

**PCI**



**TOP  
WORK  
PLACES**

# Parent/Child Incorporated of San Antonio & Bexar County 2021-2022 Annual Report

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

# About Us

## Mission/Vision Statement

- The mission of Parent/Child Incorporated is to provide high-quality early childhood developmental and educational services in order to empower our children and their families to become responsible citizens who value education and community
- Our vision is to provide the best quality child development program for all eligible children using the Head Start /Early Head Start Model which enables families, children, and staff to be empowered by creating a caring, safe and healthy environment that encourages learning and wellness.





# 2021-2022 Theme Logo





# CEO Message

Dr. Sharon M. Small  
Chief Executive Officer/HS/EHS Director  
MEd, MA, PhD

- Welcome to Parent/Child Incorporated's Annual Report to the Public! This is the 15<sup>th</sup> Annual Report to the Public since becoming the Chief Executive Officer of Parent/Child Incorporated. The Office of Head Start (OHS) requires that Head Start Grantees report annually on the progress made toward the program goals and mission to provide quality education and services to all children, families and the communities served by PCI in San Antonio and Bexar County.





# CEO Message

## The Report Provides Information Regarding...

The total amount of public and private funds received and the amount from each source

An explanation of budgetary expenditures and the proposed budget for the fiscal year

The total number of children and families served, the average monthly enrollment, and the percentage of eligible children served

The results of the most recent review by the Secretary and the financial audit

The percentage of enrolled children that received medical and dental exams

Information about parent involvement activities

The agency's efforts to prepare children for kindergarten  
And...

Any other information required by the Secretary

# Success Motto

Our “Success Motto” has been welcomed by staff, children, and parents in the past and present. Affirmations become intrinsic in nature and a vital part to how we feel, respond and progress in life.

I’M A SUCCESS AND I KNOW WHY

MY MOTTO IS TO TRY, TRY, TRY

TO DO AND BE MY VERY BEST

THAT IS WHY, I’M A SUCCESS!”







# CEO Message

The 2021 - 2022 Annual Report to the Public is led by our mission and theme. Our theme, *Back.. to Basics with Quality* encompasses the **whole child**, the **whole family** and the **whole community**.

Because of COVID-19 and the Delta and Omicron variants, enrollment and staffing has been a challenge for 2021-2022 which has been a problem for the San Antonio and Bexar County Community as well as nationally. However, PCI has been resilient and consistent in ensuring the child to staff ratio is met with safety being in the forefront.

We firmly believe 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.

# CEO Message

## *National Focus*

- In the 55 years since Head Start began, families and society have changed dramatically, but our commitment to partnering with vulnerable children and families remains unwavering. From early math and reading skills to confidence and resilience, Head Start helps children build the skills they need to be successful in school and life. Our comprehensive approach meets the needs of the whole child, addressing health and well-being as well as education. The proof of our success is in our outcomes.
- There have been challenges due to COVID-19 which will be shared in the Overview.



# CEO Message

## *Overview*

- The Office of Head Start requires all Head Start Grantees to maintain full, funded enrollment
- (Face-to-Face) learning is also an expectation
- Remote learning is not recommended more than two weeks
- Ongoing local, state and national updates are taking place
- Ongoing communication to PCI parents and Staff



# CEO Message

## *Vaccination and Masking Mandate*

- The Office of Head Start, as a response to the Biden-Harris Administration, mandated that all Head Start Staff be fully vaccinated.
- 100% of Parent/Child Incorporated staff have been fully vaccinated or received a religious or medical exemption.
- All agencies that have contact with our children must also be fully vaccinated.
- Masks continue to be worn by children 2 years of age and older as well as all staff.



# CEO Message

- With the on-going challenges presented by COVID-19, we continue to problem solve and prioritize to determine the needs of the agency which included organizing a COVID-19 reopening task force; communicated with staff and parents and solicited their input; created COVID-19 policies and procedures approved by the Board of Directors; continued training staff on technology and Zoom; and assuring staff that we care.
- Parent/Child Incorporated continues to keep the whole child, the whole family, and the whole community in all that we do.
- Having an excellent staff that care has also been consistent



ADMINISTRATION FOR  
**CHILDREN & FAMILIES**

Office of Head Start | 4th Floor – Switzer Memorial Building, 330 C Street SW, Washington DC 20024 eclkc.ohs.acf.hhs.gov

# CEO Message

## *Notable Moments*

- Focus Area II Highlights from the Office of Head Start Monitoring Review
- Graduated the third class of Leadership PCI and began the 4<sup>th</sup> class of Leadership PCI. This program was also a highlight noted in the FA2 Program Performance Summary Report
- Teacher and Teacher Assistant of the Year

## Program Performance Summary Report

To: Authorizing Official/Board Chairperson

Mr. Michael Latimer

Parent Child Incorporated

7815 Mainland Dr

San Antonio, TX 78250 - 5150

From: Responsible HHS Official

Date: 05/10/2021

On behalf of Dr. Bernadine Futrell  
Director, Office of Head Start

From March 15, 2021 to March 19, 2021, the Administration for Children and Families (ACF) conducted a Focus Area Two (FA2) monitoring review of the Parent Child Incorporated Head Start and Early Head Start programs. This report contains information about the grantee's performance and compliance with the requirements of the Head Start Program Performance Standards (HSPPS) or Public Law 110-134, *Improving Head Start for School Readiness Act of 2007*.

The Office of Head Start (OHS) would like to thank your governing body, policy council, parents, and staff for their engagement in the review process. Based on the information gathered during this review, we have found your program meets the requirements of all applicable HSPPS, laws, regulations, and policy requirements.



# Top Workplace

## Parent/Child Incorporated (PCI) selected a Top Workplace for 2021

SAN ANTONIO October 25, 2021 – Parent/Child Incorporated (PCI) of San Antonio & Bexar County is proud to have been selected by our employees as a Top Workplace for 2021. The winners were in the San Antonio Express-News Top Workplaces special section which published on Sunday, October 24, 2021. This is the 13th year for the San Antonio Express-News to team up with Workplace Dynamics, an independent research firm, to recognize the best places to work in the San Antonio area. Winning employers are chosen through employee surveys on a variety of workplace topics. Survey results are verified by an independent organization.



**Parent/Child Incorporated is a  
2021 Top Workplace!**

# CEO Message

The Annual Report to the Public include **Notable Moments** and will share how PCI stands out in:

- I. Community
- II. Program Governance
- III. Data
- IV. Partnerships
- V. Communication
- VI. Human Resources
- VI. Operations
- VII. Education/Training
- VIII. STEAM/Dual Language
- IX. Compliance
- X. Nutrition
- XI. Fiscal

Thank you for your continued dedication to advancing early childhood education and developing the futures of our young children.



# Program Governance



**Mrs. Debra Bedoy,**  
Executive Assistant to the CEO



# Program Governance



PCI's Governance Group consists of the Board of Directors, the body that is legally and financially responsible for the agency; the Policy Council that is made up of parents and community members that are responsible for the direction of the Head Start and Early Head Start programs.



The Board and Policy Council have approved the submitting of a one-time funding opportunity to purchase security cameras for the classrooms, renovations to the Adelina Fritz Center, new furniture for the Head Start classrooms, replacing of mulch and purchase of soft time for some of the playgrounds and curriculum.



The agency is financially sound in all programs and is provided the financial statements and audits as conducted and completed.



# Board of Directors



**Michael Latimer**  
Board President



**Rafael Rodriguez**  
Secretary/Treasurer



**Maribel Torres**  
Parliamentarian/ Chaplain



**Ernest Mendoza**  
Board Member/Community



**Dr. Ernest E. Thomas**  
Early Childhood Education



**Board Members:**

Ricci Garcia  
Head Start Parent  
Representative

Jacquelyn Collins  
EHS-Child Care Partnership &  
EHS Expansion Parent  
Representative

**Policy Council Officers:**

Linda Cordova, President

Delayna Rivas, Secretary

Jacquelyn Collins,  
Parliamentarian

Guadalupe Marque, Chaplain

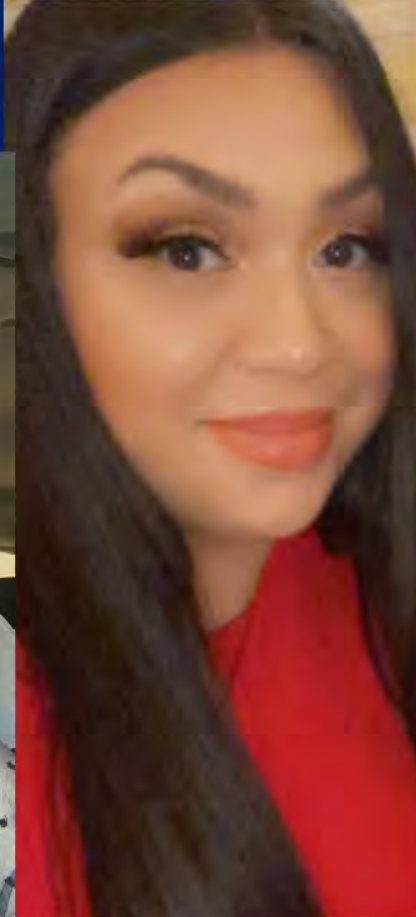
# Policy Council



Linda Cordova,  
Policy Council President.



Jacquelyn Collins,  
EHS-CCP & EHS Expansion Board Representative



Ricci Garcia,  
Head Start Parent Representative to the Board.



### Notable Moments:

- The Board approved a One-Time Incentive Award “Caring for Those who Care” to staff for their dedication, selflessness, and caring staff, of \$1000 for staff that has been with PCI from August 2021 through September 2021 and continue to be employed through November 30, 2021; and a \$500 one-time incentive for staff that has been a part of PCI starting in October 2021. The incentive was given to staff on December 3, 2021, using funds accumulated through attrition.
- Mr. Mendoza, Board Member frequently provides information that assist staff with resources to use in the education and mental health of our children.
- The Board and Policy Council members have mastered participating in Zoom meetings. It continues to be a productive tool for conducting agency business.
- The Governance Groups both received praise from the Federal Review Team that came to monitor PCI in March of 2021. The Lead Federal Reviewer was amazed with the knowledge the Governance Groups exhibited to carry out agency business and the passion they showed for the work they do for the children, families, staff, and the community. The reviewers were impressed with testimonials provided by the Board President, Policy Council/Board Member Representative, and a Parent.
- Ms. Torres, Board Parliamentarian/Chaplain provided PCI a donation via the Blackbaud Giving Fund at her job that awards her funds to give to an organization of her choice for the volunteer hours she puts in.
- Mr. Latimer, Board President and Dr. Thomas, Board Member attended and participated in the first Male Initiative gather of the school year to provide guidance and meet some of PCI’s role models for our children.



# Executive Team



**Mrs. Debra  
Bedoy, Executive Assistant to the  
CEO**



**Natalie McGarity Diaz  
Fiscal Manager**



**Mary Doxie, Head Start/  
Early Head Start Coordinator**



**Helen Morales Lopez  
Education/Training Coordinator**



**Janie Pulliam,  
CACFP Nutrition Service Manager**



**Diana Vogt  
Human Resources Coordinator**



**Joe Segura  
Compliance Officer/Special Service Coordinator**



# CEO Special Projects

*Parent/Child Incorporated Community Assessment utilizes data based on a measure of relative opportunity across a metropolitan area.*



**Jesse Diaz: Assessment, Accountability, & Continuous Improvement Coordinator**

# Data Assessment

- The data is based on indicators of Educational Opportunity, Health and Environmental Opportunity, and Social and Economic Opportunity and offers the first comprehensive, equity-focused information system to monitor progress towards improved wellbeing for children of all racial/ethnic groups through the creation and dissemination of unique indicators and analysis of:

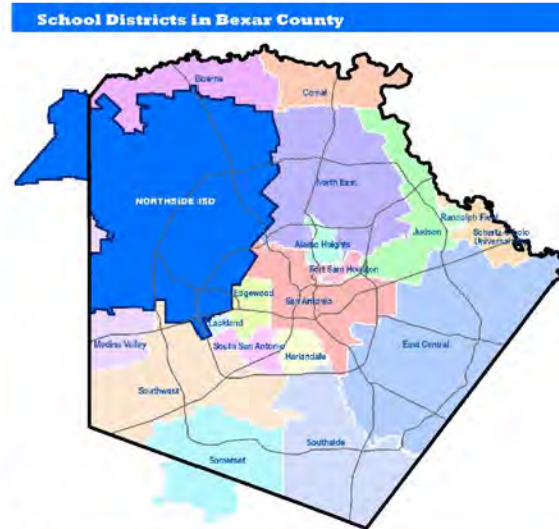


# Community Assessment

## *Bexar County Service Area*



Bexar County map with zip code areas.

