

— WELCOME —
BACK TO SCHOOL



TO: PCI STAFF
FROM: Sharon Small, Ph.D.
DATE: August 23, 2022
RE: CEO MESSAGE

“PCI...Our **Why** #Children and Families!”

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Greetings!

Welcome to the beginning of the 2022-2023 school year where we are demonstrating our **Purpose**, our **Passion**, our **Why** for our Children and Families.” Day 1 of our return ran quite smoothly! We had transportation for children from Clarice Roe to Meadowood and we reopened some newly renovated centers with excitement for both our children and staff! Way to go PCI! I appreciate your hard work and dedication in preparing for the beginning of school. As you bring in those little ones this year, please share with them our **Success Motto!** Starting it early on, will make the affirmation become intrinsic – they truly will become to believe they can be and are successful. I’d also like to welcome **all new to PCI staff to the agency!** I look forward to the quality our new to PCI staff will bring to PCI. *I’m Glad You’re Here!*



Thanks to **Connie Murphy, Communications Director**, for working diligently to spearhead the renovations and upgrades to some our centers! So far, we have seen major improvements to **Meadowood, The Early Learning Academy and East Central. Clarice Roe is being renovated as of this CEO Message with hopes it will be available for use in October or sooner. Exterior painting will begin on Midcrown, Imperial and Timberhill** when the rain subsides. **Timberhill** also has a new ramp that just needs painting. These renovation activities are a part of **Phase I** of center improvements. **Phase II** will begin in the near future. Special thanks to our Custodial and Maintenance staff that have worked diligently all summer to help with the needs of the agency. Thank you all. Do know you are appreciated!

Thanks to all the ECCs, teachers and TAs for the wonderful job you have done in getting your rooms ready for the start of school. Next year we will consider allowing you to come in early and get your centers and classrooms ready to avoid the big rush. Thanks to **everyone** at PCI for doing such a wonderful job, to include the **Fiscal, Management and Clerical** staff. We are truly a team, and I am blessed to be your CEO!

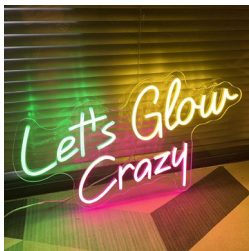
Words cannot express the incredible job our **Family Service Workers** have done and are continuing to do in assuring PCI reaches the full enrollment status of both Early Head Start and Head Start. Thank you, **Ms. Almares, Mr. John**, and all the **Family Service Workers** for **HS, EHS, and CCP** for the work that you do! As you know, the Office of Head Start expects full enrollment for 2022-2023. We are not at full enrollment yet, but I have no doubt it’s just a matter of time before we’re there! Also, our **Kitchen and CACFP** drivers are doing an excellent job in preparing the breakfasts, lunches, and snacks to our Centers as well as to our non-PCI locations.

I also want to thank each of you for participating in the **2022 – 2023 Pre-service and the CEO Convocation!** Thank you Education Staff! The CEO Convocation was held at the Hyatt Hill

– WELCOME – BACK TO SCHOOL

Country Resort and Spa at it was what I considered a **tremendous success** as we focused on our **WHY**. The theme means it is important to know **WHY** we have chosen to be a part of the Head Start/PCI family. What is our Purpose? Are we Passionate about working with children and families? Do we have a zeal for the Mission of PCI? Without a true understanding of Head Start and the culture of Head Start and the Mission of our Agency, it will be difficult to understand our children and families and what their needs are to assure success in the community. The Family Service Workers are vital in this process. Knowing what the families need, providing referrals, offering jobs even within PCI **which does not count for the new referral program you will hear about later in this CEO Message*; and of course, following up to ensure the goals are being met, cannot be understated.

In the classroom, understanding each child for their individual needs, backgrounds and circumstances is important. Knowing that not all children learn in the same way and knowing how to implement those changes makes each educator that much more special in my eyes and I'm sure in the eyes of each parent.



Each year, the **Executive team** tries to produce something special to let our dedicated staff see another side of us. The last two years we were virtual, but this year we tried to entertain you live and in color!!! We were the Fantasy Team – letting you think beyond your imagination! The song by Mariah Carey “**Fantasy**” was the theme song as we dressed and utilized *glowing* attire! Thanks to our Communications Director, **Ms. Connie Murphy** for producing the video with all the wonderful pictures of PCI staff, a PCI Parent and a PCI Student saying the “Success” Motto and more!

The interview with our FBI Secret Service Consultant, Mr. Rene Salinas, answering your questions and hopefully making us all understand the importance of being vigilant was invaluable. Please continue to practice your drills! There may be a tendency to forget all the protocols we already have in place in the event of an intruder or even inclement weather. **Practice, Practice, Practice** the drills. You never know when it's the real thing. Please also consider meeting and greeting the police commander in your center/department area and give them a tour. As we consider the assessments provided by our Retired FBI Secret Service Consultant, be vigilant and always be ready.



