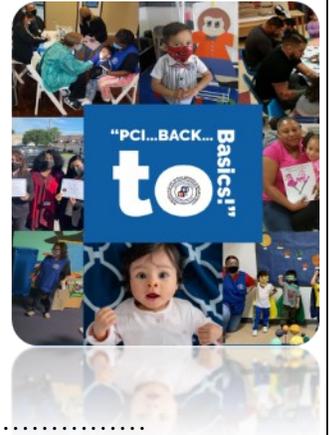


# HAPPY LABOR DAY!



**TO:** PCI STAFF  
**FROM:** Sharon Small, Ph.D.  
**DATE:** September 3, 2021 – Labor Day Weekend  
**RE:** CEO MESSAGE  
*“PCI...BACK...to Basics... With Quality!”*

Greetings!

I hope you have had a great week. I know you are ready for a long and safe weekend which you will enjoy **Monday the 6<sup>th</sup> -Labor Day!** I believe we had a great start to the school year with no major concerns though we know the COVID-19 Variant is still around. I commend you for how you are handling each positive case and getting the results to your supervisors and HR right away. I also commend you for having your vaccines and/or getting the weekly COVID-19 test to help keep you, the children, and your families safe. As of now, PCI does not have a mandate in place for everyone to get the vaccine. As long as we continue with the method we are using now, there may not be a need to do so. As you know our theme for the year is *“PCI...BACK ...to Basics...With Quality!”* We will focus on the Whole Child, the Whole Family, and the Whole Community...just what Head Start was created to do. It is my goal for every employee within PCI to understand the advantages that Head Start provides and how it all begins with each of us helping our children and families become a success in society. There are so many positives to being part of Head Start. Great start to the new program year!



### **Congratulations, PCI! We are a TOP WORKPLACE in San Antonio, TX!**

We received official notification last week with more information to be shared later. Thank you to those who participated in the survey. Because of you, we are standing out even more in the city as well as the nation! We're letting everyone know we are *“Growing San Antonio's Tomorrow...Today!”* with **QUALITY!** Way to go, PCI!



As a Head Start and Early Head Start Grantee, we are required to have systems of data collection and analysis that support data-informed, evidence-based continuous improvement and lead to better results for children and families. Use of data to inform instruction and continuous program improvement is an



essential feature of early childhood education programs. Data gathering is for the entire agency. This is how data can be used per each area of the agency:

- **TEACHERS, MENTAL HEALTH COORDINATOR, SPECIAL EDUCATION SPECIALIST, BILINGUAL TEACHER** use child assessment and observation data to inform and individualize instruction and identify needs for early intervention.
- **TEACHERS** and **FAMILY SERVICE WORKERS** collect and analyze data on family needs, experiences, and engagement and use data to communicate with parents about their children's progress and goals, as well as how the parents can support children's learning.
- **ECCS, EDUCATION /TRAINERS, PROFESSIONAL DEVELOPMENT SPECIALIST,** and **MENTOR/ COACHES** use attendance, teacher observation, and child assessment data to provide feedback and support to teachers and family support staff; identify children and families in need of customized support; and identify opportunities for improvement.
- **CEO, OPERATIONS COORDINATORS, COMPLIANCE, HR, FISCAL, NUTRITION, IT, COMMUNICATIONS, EDUCATION/ TRAINERS**-level leadership uses data to identify trends and needs across programs and make adjustments to budget, staffing, and programming to improve child and family outcomes.



### SEPTEMBER 15 – OCTOBER 15

During National Hispanic Heritage Month (September 15 to October 15) we recognize the contributions made and the important presence of Hispanic and Latino Americans to the United States and celebrate their heritage and culture. Hispanics have had a profound and positive influence on our country through their strong commitment to family, faith, hard work, and service. They have enhanced and shaped our national character with centuries-old traditions that reflect the multiethnic and multicultural customs of their community.

The term Hispanic or Latino refers to Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race. On the Census form, people of Spanish,



Hispanic and/or Latino origin could identify themselves as Mexican, Mexican American, Chicano, Puerto Rican, Cuban, or "another Hispanic, Latino, or Spanish origin."