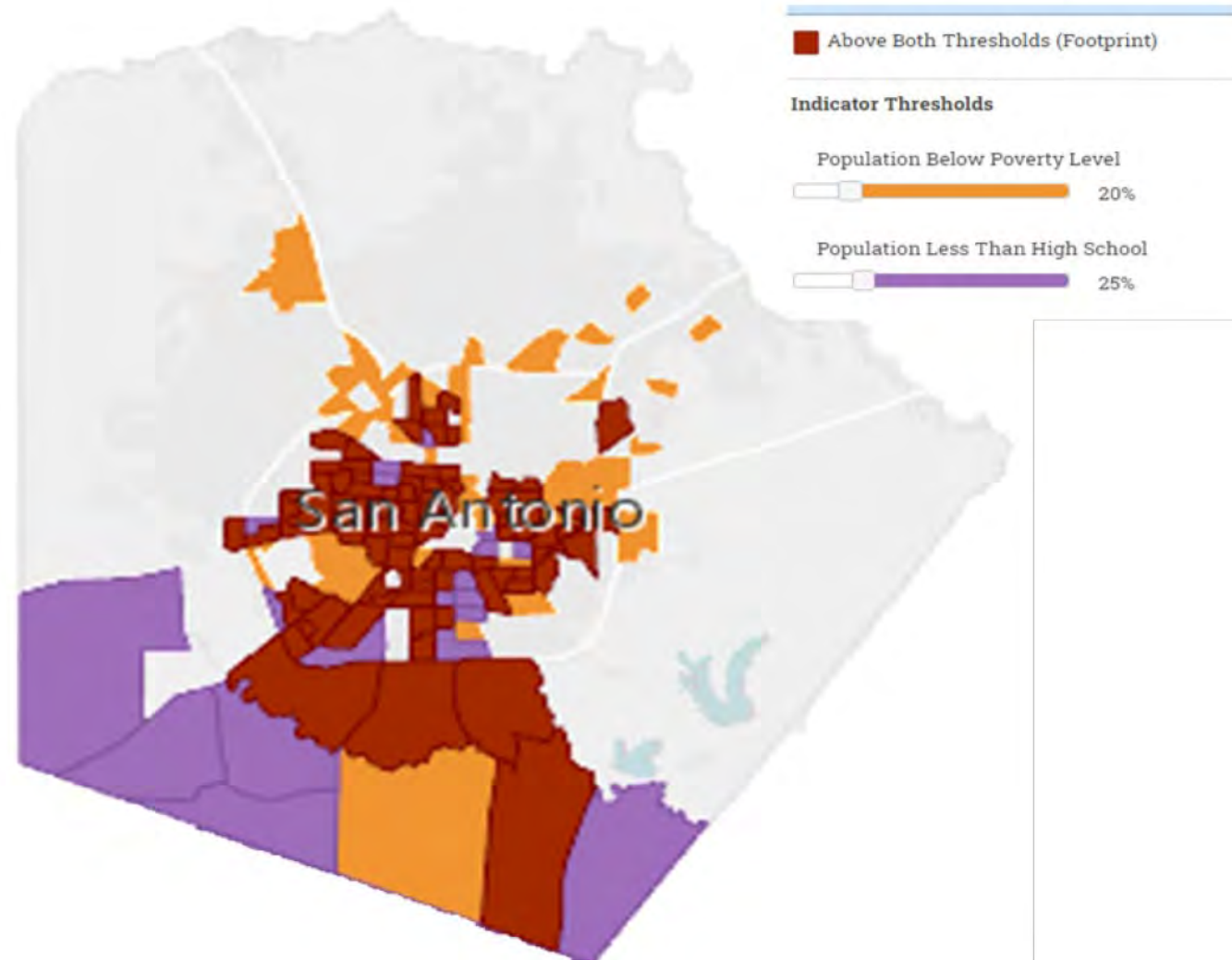


Bexar County map with school district boundaries.

The data is based on indicators of Educational Opportunity, Health and Environmental Opportunity, and Social and Economic Opportunity and offers the first comprehensive, equity-focused information system to monitor progress towards improved wellbeing for children of all racial/ethnic groups through the creation and dissemination of unique indicators and analysis of:

- The state of wellbeing, diversity, opportunity, and equity of children in the service area (Bexar County), and,
- the availability, capacity and research evidence supporting the effectiveness of public policies and programs to equitably serve children of all racial and ethnic groups and reduce disparities among them. The data highlights the fact that the areas in which Parent/Child, Incorporated is providing services are high need areas when it comes to poverty levels, health and environmental factors and poor early childhood educational opportunities.

# Community Assessment



# Community Assessment

## 2021-2022 ANNUAL REPORT CEO OFFICE SPECIAL PROJECTS SELF ASSESSMENT

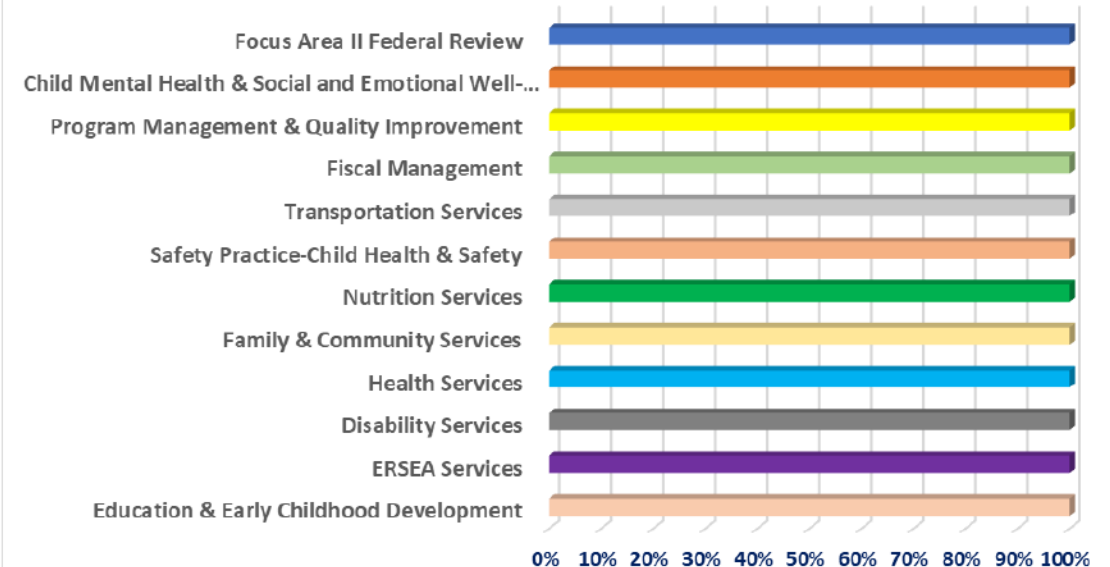
### *“Continuous Improvement”*

Overall, based on the analysis of the Self-Assessment data, Parent/Child Incorporated continues to be outstanding in delivering quality comprehensive services to the Head Start/Early Head Start/EHS-Child Care Partnership program; with the realization by management that there is always room for improvement.

The Head Start/Early Head Start/EHS-Child Care Partnership Program is in full compliance with the Head Start Program Performance Standards, Head Start Act, and other State/local regulations. Furthermore, the result of the Self-Assessment confirms that Parent/ Child Incorporated’s program planning and implementation system focus is on continuous improvement of program service delivery and quality.

The following graph displays our Self-Assessment findings per area assessed.

### 2021 Self-Assessment Compliance Results





# Notable Moments

- *"Notable Moments"*

- Parent/Child, Incorporated continues to service these communities and plans to continue in those areas by adding the Timberhill, and Culebra Head Start/Early Head Start Centers in the Northside Independent School District, Midcrown Head Start/Early Head Start Center in the Northeast Independent School District, as well as Green Oak Child Care Partnership Center within the Harlandale Independent School District.



# Communications

*The role of Parent/Child Incorporated (PCI) Communication/Technology Department promotes the brand and promote PCI services.*



**Constance Murphy**

**Program Communication Coordinator**

# Head Start Performance Standards

## 1302.50 Family Engagement.

*Purpose.* A program must integrate parent and family engagement strategies into all systems and program services to support family well-being and promote children's learning and development. Programs are encouraged to develop innovative two-generation approaches that address prevalent needs of families across their program that may leverage community partnerships or other funding sources.





## Goals, Objectives, and Strategies

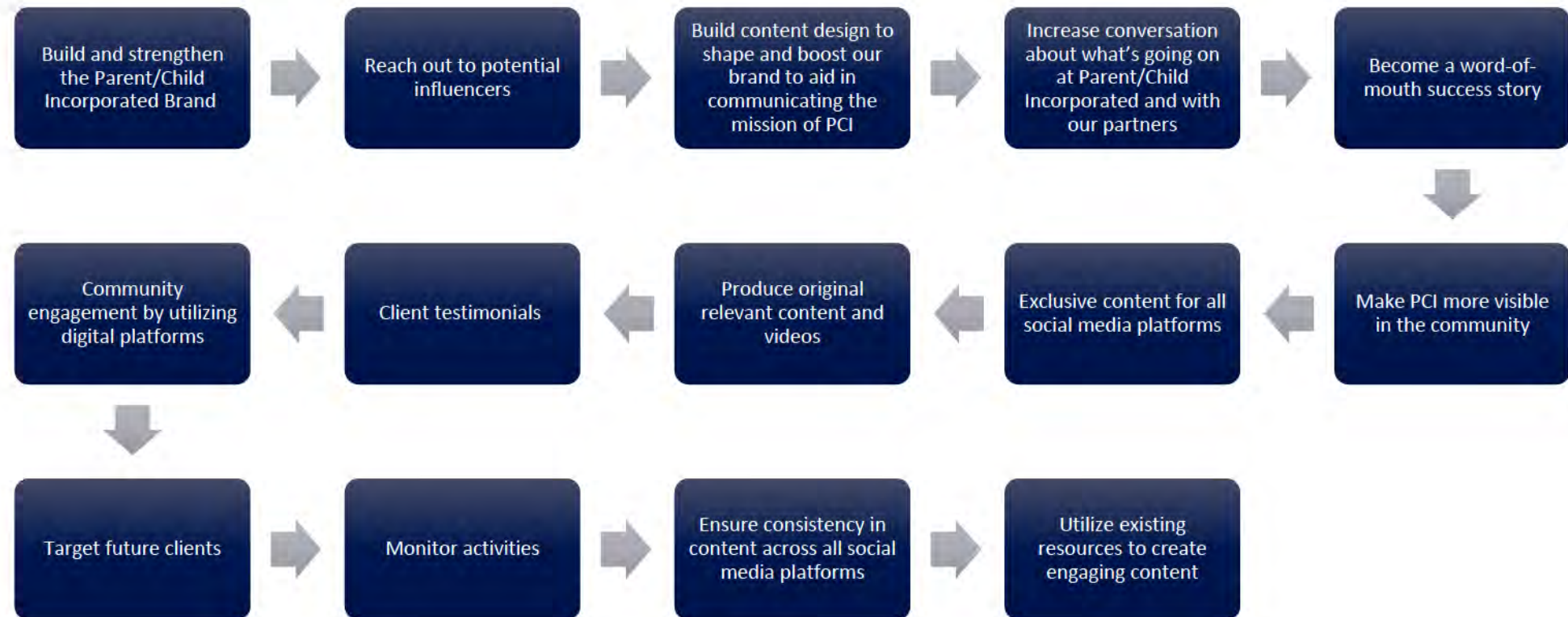
### Objectives:

- Build connections with parents/guardians and the community.
- Facilitate two-way communication
- Facilitate engagement opportunities
- Responsibly utilize a variety of media

### Strategies through Brand Promotion:

- CEO Message
- Answer questions via email: [information@pcitx.com](mailto:information@pcitx.com)
- Utilize social media to promote PCI
- Promote Parent/Child Incorporated's brand through website content/ [parentchildinc.com](http://parentchildinc.com), and network infrastructure.
- Special events
- Increase PCI's visibility

# Strategy



# Parent Gazette

## Newsletter

- Every child deserves an education that extends beyond the transmission of isolated facts and skills to in-depth understanding and complex problem solving and is helpful to students and society beyond the classroom. Parent Gazette help keep parents involved with their children's education and promote success.

Parent Gazette  
August 2021

# W

elcome to a New School Year!

