



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

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

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



Staff Development Day - October 11, 2021

Training Sites: PCI Centers PCI Headquarters PCI Crestway PCI Bandera Operation/Training Center	<i>Sessions and Locations</i>				
Staff Development: All Staff must clock-In. Please ensure that all staff participates in training from 8:00-12:00 Lunch 12:00-1:00 Blackout Day: If you need to be absent due to an emergency or special circumstance, you must submit your request in writing to Dr. Small for approval.	Centers Head Start Teachers/Teacher Assistants Session # 1	Centers Head Start Teachers/Teacher Assistants Session # 2	Centers Head Start Teachers/Teacher Assistants Session # 3	Centers Head Start Teachers/Teacher Assistants Session #4	Centers Early Head Start Teaching Staff
	Training Site: PCI Head Start Centers-Via Zoom Presenter: Hatch Ignite Time: 8:00a.m.-12:00p.m. Participants: ECC's/Head Start Teachers/Teacher Assistants Topic: Hatch Ignite App. How to use APP and how to enroll children. AM Session: #1-Hatch Ignite Centers: Fritz, Clarice Roe, East Central, Evelyn King	Training Site: PCI Head Start Centers-Via Zoom Presenter: Hatch Ignite Time: 8:00a.m.-12:00p.m. Participants: ECC's/Head start Teachers/Teacher Assistants Topic: Hatch Ignite App. How to use APP and how to enroll children. AM Session: #2-Hatch Ignite Centers: George Gervin, Imperial, Lost Creek, Meadowood	Training Site: PCI Head Start Centers-Via Zoom Presenter: Hatch Ignite Time: 1:00p.m.-3:00p.m. Participants: ECC's/Head start Teachers/Teacher Assistants Topic: Hatch Ignite App. How to use APP and how to enroll children. PM Session: #3-Hatch Ignite Centers: Academy HS, Pearsall, Midcrown	Training Site: PCI Head Start Centers-Via Zoom Presenter: Hatch Ignite Time: 1:00p.m.-3:00p.m. Participants: ECC's/Head start Teachers/Teacher Assistants Topic: Hatch Ignite App. How to use APP and how to enroll children. PM Session: #4-Hatch Ignite Centers: Place for Life, Terry O'Connor, W. Hutchins, Culebra, Timberhill	Training Site: PCI Early Head Start Centers-Via Zoom Presenter: Education/Trainers Time: 8:00a.m.-12:00p.m. Participants: Early Head Start ECC's/Teachers Topic: Practice Base Coaching-Self Assessment, Lesson Plans, Fidelity Checklist
PAYCOM All staff must clock in/out 8:00-In Lunch Out- 12:00 Lunch-In-1:00	CEO Office Communication/ Clerical/Human Resources/Assessment Improvement/Fiscal	Operations/ Family Service Workers	Compliance/ Facilities/Custodians/ Monitoring/ Mental Health/ Disabilities	Nutrition/CACFP Drivers/Central Kitchen/Nutrition Aides	EHS-Child Care Partnership/ Partnership Family Service Workers
	Training Site: PCI Headquarters Presenter: Executives Time: 8:00a.m.-12:00p.m. Participants: Corporate Staff Topic: CEO: On the Job Training Communications: Microsoft Teams Human Resources: Paycom Updates Fiscal: Blackbaud Software Assessment, Accountability & Continuous Improvement: Hatch Ignite Head Start Training Session	Training Site: PCI Bandera Operations & Training Center Via Zoom Presenter: Dea Polk-Consultant Time: 8:00a.m.-12:00p.m. Participants: Family Service Workers/ERSEA/Health Staff Topic: Customer Service	Training Site: PCI Headquarters -Via Zoom Presenter: Gladys's Ojeda-Child Safe Time: 8:00-12:00 p.m. Participants: Facilities/Custodians/ Monitors/Mental Health/Disabilities Topic: Child Abuse/ Environmental Health	Training Site: PCI Crestway Central Kitchen-Via Zoom Presenter: Janie Castillo/Monica Ellison Time: 8:00a.m.-12:00p.m. Participants: Central Kitchen/Nutrition Aides Topics: CACFP Reimbursement Reports, Kitchen Management/ Kitchen Inventory, Special Diets, Daily Meal Production, Monitoring Visits	Training Site: PCI Headquarters-Via Zoom Presenter: Dea Polk Time: 8:00a.m.-12:00pm Participants: CCP Family Service Workers CCP Coordinator Topics: Customer Service