I believe **Dale Monnin and the Drum Cafe**, helped to target our theme to know our **WHY**. Remember, you touch the lives each day of a child that has the potential to be great! It doesn't

— WELCOME — BACK TO SCHOOL

matter where you live or your circumstances, if you have caring individuals that believe in each child, success develops. It's your purpose, your passion, your WHY, that let children know how you feel about them - which ultimately leads to success or the lack of it. Let your WHY be **remembered as** that special teacher/person that made a difference.

Remember our affirmation. It's all about making a child as well as yourself feel the success. I hope that each of you will use the affirmation daily with your children. The Affirmation states:

*"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!"*

Please **say** this daily. You will see **success** be a part of not only the children you work with but you as well. Try it with your own children and see the difference over time.



The job of an ECC is not an easy one. You must exude **leadership, patience, kindness, understanding, have experience, an eagerness to learn and tact** as they work with many different personalities. Your WHY must include a passion for children and families. I am so proud of the work the ECCs are doing and going to do. They are the **Site Leaders (Principals)** of our Early Learning Centers. Please thank them for the job that they do daily and congratulate **Ms. Zella Burns**, ECC of West Hutchins Early Learning Center for being the 2021-2022 ECC of the Year!

The purpose of **Leadership PCI** is to enable qualified PCI staff to undergo “on-the-job” training so they will be better qualified to take over the reins as future PCI leaders. The meaning of “on the job” in this case is to provide them with access and knowledge from current PCI leadership in various positions and roles to gain insight into the workings of the agency. **Congratulations to the Leadership PCI Class #4 of 2021-2022** who officially graduated in June and received their jackets at the Convocation: **Ana Pastrano, Erika Trevino, Diane Thomas, Jesusita Sanchez, and Laura Galindo**. Way to go! These individuals will function as mentors for the 2022-2023 Leadership Class!

Speaking of the 2022-2023 Leadership PCI Class, congratulations to the 2022-2023 Class #5 Inductees: Rachel Flores, Megan Smith, Leticia Leyva, Rosalie Blanco, Cristal Scott, and Rudy Pacheco! Way to go! We look forward to sharing the ins and outs of PCI with these exciting individuals. Our first meeting will be held September 6, 2022, at the Mainland Headquarters. The schedule will be provided for planning purposes.

— WELCOME — BACK TO SCHOOL



During the CEO Convocation, I spoke about CEO Goals for the agency, you receiving a COLA (Cost of Living Adjustment) and Incentives that PCI plans to provide for Staff Retention, Longevity, etc. but I failed to emphasize that you have made PCI one of San Antonio Express-News Top Workplaces 2021 - 2022. You can be proud to say that you work for a company that has been recognized as one of the top places to work in San Antonio! It is because your WHY is all about the children and families we serve and doing your best to make our children and families successful! Thank you, PCI!

The **Employee Benefit Open Enrollment** for Health and Supplemental Insurance **timeframe will be shared by our Human Resources Department**. Also please contact HR about making appointments to see some of the Vendors that attended the Convocation if you are in need of additional information or assistance.

PCI Staff Incentive Program

Parent/Child Incorporated is rewarding staff with bonuses worth 1 (one) day of PTO (Paid Time Off) for each referral of an applicant. If the referred applicant is offered a job at PCI after going through all the requirements and stays at the agency for three months (but hopefully longer), the referral staff member will receive a coupon worth one day! The number of referrals is unlimited, but the referred individual must remain at the agency for 3 months. Positions needed are as follows: **BA Teachers, EHS CDA Teachers, Nutrition Aides, Custodians, Substitutes, CACFP Drivers, Disabilities/Mental Health Specialist, CACFP Reimbursement Specialist.**

Applicants may apply online but must share who referred them when contacted by Human Resources. This Incentive Program is effective immediately, so start referring!

COVID-19: Questionnaire Procedure Turns Verbal

PCI's Questionnaire Procedure will turn verbal! Taking temperatures remain the same, but we will now implement the QUESTIONNAIRE **VERBALLY**, similar to how the Doctor's offices asks the same questions. The change is being made to eliminate the long lines expected now that parents are welcomed to enter the centers. We hope this helps with making your school year run smoother. For questions, please contact your supervisor.

– WELCOME – BACK TO SCHOOL

COVID-19: Risk Reduction Strategies



Head Start and Early Head Start programs must take steps to reduce the risk of the spread of COVID-19. COVID-19 spreads primarily through the air when an infected person breathes, talks, laughs, or sings before people nearby breathe in their germs. A person does not have to feel sick or be coughing and sneezing to spread the virus if they have it.

7 Strategies to Reduce the Spread

Use these seven strategies to reduce the spread of COVID-19.

1. Wash your hands.
2. Wear a mask.
3. Stay physically distant when possible and socially connected.
4. Increase fresh air.
5. Clean and disinfect.
6. Check for symptoms daily and stay home if you're sick.
7. Get vaccinated.



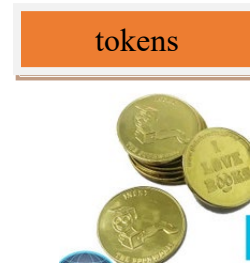
PARENT ORIENTATION OVERVIEW PART I – WAY TO GO!