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



Message from our CEO:  
Dr. Sharon Small



On behalf of the staff at Parent/Child Incorporated (PCI) of San Antonio & Bexar County School, I am happy to welcome you to the 2021-22 school year! We are looking forward to a productive partnership with you to ensure our children can achieve their highest potential. We recognize that in order to be successful in school, our children need support from both the home and school. We know a strong partnership with you will make a great difference in your child's education. As partners, we share the responsibility for our children's success and want you to know that we will do our very best to carry out our responsibilities. We ask that you guide and support your child's learning by ensuring that he/ or she attends school daily and arrives on time, ready for the day's learning experience. We want to say thank you for your support and believing in us to provide your child's educational needs.

With sincere appreciation!

Dr. Sharon Small



Dr. Sharon Small  
Chief Executive Officer/Principal  
PHSA, PHSA



Save the date! NHSA's annual Parent and Family Engagement Conference is the only national event that focuses on how Head Start parents, families, and staff can best partner to promote both family engagement and children's development! This year's conference will be in Orlando, Florida from December 13 - 16, 2021. (Information taken from NHSA Website)



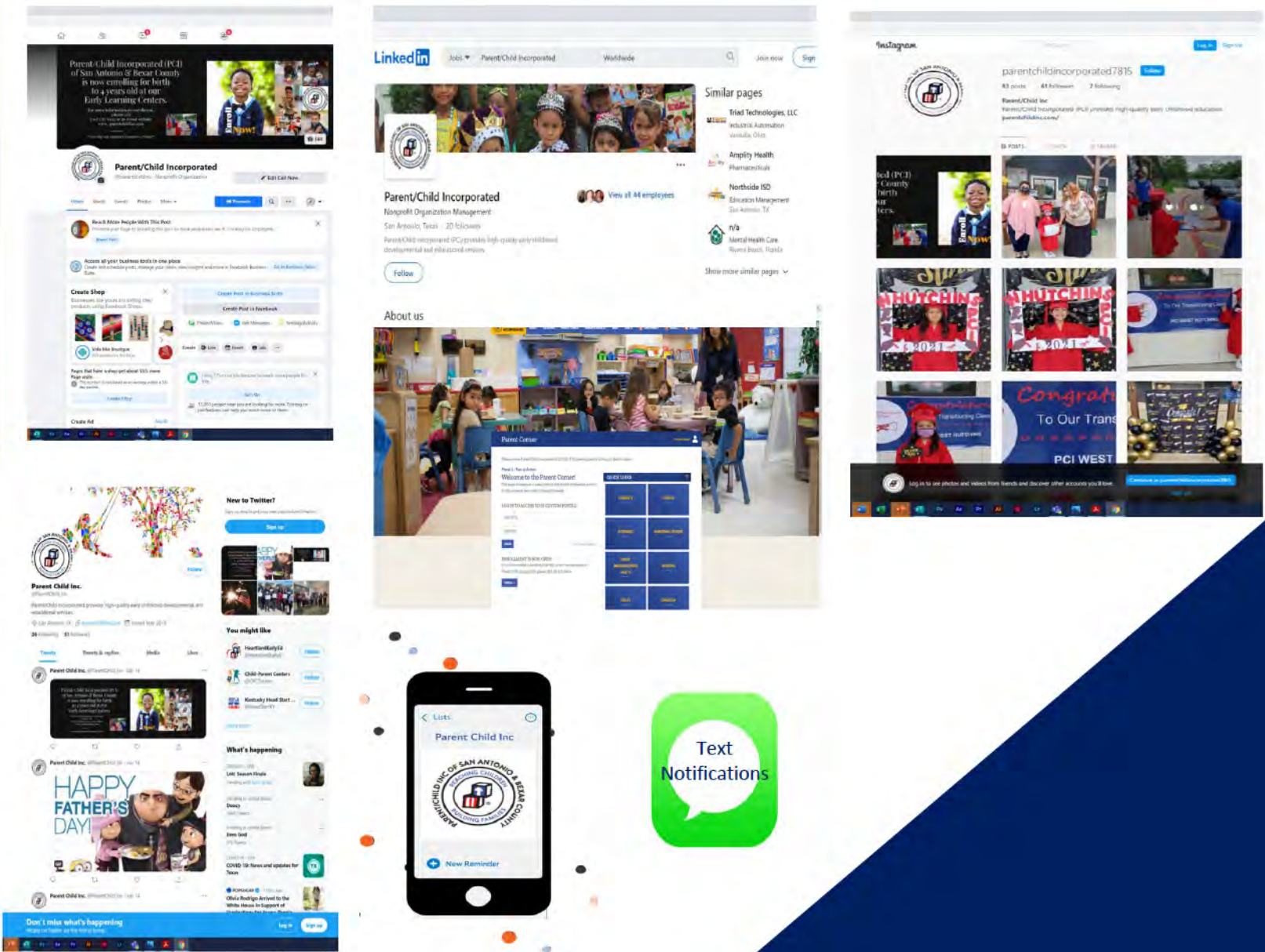
Inside this issue:

- APP
- Mentorship
- Time for Reflection
- Health
- Community Events



# Social Media/ Website

Social media is the process to create tailored content to drive parent engagement and promote Parent/Child Incorporated. Our objective is to connect with our families, and community by providing education stories, NHSA stories, community kid-friendly events information, health, social and emotional support from online networks.



# Social Media Analytics Website/Technology

Instagram 82 followers/Twitter 58

## Facebook

People Reached: 1910 increase 46%

Active users: 1,688

Post engagement: 783

Website page view: 4,967

Demographics: Women 76.1% Men 23.9%

## Facebook Demog

### Women

84.2%

### Men

15.8%



**FIESTA**  
MANAGED SERVICES  
& I.T. SUPPORT

- Computers/devices security and patching: 97.51%
- Service Tickets: 265
- Service Hours: 433.75





# Notable Moments

Every child deserves an education that extends beyond the transmission of isolated facts and skills to in-depth understanding and complex problem solving and is helpful to students and society beyond the classroom.



- S.T.R.E.A.M. Dream Team: Solar System
- Scrubs for the Teachers
- Red Ribbon Campaign
- Trick or Trunk
- Bandera: PCI Operations
- Technology: Additional Dell Laptops/Dell Desktop Computers





# Human Resource Department



**Diana Vogt**

**Human Resource Coordinator**

# Human Resources

- Human Resources believes true motivation comes from achievement and personal development, job satisfaction, and recognition by providing employees with excellent benefits and on-going staff training.



## Head Start/Head Start Grantee II/Early Head Start/Early Head Start Grantee II/Early Head Start Expansion/Child Care Partnership

Total number of employees: 230

### Gender

- 215 Females
- 15 Males

### Ethnicity

- 186 Hispanics
- 35 African American
- 2 Asian
- 4 Anglos
- 3 Two or more races





# Staff Education

## Head Start Staff

### Teachers

- 14 Teachers with a Bachelors' Degree
- 1 Teacher with a Masters' Degree

### Teacher Assistants

- 21 Teacher Assistants with a Child Development Credential (CDA)
- 3 Teacher Assistants with an Associate Degree

## Head Start Grant II Staff

### Teachers

- 3 Teachers with a Bachelors' Degree

### Teacher Assistants

- 2 Teacher Assistant with a Child Development Associate

## Early Head Start Staff

### Teachers

- 21 Teachers with a Child Development Associate
- 3 Teachers with an Associate Degree

## Early Head Start Expansion/CCP

- 17 Teachers with a Child Development Associate
- 2 Teachers with an Associate Degree

## Early Head Start Expansion II

- 9 Teachers with a Child Development Associate

## Administration Staff

- 1 Administrator with a PH. D
- 3 Administrators with a Masters' Degree
- 10 Administrators with a Bachelors' Degree

# Operations/Health/ Family Service

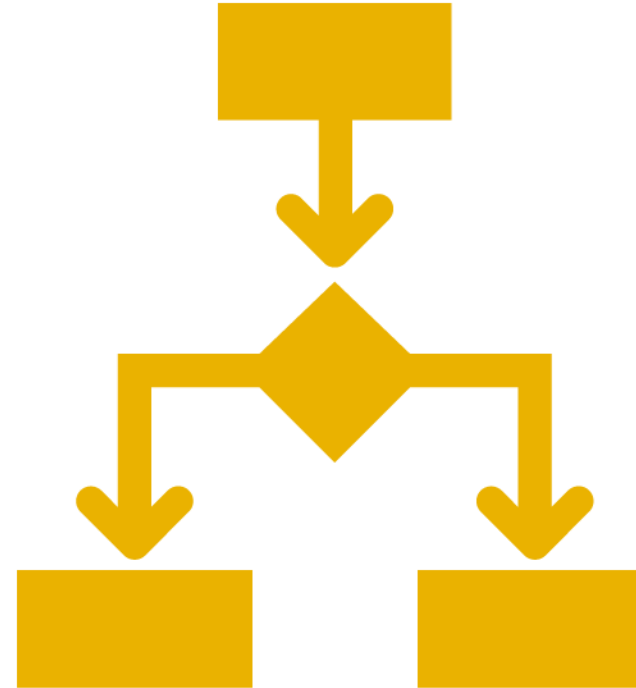


**Mary Doxie**

**Head Start/Early Head Start Coordinator**

# Operations

- Covers the full range of services from enrolling eligible children and providing program services for Health Services and Parent Involvement to those children and their families, to managing programs to ensure staff are qualified and supported to effectively provide services. Operations also focus on using data through ongoing program improvement to ensure high-quality service.





# Family Service

•February 1, 2021 – January 31, 2022

Head Start	Amount
•Total Children Served –	709
•Average Daily Attendance –	83%
•Meeting Eligibility Requirement –	669
Early Head Start	
•Total Children Served –	310
•Average Daily Attendance –	78%
•Meeting Eligibility Requirement –	305
Expansion	
•Total Children Served –	217
•Average Daily Attendance –	74%
•Meeting Eligibility Requirement –	209



# HEALTH



<b>Head Start 1</b>	
Physical Exams Completed –	666
Dental Exams Completed –	571
Hearing Screenings Completed –	624
Vision Screenings Completed –	624
Immunizations –	524
<b>Head Start 2</b>	
Physical Exams Completed –	182
Dental Exams Completed –	140
Hearing Screenings Completed –	159
Vision Screenings Completed –	159
Immunizations –	175
<b>Early Head Start 1</b>	
Physical Exams Completed –	222
Dental Exams Completed –	174
Hearing Screenings Completed –	312
Vision Screenings Completed –	312
Immunizations –	217
<b>Early Head Start 2</b>	
Physical Exams Completed –	198
Dental Exams Completed –	146
Hearing Screenings Completed –	196
Vision Screenings Completed –	196
Immunizations –	168
<b>Expansion</b>	
Physical Exams Completed –	269
Dental Exams Completed –	254
Hearing Screenings Completed –	309
Vision Screenings Completed –	309
Immunizations –	268





# Notable Moments

- Parent Center Committee Meetings were conducted monthly and community representatives in the areas of Health, Domestic Violence, Dentals, Nutrition, Mental Health, Substance Abuse, Child Neglect and Abuse, Financial Literacy, Education/Transition, and Literacy were in attendance providing parents with contact numbers, information, and handouts. The parents were able to link to the services offered and many received the services. A parent who has a child enrolled at an EHS center is employed at a bank and requested to provide training to her centers to train other parents. Meetings were held thru Zoom.
- Dental exams started back up with the San Antonio Metro Health who came to the centers and completed dental exams and fluoride treatment using COVID safety measures.
- Family Service Workers teamed up with the San Antonio Library and BiblioTech Digital Library to encourage literacy for PCI families. Parents can now sign up for library cards and the digital BiblioTech library. The San Antonio Library offers various services such as a story reading phone number for parents/guardians to call and have someone read a story (in English or Spanish) to their child. In addition, parents and children could check out an iPad at BiblioTech with a library application installed with books and movies. Finally, digital training is available for parents, including chrome books or a hotspot for wireless connection.





# Partnership

**Catherine Padilla**

**Early Head Start/Child Care Partnership Coordinator**

The Early Head Start-Child Care Partnership grant is an opportunity for Early Head Start programs to support and partner with community childcare providers to expand the number of high-quality services for infants and toddlers. PCI's partnerships will help community childcare centers meet the Head Start Program Performance Standards and provide comprehensive services.



1. Total number of Children served: 86

2. Percentage of Eligible Children Served: 100%

3. Total number of children that received Dental Exams: 27

4. Total number of children that received Medical Exams: 54

5. Total number of hear screenings provided: 86

6. Total number of vision screenings provided: 86

7. Total Number of partnership sites: 4

8. Total number of teacher's w/CDA: 12 and 5 teachers working on a CDA

9. Totally number of Teacher Trainings Conducted: 4

10. Average Daily Attendance for February 2021-January 2022: 80%

- Madonna Center: 87%
- Bailey's Child Development Center: 88%
- World of Knowledge Learning Center: 65%
- Naomi Child Development Center: 80%

# Education



**Helen Lopez**

**Education/Training Coordinator**



# Education and Child Development Department

- Provides high quality early education and child development services, including children with disabilities, that promote children's cognitive, social, and emotional growth for later success in school.