**Share in PCI's special Annual Tribute by celebrating with our children their Virtual Hispanic Heritage Presentations at each Early Learning Center at 10:00 a.m. on September 10, 2021!**



**Head Start & PCI Leads the Way in Early Childhood Education**

"Educators and Leaders of early childhood education usually enter the profession with a profound love of children. They have experience and **key skills: *patience, organization, and flexibility.*** They ***embrace diversity,*** and they can ***communicate effectively with children, teachers, parents and the community.***" When I read this statement, I immediately thought about you, PCI. You are leading the way to help so many children and their families to a better life in the community. I thank you!



### **Success Corner**

Nothing gladdens my heart more than seeing the great work teachers do with our children which helps fulfill the mission of PCI. As you all know the **Success Motto** is something I want all PCI children to learn and understand as well as you the staff. Last year, many of you did a great job in assuring the **Success Motto** was shared daily. Let's do it again this year. Way to go! If staff know and believe the motto, our children will as well. So, please be sure to share the Success Motto daily.

# HAPPY LABOR DAY!

## Leadership PCI



Leadership PCI Class #4 will hold its first official session of the school year on September 7<sup>th</sup> at the Mainland Headquarters beginning at 4:30 p.m. This will be considered the **Orientation to Leadership PCI**. We are looking forward to another creative and enthusiastic group ready to learn as we look forward to their inovative ideas as well.

*Have a SAFE and RESTFUL Labor Day Weekend and THANK YOU for all you do!*

"Treat people as if they were what they ought to be, and you help them become what they are capable of becoming." -- Goethe





**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*

- ❖ 1-15 – Employees’ Benefits Open Enrollment
- ❖ 1 - EHS/CCP Directors’ Round Table
  - Wellness Wednesday
- ❖ 2 – Executive Team Meeting – Focus Refunding Applications (HS I, EHS I, HS II, EHS II)
- ❖ 3 – CEO Office Staff Meeting
  - Payday
  - Food Orders
  - Fiscal Staff Meeting
- ❖ 6 – Labor Day Holiday – Centers & Offices Closed
  - National Read a Book Day
- ❖ 7 – STREAM Shoot
  - Leadership PCI Session I – Orientation 4:30 – 6:00
- ❖ 8 – Policy Council Meeting
  - Wellness Wednesday
  - PBC Coaching Registration Deadline
- ❖ 9 – Executive Team Meeting
- ❖ 10 – Children’s Hispanic Heritage Presentation
  - Food Orders
  - Grandparents Breakfast @ Centers
  - Education/Training Staff Meeting
- ❖ 11 – Patriot Day
- ❖ 12 – National Grandparents Day

# HAPPY LABOR DAY!



- ❖ 13 – Process Payroll
  - Fiscal Budget Meeting
  - Operations ECC/Content Area Staff Meeting – 3:00 p.m.
- ❖ 14 – EHS/CCP Parent Orientation by Center
- ❖ 15 – EHS/CCP Parent Orientation by Center
  - **Open Enrollment Ends**
  - Wellness Wednesday
  - CACFP Renewal Due - Independent centers and/or Tier 1 renewals.
  - Family Engagement Training with Coach Moncrief
- ❖ 16 – Executive Team Meeting - Focus Refunding Applications (HS I, EHS I, HS II, EHS II)
  - EHS/CCP Parent Orientation by Center
  - CACFP Day Care Home Training – 5:30 – 7:30 p.m.
- ❖ 17 – Data Assessment & Accountability Initiative Meeting
  - Region VI Prenatal Program Advisory 10:00 -11:30
  - Payday
  - Food Orders
  - EHS/CCP Parent Orientation by Center
- ❖ 18 – CACFP Day Care Homes Training – 10:00 a.m. – 12:00 p.m.
- ❖ 20 – New Staff Orientation
- ❖ 20 – 23 NHSA Fall Leadership Institute – Washington, DC
- ❖ 21 – Board of Directors Meeting
- ❖ 21 – 23 PBC Coaching Virtual Training
- ❖ 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
  - 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

# HAPPY LABOR DAY!

- 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.

***“PCI...BACK...to Basics...With Quality!”***