5	6	7 PCI Early Learning Academy EHS/HS 9:00 am	8
11 Staff Development	12	13	14 Imperial 9:00 am Madonna 10:00 am	15
18	19 Evelyn King 9:00 am Midcrown 10:00 am	20	21 Culebra 9:00 am George Gervin 10:00 am	22
25	26 Kindred 9:00am West Hutchins 10:00 am	27	28 East Central 9:00 am Terry O'Connor 10:00 am	29 *Times may vary.



OCTOBER

National Head Start Awareness Month

TIMELINE	PERFORMANCE EVALUATION COMPONENT	ACTIVITY/DESCRIPTION	RESPONSIBILITY
SEPT 14- DEC 17	3. Observing Job Performance	COACH FOR SUCCESS	SUPERVISOR

STRATEGIC PLAN – FIRST QUARTER REPORT

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***Important Information:** ECC/Content area Meetings – Mondays Bi-weekly, *EHS/CCP Teacher Home Visits, *Compliance and Facilities Departmental Daily Debriefing Meeting with Staff 8:00 a.m., * Follow Up Fridays

- ❖ 1 – Fiscal Staff Meeting
 - Payday
 - Food Orders
 - Education/Training Staff Meeting
- ❖ 2 – World Smile Day
- ❖ 4 – Class Observation Begins
 - New Staff Orientation
- ❖ 5 – EHS/CCP Directors’ Round Table
 - National Night Out
 - **STEAM Shoot (Cardboard Challenge)**
 - Leadership PCI Session II Regulatory Compliance/Facilities 4:30 – 6:00
- ❖ 6 – End of 45 Days Screenings
 - Wellness Wednesday
- ❖ 7 – 45-Day Activities Due
 - Executive Team Meeting
- ❖ 8 – Food Orders
- ❖ 9 – President Officers Summit
- ❖ 11 – Staff Development/Columbus Day – Centers Closed
 - Process Payroll
 - Fiscal Budget Meeting
- ❖ 12-15 – Substitute Training
- ❖ 12 - Operations ECC/Content Area Staff Meeting – 3:00 p.m.
- ❖ 13 – Policy Council Meeting



- Wellness Wednesday
- ❖ 14 – Executive Team Meeting
- ❖ 15 – Data Assessment & Accountability Initiative Meeting
 - Payday
 - Food Orders
 - Boss's Day
 - Education/Training Staff Meeting
- ❖ 19 – Board of Directors Meeting
- ❖ 20 – 24 – National School Bus Safety Week
- ❖ 20 – Wellness Wednesday
 - Compliance/Disabilities/Mental Health Staff Meeting
- ❖ 21 – Executive Team Meeting - Focus Refunding Applications (HS I, EHS I, HS II, EHS II)
- ❖ 22 – EHS/CCP Team Meeting
 - Food Orders
 - Fall Literacy Fest
- ❖ 25-29 – Red Ribbon Week – Theme Contest
- ❖ 25 – Process Payroll
 - Operations ECC/Content Area Staff Meeting – 3:00 p.m.
- ❖ 26 – Incredible Years Parent Curriculum Training
- ❖ 27 – Health/Nutrition Advisory Meeting
 - Wellness Wednesday
 - Cardboard Challenge
- ❖ 28 – Executive Team Meeting - Focus Refunding Applications (HS I, EHS I, HS II, EHS II)
 - National First Responders Day
 - SF-425 Semi-Annual Reports Due – HS/HSII-EHSII/EHS
 - SF-425 Annual Report Due – EHS-CCP
 - SF-428 Annual Report Due – EHS-CCP
 - Federal Cash Transaction Report Due
- ❖ 29 – CPR/First-Aid Class – 3:00 p.m.
 - Payday
 - Food Orders
 - Children's Recognition
 - CACFP Monthly Meeting
 - Paycom IRS 941/TWC Quarterly Reports Due
- 31 – Audit Due to the Federal Clearinghouse

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