# Training

## Specialized Classes/Training

- CDA Classes-Renewals
- CPR Class
- Specialized Training-Southwest-January 4, 2022.
- Curriculum Training- Preschool – Consultants-Summer Training Series Creative Curriculum for Preschool
- Early Head Start – Creative Curriculum for Infants, Toddlers, and Twos
- CLASS Training
- Summer Enrichment Head Start I and Head Start II Program, Covid-19 and Beyond

## On-Site Center Visits

- Classroom Observation
- Practice-Based Coaching
- Intensive side by side coaching
- On-site training & technical assistance
- CLASS Observations
- Classroom designs
- Professional Development Plans
- Model effective teaching practices
- Attend staffing on-site
- Participate in multi-cultural events
- Practice Base Coaching Needs Assessment



# Training

## Agency Training Education/Training & Curriculum Accomplishments

- CEO Virtual Convocation – August 2021.
- All PCI staff Pre - Service Virtual Training - August 2021-All PCI staff
- Staff Development Virtual Training - October 11, 2021
- Specialized School District Staff Development Training - Southwest/George Gervin

## Parent Training

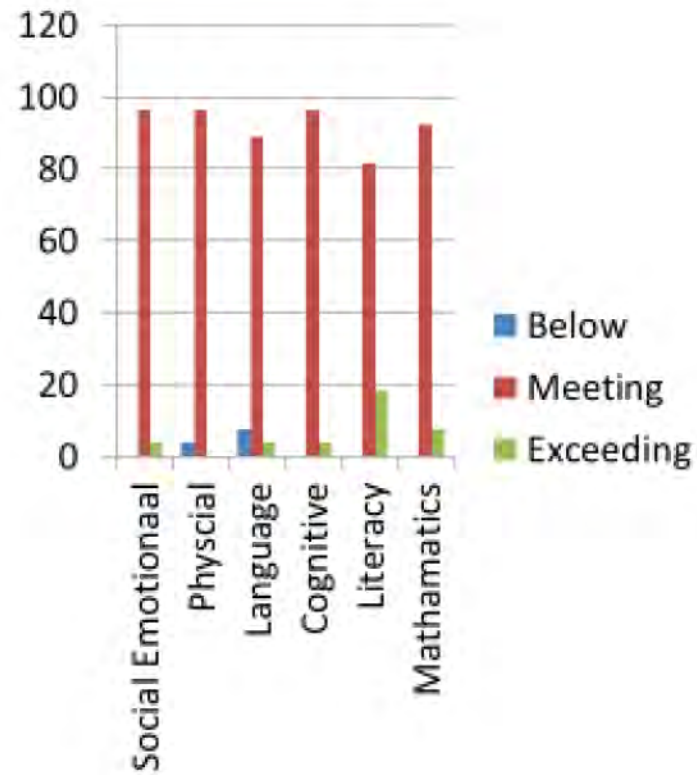
- Incredible Years Virtual Training- (Parent Curriculum)
- Substitute Training –On Site- Bandera
- Policy Council/Board Shared Governance - Child Abuse Virtual Training
- Annual Parent Virtual Training- January 29, 2021.
- Early Childhood Summer Training Series - August 2021
- Parent Community Training



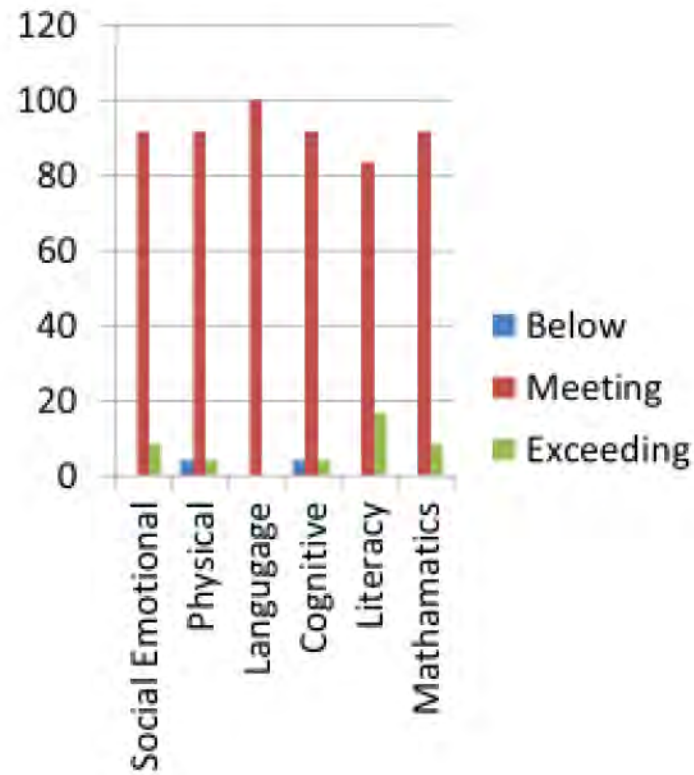


## Teaching Strategies Gold Assessment Birth to 1 years old

Winter - February, 2021



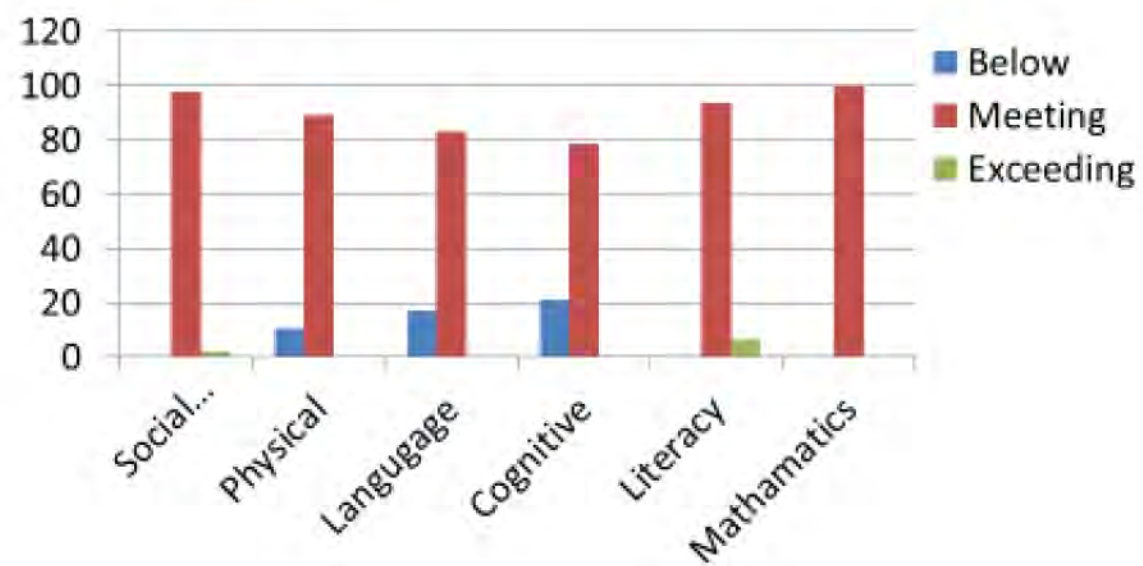
Spring - May, 2021





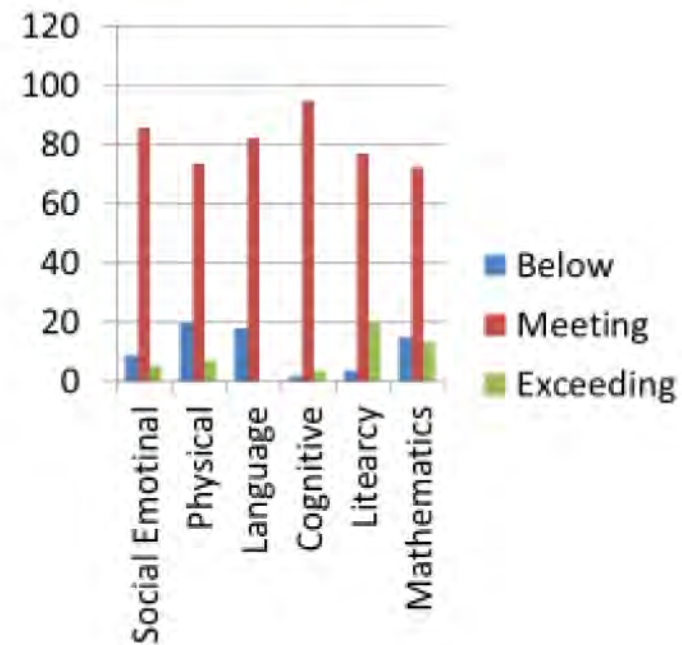
## Teaching Strategies Gold Birth to 1 year old

Fall - November, 2021

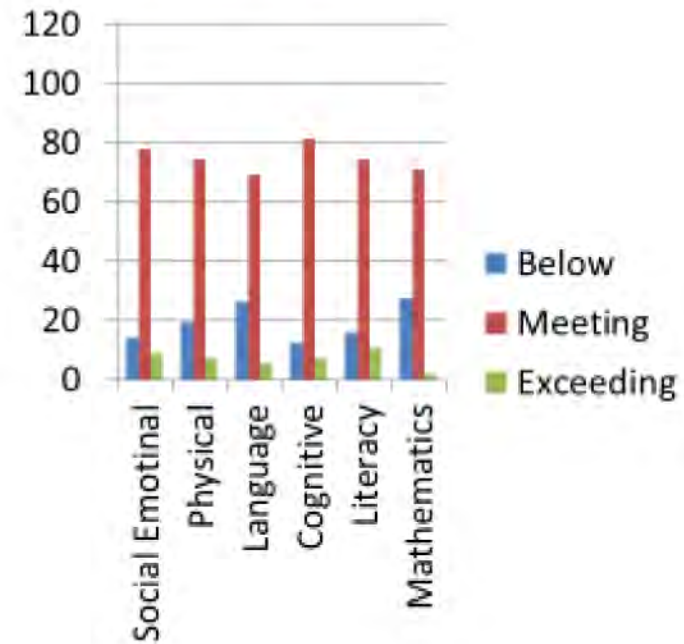


## Teaching Strategies Gold 1 to 2 years old

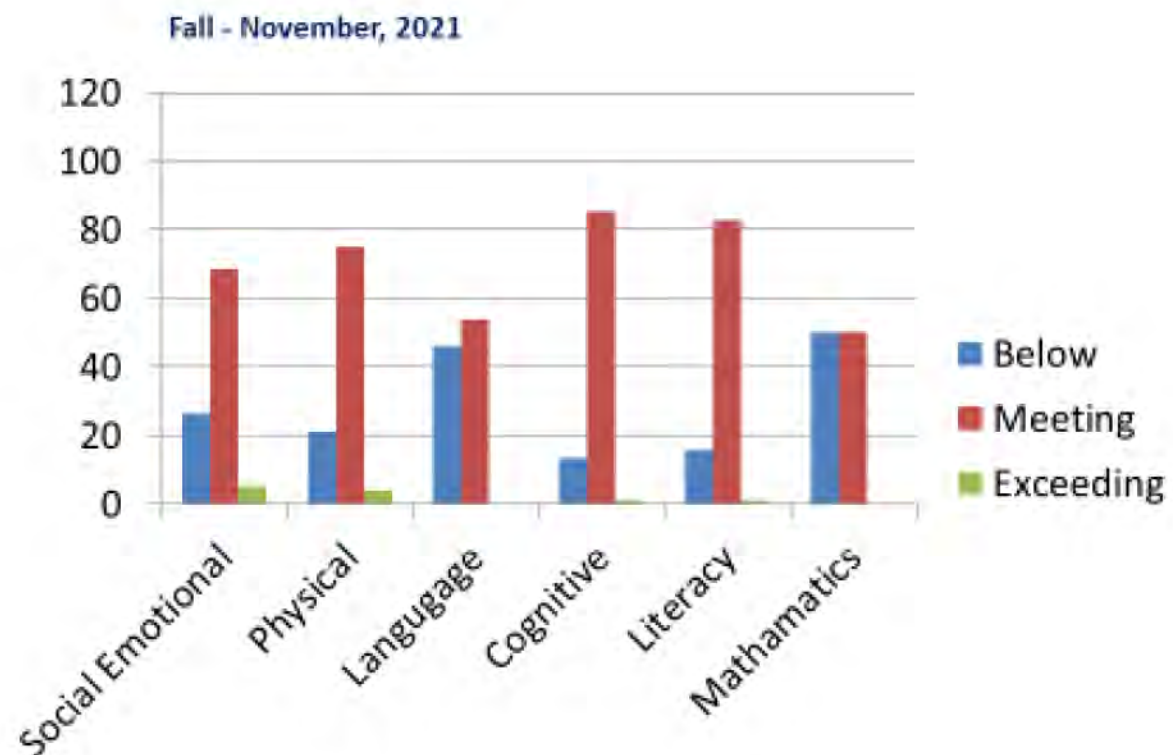
Winter - February, 2021



Spring - May, 2021

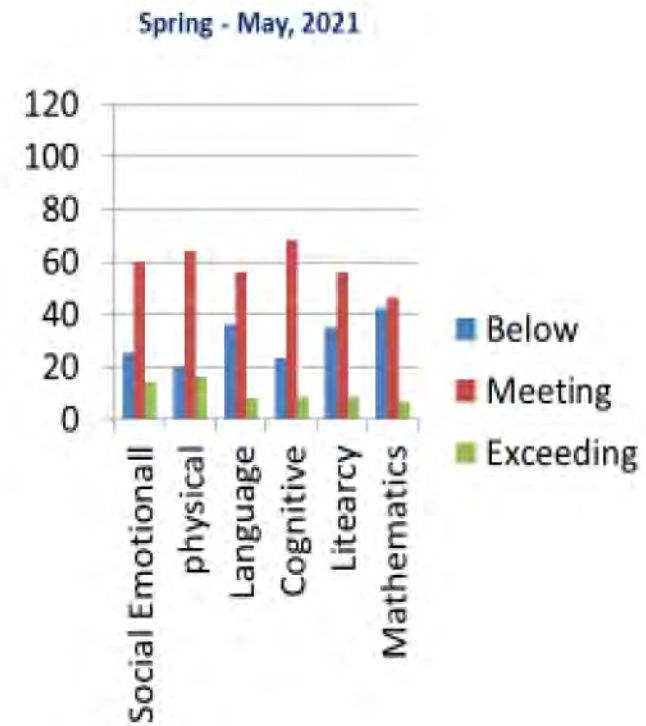
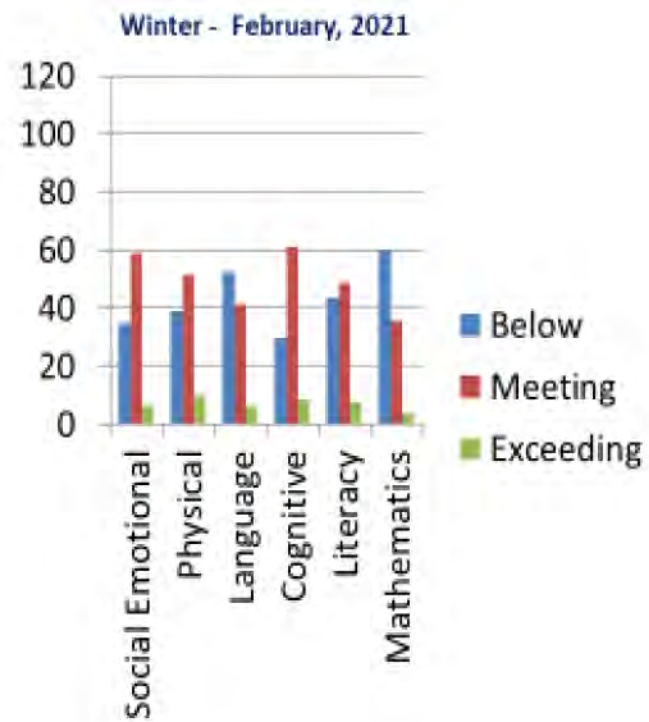


## Teaching Strategies Gold 1 to 2 year old

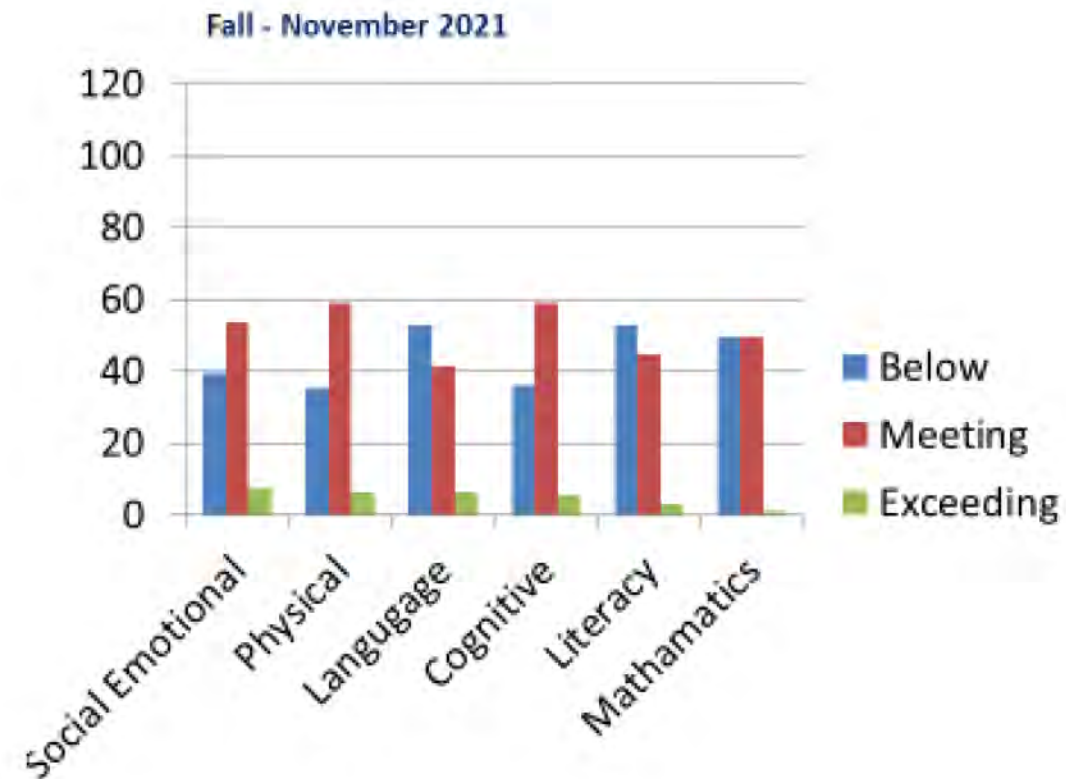




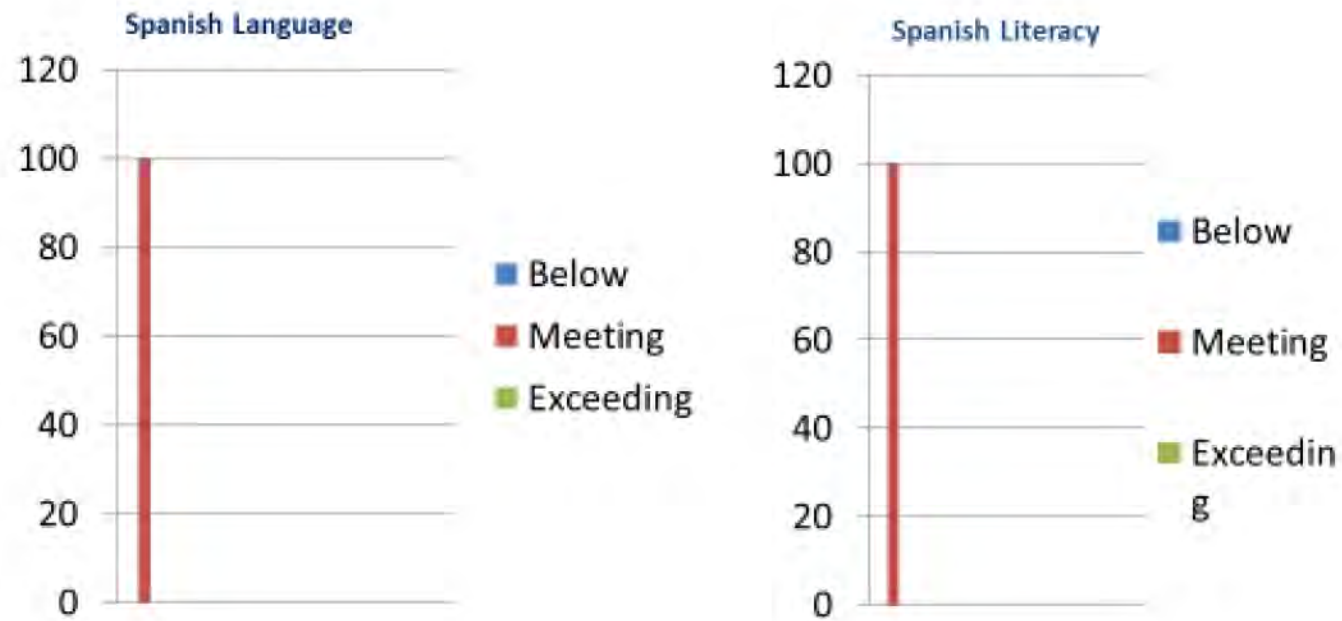
## Teaching Strategies Gold 2 to 3 years old



## Teaching Strategies Gold Assessment 2 to 3 years old

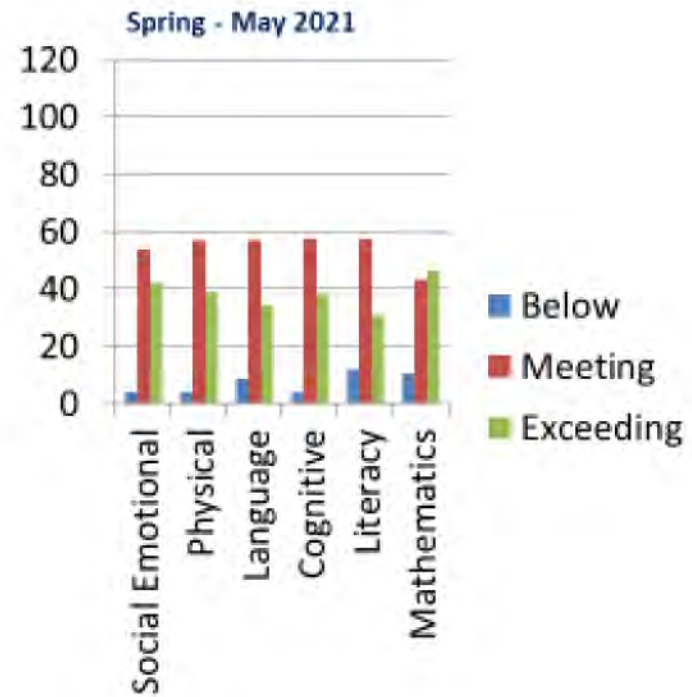


## Teaching Strategies Gold 2 to 3 years old (Spanish)

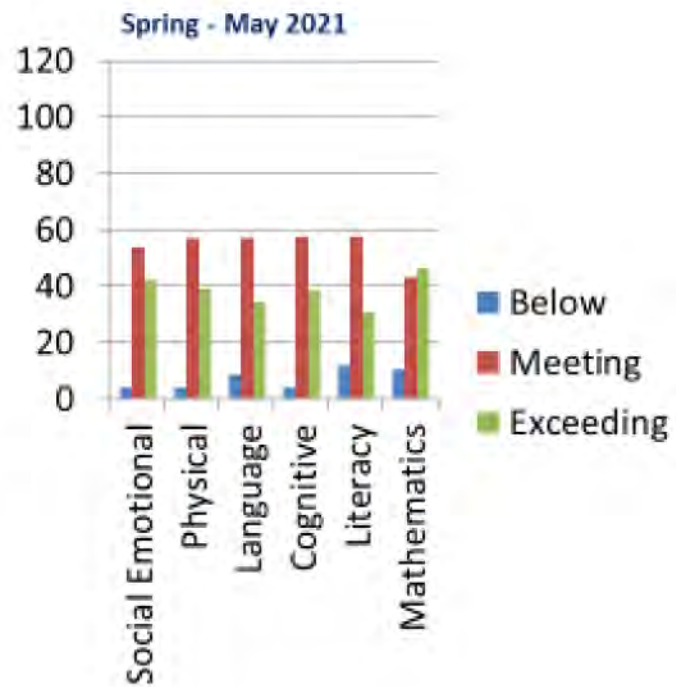
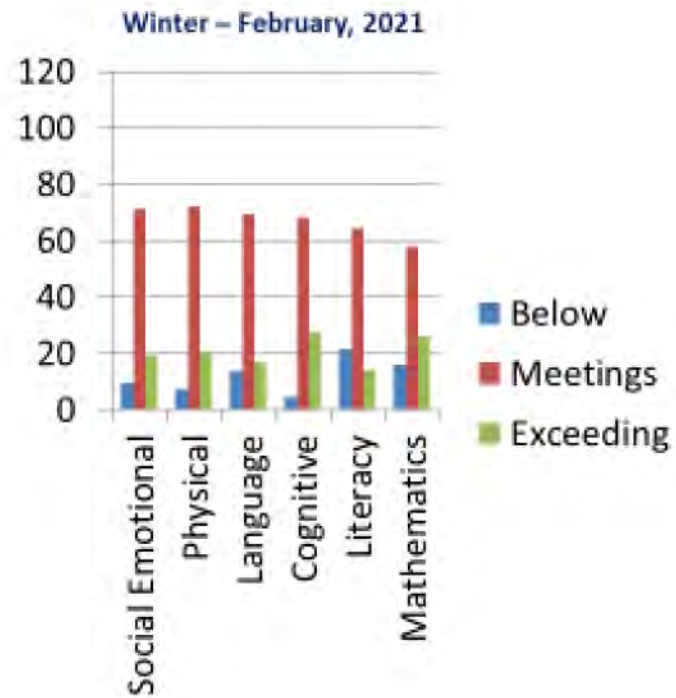




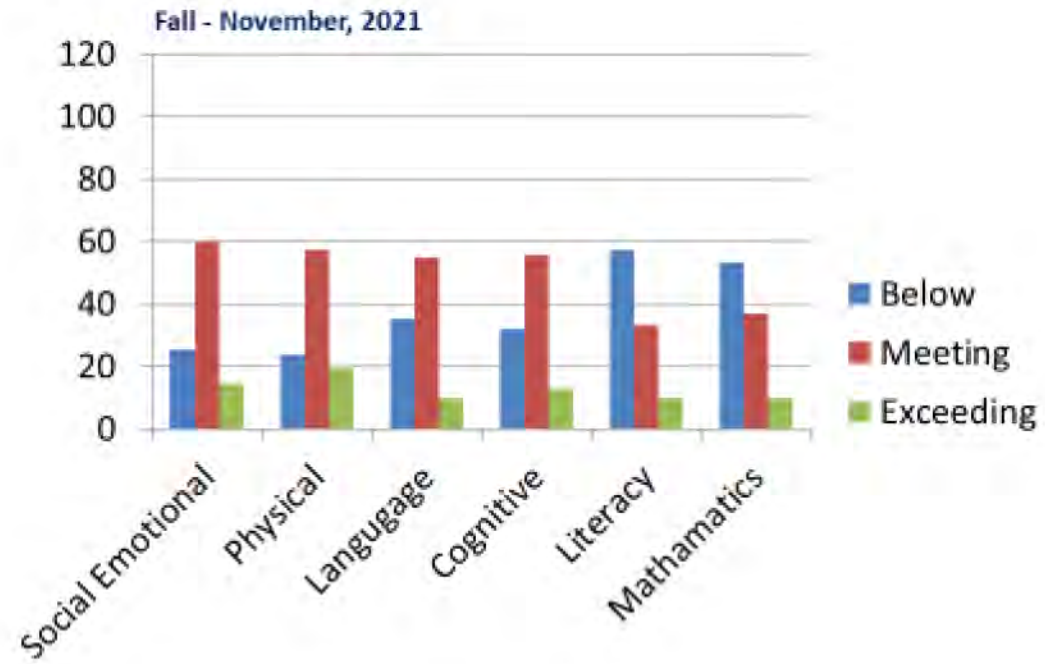
## Teaching Strategies Gold Assessment 3 year old



## Teaching Strategies Gold Assessment 3 year old

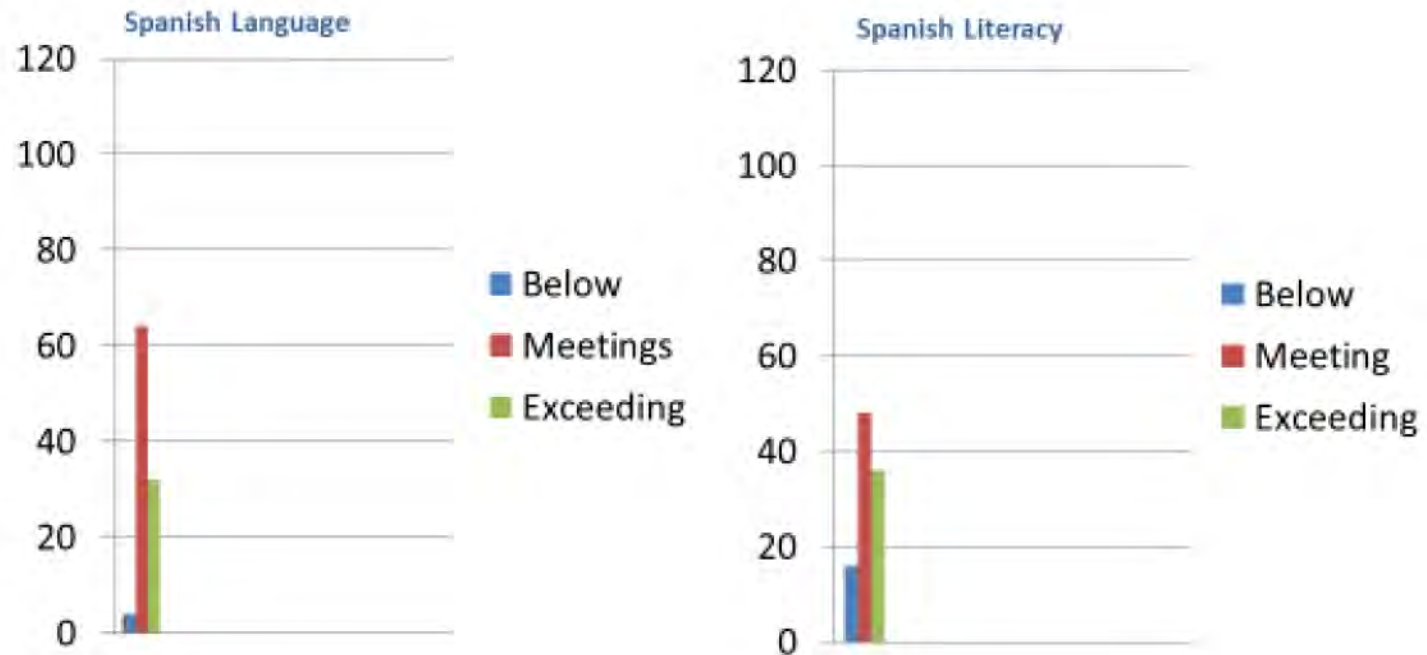


## Teaching Strategies Gold 3 year old



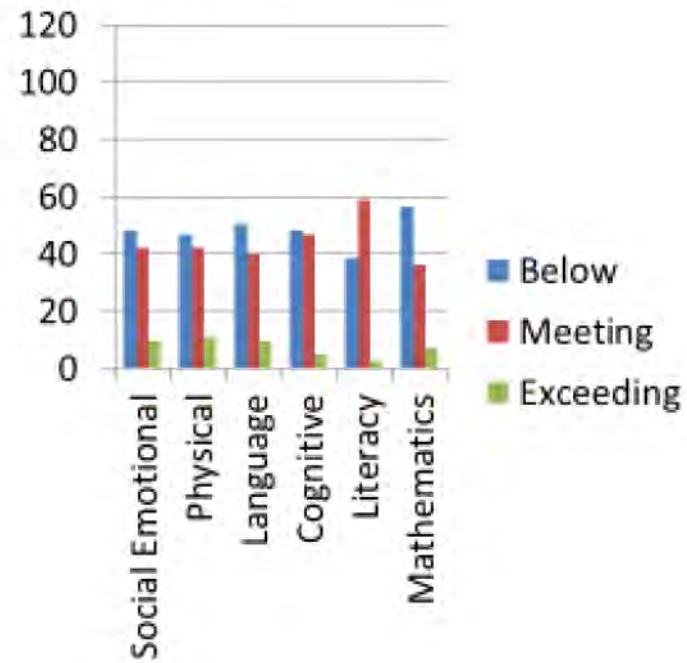


## Teaching Strategies Gold 3 year old (Spanish)

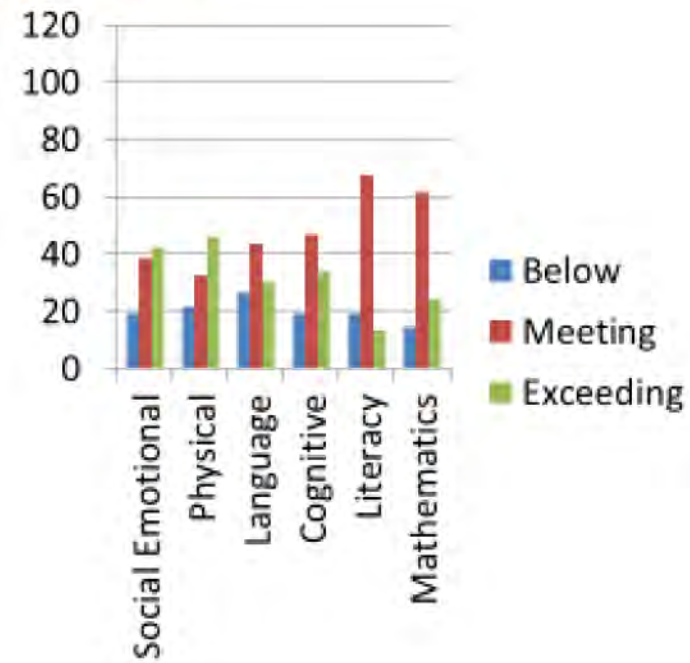


## Teaching Strategies Gold 4 year old

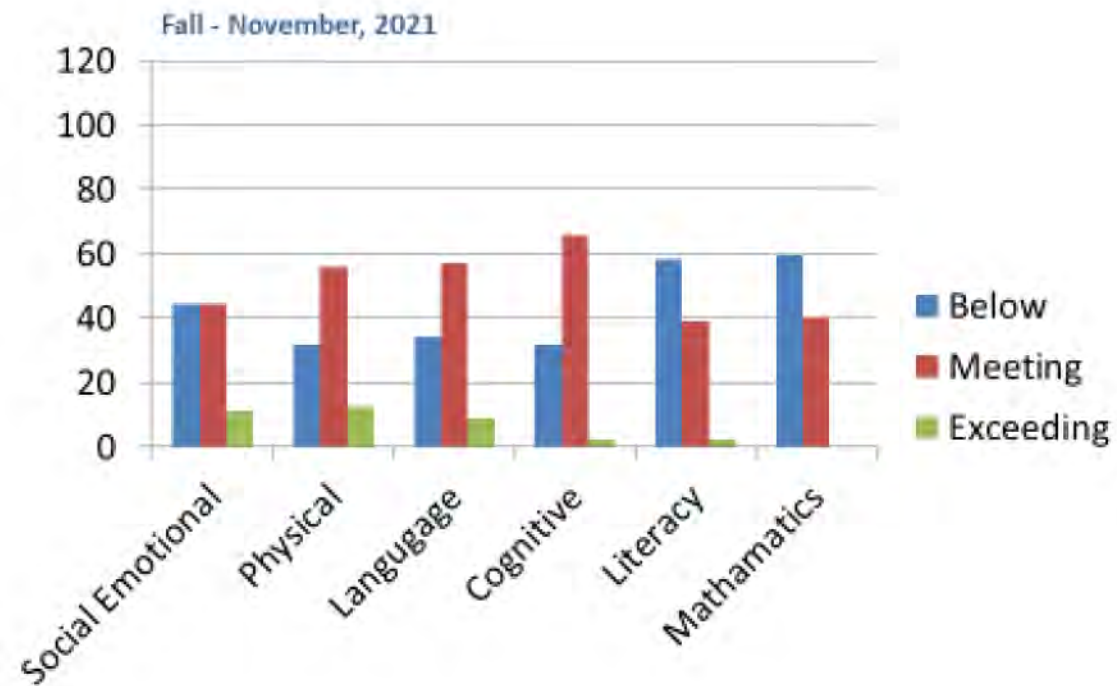
Winter - November 2021



Spring - May 2021

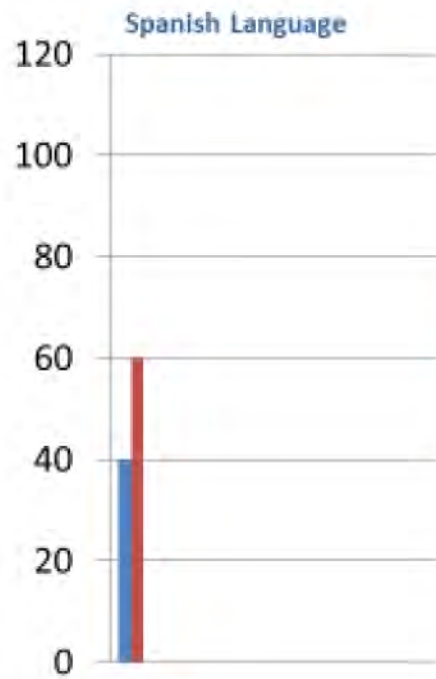


## Teaching Strategies Gold 4 year old

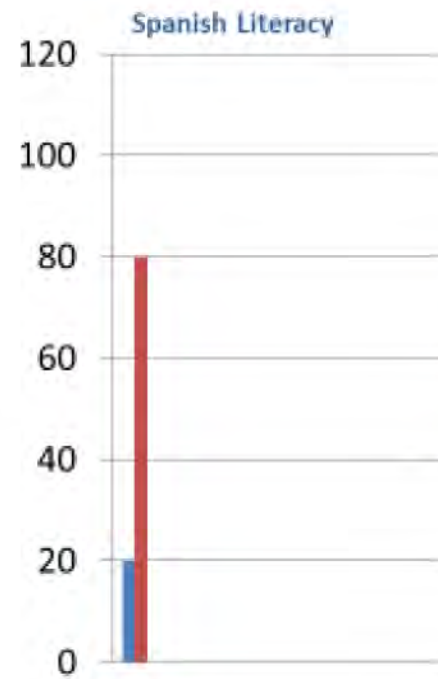




### Teaching Strategies Gold 4 year old (Spanish)



Below  
Meeting  
Exceeding



Below  
Meeting  
Exceeding

# Notable Moments

- The Education Team delivered quality services to all teaching staff on site.
- Provide Parent Child Abuse Training at the Governance policy council meeting.
- Collected and analyzed data for teacher of the year.
- Teacher of the Year Virtual Ceremony.
- Instructional Mondays for Teaching Staff.
- Provide Parent Training on “Incredible Years” via zoom.
- Collecting center data for teacher of the year via zoom.
- Presentation of Early Childhood Education at Leadership PCI on-site Bandera Operations.
- Presentation of agency training catalog at Leadership PCI via zoom.
- Refunding application - Training Plans.
- Region VI Conference via zoom.
- Attend Office of Head Start webinars.
- Celebrated Education Employee Recognition Month-Hopscotch.





**Lisa Walker,**

**M.Ed., CLASS Pre-K Certified Trainer**

**S.T.E.A.M., C.L.A.S.S., Curriculum and Training Coordinator**



# Special Projects

Parent/Child Incorporated (PCI) offers S.T.E.A.M. activities and has a yearly Cardboard Challenge (It was a virtual event and our theme this year was Transportation) The Cardboard challenge is always a success and gives our children and parents the opportunity to work together and produce amazing creations using their imagination. STEAM disciplines are incorporated into our daily routines documented on our lesson plans and classroom activities.



# Transition Guidelines

- Teachers receive and follow a monthly transition guideline to help children and families become familiar with their new school environment by inviting kindergarten teachers to come into our head start classrooms. (Via zoom). We provide our teachers books to read to our children about kindergarten and various school readiness activities to prepare our children and families for a smooth transition. We have quarterly meetings with school districts and work together to ensure that we gain the information we need to empower our parents to have a smooth transition to kindergarten. We also provide activity calendars during our winter and summer breaks for continued learning opportunities that promote parent and child collaboration. CLASS Reliable Observers, conduct CLASS observations in the fall and spring that measures teacher child interactions.

Assessments administered by teachers three times a year, will help provide an individualized education plan for each child, provide small group and one-on-one instruction to assist each child in meeting the requirements needed to be ready for kindergarten.





# Dual Language Learners

- Parent/Child Incorporated created and manages an Educational Curriculum Program for Dual Language Learners, which focuses on the children in our program whose primary language is other than English. We accomplish this goal by teaching educational concepts in their primary language in small groups in our classrooms which is necessary to ensure that our dual language learners are acquiring the knowledge like our English-speaking children, by following and supporting and mirroring the general educational theme that the teacher is implementing.





# Notable Moments

- Certified Class Observers and Trainer
- Coaching and Mentoring with the Education Staff (Practice Base Coaching/Expert)
- Bilingual Teacher Curriculum (School Readiness)



# Compliance



**Joe Segura**

Compliance Officer/Special Services Coordinator.

# Monitoring, Reviews and Audits

Parent/Child Incorporated continues to remain a 100% in compliance with all Head Start Program Performance Standards, and all other Federal, State and Local regulations. In most recent internal compliance monitoring of the PCI COVID-19 Policies and Procedures all areas have met 100% compliance.

- Ongoing monitoring encompasses the review and evaluation of services and systems, documentation of results, tracking of issues needing correction, and validation that correction has been achieved.
- Parent/Child Incorporated continues to remain a 100% in compliance with all Head Start Program Performance Standards, and regulations.

Center Compliance		Agency-Wide Financial Audit	
CACFP Monitoring		On-Going Monitoring Procedures	
TDPRS Minimum Standards		Head Start Monitoring Protocols	
Head Start Program Performance Standards		On-Going PCI COVID-19 Procedures	





# Monitoring, Reviews and Audits

## Findings based on the following Reviews, Audits, Monitoring and Assessment

- (Parent/Child Incorporated (PCI) is committed to the continuous improvement of its program through regular and ongoing monitoring of all aspects of its operations. It is the policy of PCI to maintain an effective and efficient system on ongoing monitoring that assures both compliance with Federal performance standards and requirements and the delivery of quality services for children and families.
- Ongoing monitoring encompasses the review and evaluation of services and systems, documentation of results, tracking of issues needing correction, and validation that corrections have been achieved. (PCI) is committed to the continuous improvement of its program through regular and ongoing monitoring of all aspects of its operations. It is the policy of PCI to maintain an effective and efficient system on ongoing monitoring that assures both compliance with Federal performance standards and requirements and the delivery of quality services for children and families.
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### Male Initiative 2021-2022



# Compliance/Disabilities Department

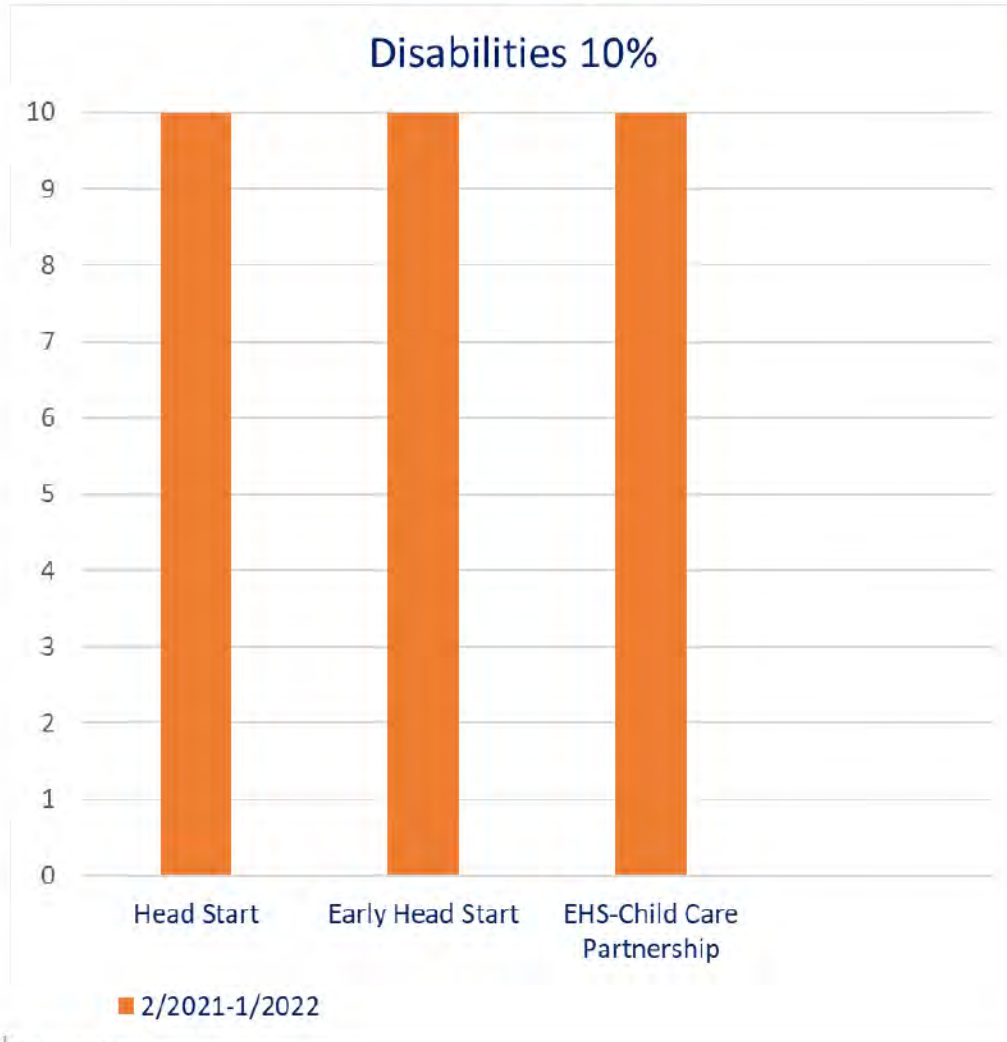
- All PCI Children are screened within 45 days of enrollment using the Ages and Stages Questionnaire (ASQ) regarding child's social/emotional and developmental skills.
- Referrals are made to the Local Education Agencies (LEA) and Early Intervention Agencies (ECI) programs to determine if children qualifies under IDEA (Individual with Disabilities Education Act).
- PCI conducts Multidisciplinary Classroom staffing with Classroom Teachers to address children's needs and services needed.
- Teacher/Child Meetings are conducted to address child's individualization services.

## Disability Services

<u>February 2021-January 2022</u>	
<b>HEAD START</b>	
CHILDREN ENROLLED IN DISABILITIES-	42
CHILDREN REFERRED TO LEA-	52
MULTIDISCIPLINARY CLASSROOM STAFFING-	81
TEACHER/CHILD MEETINGS-	42
<b>EARLY HEAD START</b>	
CHILDREN ENROLLED IN DISABILITIES-	57
CHILDREN REFERRED TO ECI PROGRAMS-	28
MULTIDISCIPLINARY CLASSROOM STAFFINGS-	69
TEACHER/CHILD MEETINGS-	35
<b>EHS-CHILD CARE PARTNERSHIP</b>	
CHILDREN ENROLLED IN DISABILITIES-	66
CHILDREN REFERRED TO LEA-	30
MULTIDISCIPLINARY CLASSROOM STAFFING-	60
TEACHER/CHILD MEETINGS-	30



# Compliance/Disabilities Department



## TYPES OF DISABILITIES SERVED:

- Autism
- Deaf/Blind Impairment
- Noncategorical/Developmental Delay
- Speech or Language
- Visual Impairment to include Blindness
- Orthopedic Impairment



# Notable Moments:



Compliance Department continues to implement the COVID-19 monitoring Policies and Procedures within the agency.

- Staff was trained on the newly purchased Electrostatic Backpack Sanitizing machines for usage at all PCI Centers and Facilities.

- New Policies and Procedures COVID-19 sanitation guidelines for the vans.

- Due to COVID-19, PCI's Male Initiative Meetings continued via Zoom.

- At the November 2021 Male Initiative Meeting, all attendees received a turkey donated by contractors and the community at large.

- Parent/Child Incorporated opened three new Early Learning Centers for 2021-2022. Culebra Early Learning Center, Timberhill Early Learning Center, and Midcrown Early Learning Center.

- Parent/Child Incorporated relocated Training and Operations Department to 8500 Bandera Rd.

- Renovation for West Hutchins Early Learning Center and Imperial Early Learning Center due to the February 2021 Winter Storm.

- Parent/Child Incorporated installed marques signs to advertise enrollment, center activities, etc., at the following PCI locations... Adelina Fritz, Bandera Operation/Training Site, Clarice Roe, East Central, Evelyn King, Meadowood, Terry O'Connor, and West Hutchins.

- The PCI Technology Van was temporarily set up for a mobile health clinic to assist with Health Screenings of virtual/remote learners.

- Parent/Child Incorporated had their Federal Review and met 100% Compliance.

- Parent/Child Incorporated implemented a new service delivery called "Parent/Teacher Meetings" to identify and implement the individualization of services for PCI children.

- Parent/Child Incorporated installed REME Halos at all PCI Early Learning Centers and Facilities to minimize COVID-19 viruses and other airborne contaminants.

# Nutrition/ Day Care Homes



**Janie Pulliam,**  
CACFP Nutrition Services Manager



# Nutrition/ Day Care Homes

Parent/Child Incorporated's CACFP (Child Adult Care Food Program) currently provides Nutritious meals to 45 center sites and 65 Day Care Homes throughout San Antonio, Bexar and surrounding counties. PCI Nutrition Services is proud to be part of an elite group of Sponsors in Texas that provides services to both Center and Daycare Homes. Sponsorship has and is highly sought out by other agencies and entities in San Antonio and the surrounding areas. PCI has been a CACFP Sponsor for over 40+ years providing meals for over 3000 children each day.





Parent/Child Incorporated currently provides nutritional services to children from birth to 12 years of age enrolled in Day Care Homes throughout San Antonio and counties surrounding Bexar County.

Month	Breakfast	AM Snack	Lunch	PM Snack	Supper	Evening Snack
February 2021	3,821	553	5,732	6,343	3,451	153
March 2021	5,133	781	8,056	8,794	4,764	150
April 2021	4,885	731	7,398	8,164	4,415	166
May 2021	4,722	753	7,209	7,615	3,902	138
June 2021	4,844	821	8,784	8,408	4,529	43
July 2021	4,175	596	8,354	8,007	4,395	0
August 2021	5,027	711	8,269	8,882	4,865	10
September 2021	5,137	403	6,884	8,784	4,765	51
October 2021	5,204	432	7,094	8,856	4,799	58
November 2021	4,777	431	6,924	8,560	4,921	41
December 2021	4,723	584	7,415	8,597	4,816	23
January 2022 (projected)	4,350	561	7,310	8,325	4,700	50
<b>TOTALS</b>	<b>56,798</b>	<b>7,357</b>	<b>89,429</b>	<b>99,335</b>	<b>54,322</b>	<b>883</b>



# CACFP Centers Fiscal Annual Report



*Fiscal Year February 1, 2021, through January 31, 2022*

## Early Head Start Meals

Breakfast	19,648
Lunch	19,557
PM Snack	18,861

## PCI Head Start & Early Head Start Grab & Go Meals

Breakfast	5,882
Lunch	5,882
PM Snack	5,882

## Head Start Meals

Breakfast	38,428
Lunch	38,203
PM Snack	40,859

*\* In Person & Virtual Meals*

## FSA Head Start Meals

Breakfast	18,013
AM Snack	5,366
Lunch	18,290
PM Snack	69,951

## EHS Expansion Meals

Breakfast	8,392
Lunch	8,324
PM Snack	8,053

## Unaffiliated Independent Child Care Centers

Breakfast	48,221
Lunch	51,624
PM Snack	53,071

**\*\*PCI currently serves nutritious meals to 45 sites throughout the San Antonio area.**



# Memorable Moments

CACFP Center & Daycare Homes received 100% compliance on the TDA Audit

Retirement of Maricela Figueroa, Cook Supervisor at Academy Central Kitchen, after 30 years of service to PCI

Crestway Central Kitchen gained a new Cook Supervisor, Lorena Cantu (Gallegos)

Academy Central Kitchen gained a new Cook Supervisor, Carol Tenorio, former Cook Supervisor at Crestway Central Kitchen

Two new CACFP Drivers started with Nutrition Services

In May 2021, Mrs. Sylvia Leija, Reimbursement Specialist, graduated with her Associates Degree. She also completed Leadership PCI Class #3.

Nutrition services recruited four new Daycare Home Providers.

TDA reimbursed CACFP Providers and Centers with COVID funds from USDA Emergency Operational Cost (EOC) Reimbursement initiative

In accordance with TDA, PCI continues to participate in and implement allowable and approved CACFP related COVID Waivers.



# Fiscal Department



**Natalie McGarity Diaz**  
**Fiscal Manager**

# Fiscal Synopsis

- The Fiscal Department oversees the financial management and fiscal integrity for Parent/Child Incorporated. Fiscal is responsible for the accounts payable, budgeting, cash management, general ledger accounting, safeguarding assets, accounts receivable, tax reporting, procurement, and financial reporting activities for the agency.





Fiscal Annual Unaudited Report  
Fiscal Year  
February 1, 2021, thru January 31, 2022  
Revenues

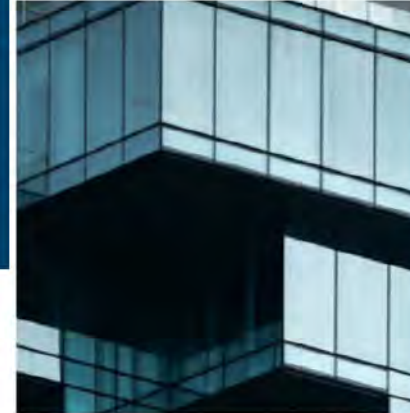
Head Start Grant	
Total Federal	3,994,025
Total Non-Federal	<u>986,604</u>
Total Head Start Grant	<u>4,980,629</u>
Early Head Start Grant	
Total Federal	1,924,909

Fiscal Annual Unaudited Report  
Fiscal Year  
February 1, 2021, thru January 31, 2022  
Revenues

Child and Adult Care Food Program	
CACFP - Centers	1,129,335
CACFP - Day Care Homes	<u>626,038</u>
Total Child and Adult Care Food Program	<u>1,755,373</u>

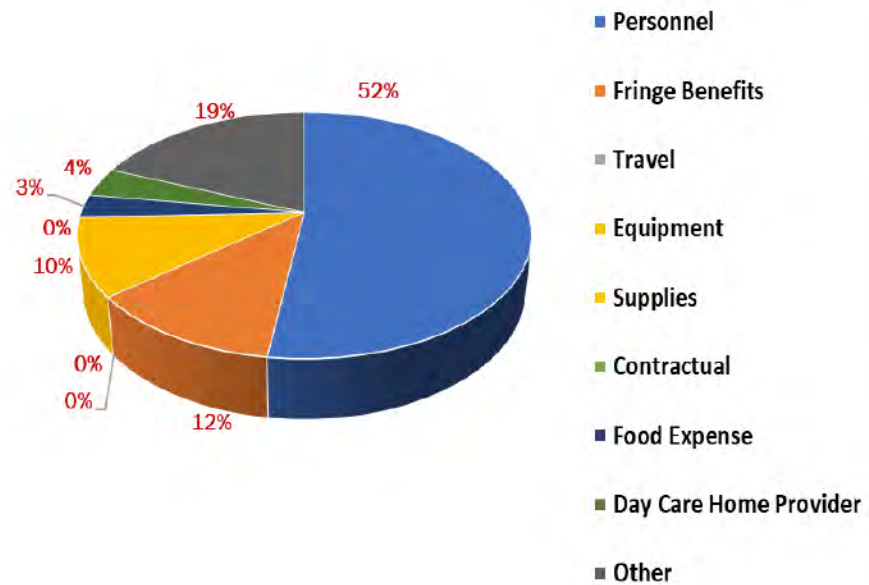
Head Start Grantee II/Early Head Start Grantee II Grant	
Total Federal	4,272,442
Total Non-Federal	<u>1,055,379</u>
Total Head Start Grantee II/ Early Head Grantee II Grant	<u>5,327,821</u>

GRAND TOTAL: \$17,484,955





Personnel	\$ 7,336,153
Fringe Benefits	\$ 1,682,604
Travel	\$ 0
Equipment	\$ 0
Supplies	\$ 1,432,423
Contractual	\$ 7,963
Food Expense	\$ 426,406
Day Care Home Provider	\$ 538,505
Other	\$ 2,639,435
Total Expenditures	\$ 14,063,489



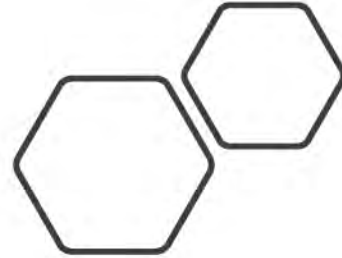


Fiscal Agency-Wide Financial Breakdown  
Proposed Budget  
February 1, 2022, thru January 31, 2023,

Personnel	\$ 8,661,830
Fringe Benefits	\$ 1,616,265
Travel	\$ 48,161
Equipment	\$ 0
Supplies	\$ 656,663
Contractual	\$ 9,000
Food Expense	\$ 572,614
Day Care Home Provider	\$ 531,948
Other	\$ 2,585,921
TOTAL EXPENDITURES	\$ 14,682,402



# Notable Moments



## Fiscal Year 2021 – 2022

- 2021-2022 Agency-wide Audit- 100% Compliance
- Texas Department of Agriculture/ CACFP Administrative Review – 100% Compliance (Fiscal)



# Other Agency-Wide Notables

- We are **Grantees** over five programs – Early Head Start, Head Start I, Early Head Start/Child Care Partnership, CACFP and what we call Head Start II: Head Start/Early Head Start grant.
- Graduated the Third Year Class of Leadership PCI
- Inducted the Fourth Year 2021 – 2022 Class of Leadership PCI
- Third year of a week-long Thanksgiving Holiday break
- As COVID-19 took hold, Head Start received additional funding and we were able to provide funds to show PCI Cares.
- **Proposals** submitted, approved by PCI Board of Directors, and proven to be successful from all staff
- Become a Trauma Informed Approach Agency now seeking to become Trauma Attuned
- Procurement of 1232 Chromebooks for Virtual Learning.
- Successful FA2 review!
- Maintaining COVID PPE Inventory for all Staff, Parents, and Children.
- A successful and completed 2021 Self-assessment.
- A successful Virtual PCI Pre-Service and Convocation.
- Expanded use of Zoom and Microsoft Teams for Virtual Meetings/Trainings.
- World of Knowledge indicated that, through PCI and EHS/CCP's support, they were able to grow and expand to where they were prepared to separate from the program.
- Several of the enrolled families were able to obtain CCS funding when there was a brief "thaw"
- A former EHS/CCP Teacher was promoted to Director of Child Care Services at the Madonna Partnership Center
- EHS/CCP Centers were able to stay open throughout the pandemic during 2021 by maintaining health and safety guidelines
- Our enrollment began to show gradual, but steady improvement
- At the end of the year, we partnered with Green Oak Learning Center on the Southside of San Antonio
- Early Release/Dismissal days approved for Planning
- Moving Operations and Education/Training to a New Location
- Offer Community Training to parents
- Contracted Company to provide CDA Classes-Tick Tock
- Offer CPR Classes on Saturdays
- Virtual Trainings/Meetings
- Preservice
- Staff Development
- Parent Trainings
- Transition Meetings

- Offer Virtual Instructional Mondays to teaching staff
- Management offer Safe supportive learning during COVID to include assist in child staff ratio.
- Parent Center Committee Meetings were conducted monthly
- Children were excited to present Black Heritage activities and a special program to their parents throughout the month of February 2021.
- Centers were equipped with new outdoor furniture for extra outdoor time due to **COVID**.
- The Health Advisory was well represented by parents and community health representatives in February, April, and October. Meetings were held Virtually thru Zoom.
- Marquees at many of our centers
- Leadership PCI Sessions featuring Executive & Cabinet Staff
- Leadership PCI Class 4 members moved into various positions
- Head Start Continuation Grant Funded
- Early Head Start Continuation Grant Funded
- Head Start and Early Head Start II Continuation Grant Funded
- Early Head Start/Child Care Partnership and Expansion Grant Funded
- Upgraded Agency Web Site and social media in particular Parents Corner
- New Computers for Staff and Families (Chromebook for children)
- Agency-wide use of Zoom and Teams for Communication
- Agency-wide use of Microsoft Office 365 and Outlook 365 for email use
- Successful Financial audit with no exceptions
- Focus Area Two Review – Success!
- Cost of Living Increase
- Ad-Hoc Awards (grants)
- Digital Newsletters
- Wellness Wednesdays
- Other activities PCI has initiated
  - ❑ Trainings, Advisories, Parent Newsletters, cultural events, and many others to name a few.



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**"The goal of education is  
the advancement of  
knowledge and the  
dissemination of  
truth." ~ John F. Kennedy**





**PCI**



**TOP  
WORK  
PLACES**

# Parent/Child Incorporated of San Antonio & Bexar County

## 2021-2022 Annual Report

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