Congratulations to all the parents, staff, presenters and facilitator on a very successful Parent Orientation that was held Saturday, August 20, 2022 from 9:00 a.m. to 12:00 p.m. via Zoom! Parents were attentive and asked relevant questions which were professionally answered by Mary Doxie, HS/EHS/Expansion Coordinator. Parents seemed genuinely excited about the school year. Great job to all and I look forward to the same success as you implement Part II of Parent Orientation!

— WELCOME — BACK TO SCHOOL

Inchy's Bookworm Vending Machine Comes to PCI

Parent/Child Incorporated has purchased not one but two book vending machines for our children!



The Inchy Bookworm Vending Machine is a vending machine which vends books using a golden token. Inchy's Bookworm Vending Machine works by rewarding our children for good behavior, trying their best, and perfect attendance, field trips or your own reward system. Just as you put your money in a vending machine for snacks, this book machine works the same way! Token in, select, book drops! Just that simple. We believe that the combination of vending books and your own personalized reward system could bridge the gap between literacy and engagement. This system directs our children and families towards literacy and the love of reading and prepare children for the future. Let's bring engagement and excitement to reading books again! The machines are located at our Bandera Operations/Training facility and the Brady Resource Center. More information coming!



— WELCOME —
BACK TO SCHOOL

Remember

Our emphasis must continue to be on the health and safety of each of our children. Being watchful of the children always and reporting incidents in a timely manner is vital. The safety of every child is priority. Also, remember that communication is the key to developing a positive partnership between staff and parents in working for the best interest of children. A “*family friendly*” attitude goes a long way. I’m excited about the many wonderful things happening and that are going to happen at the centers, but it only takes a few negative incidents to give the Agency unfavorable press. Attitude is everything. Exude *enthusiasm, excitement, keen interest, and kindness* as you go through your day. Let’s model that behavior each day – all year long. Be **intentional**. Be the change you wish to see in the world. *Model Success...Know Your Why!*

I'M A SUCCESS
by
DR. SHARON SMALL

I'M A SUCCESS AND I KNOW WHY
Soy un éxito y sé por qué

MY MOTTO IS TO TRY, TRY, TRY
Mi lema es tratar, tratar, tratar

TO DO AND BE MY VERY BEST
Para hacer y ser mi mayor esfuerzo

THAT IS WHY, I'M A SUCCESS!
Por eso, ¡Soy un éxito!

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

CALENDAR OF

EVENTS
2022-2023

- WELCOME -
BACK TO SCHOOL

Theme for 2022-2023:



"PCI...OUR WHY #CHILDREN & FAMILIES!"

AUGUST

***Important**

Compliance/Facilities/Disabilities/Mental Health Departmental Daily/Weekly Debriefing Meeting with Staff 8:00 a.m., * EHS/CCP Back to School/Meet the Teacher, *Parent Gazette, *Wellness Wednesday, *National Night Out,

Information:

PERFORMANCE EVALUATION CYCLE TIMELINE

AUG 15- SEPT 31	1. Training	SUPERVISOR APPRAISAL TRAINING	HUMAN RESOURCES
AUG 29- SEPT 9	2. Establishing and communicating performance expectations	GENERAL EMPLOYEE ORIENTATION	SUPERVISOR

- ❖ **22 – First Day of School**
 - Southwest First Day of School
 - **PIR begins for all programs**
- ❖ 23 – Human Resources Newsletter
- ❖ 25 – Executive Team Meeting
- ❖ 26 – Education/Training Staff Meeting
 - Food Order
 - EHS/CCP Team Meeting
- ❖ 27 – Bailey’s Child Development Center Preservice
- ❖ 29 – Process Payroll

– WELCOME –
BACK TO SCHOOL

SEPTEMBER

National Attendance Awareness Month

PERFORMANCE EVALUATION CYCLE TIMELINE

HISPANIC HERITAGE MONTH

AUG 29- SEPT 9	2. Establishing and communicating performance expectations	GENERAL EMPLOYEE ORIENTATION	SUPERVISOR
SEPT 12- DEC 16	3. Observing Job Performance	COACH FOR SUCCESS	SUPERVISOR

Note: An Early Dismissal/Teacher Planning Day is listed on the calendar for September 21st but has not been approved. Please wait until official notification to mark your calendar. Also note, you are asked not to plan appointments or to be out on these days, for they are for planning purposes.

***Important Information:** Compliance/Facilities/Disabilities/Mental Health Departmental Daily/Weekly Debriefing Meeting with Staff 8:00 a.m., *Bus Evacuation Training, *EHS/CCP Parent Orientation TBD, *Parent Gazette (September-October Addition), *Wellness Wednesday,

- ❖ 1 – Executive Team Meeting
 - Employees’ Open Benefits Enrollment Begins
- ❖ 2 – Payday
 - Employees’ Open Benefits Enrollment
 - CEO Office Staff Meeting
 - Food Order
- ❖ 3 – CPR/First-Aid Class – 9:00-11:00 am
- ❖ 5 – Labor Day Holiday – Centers & Offices Closed
 - Agency Holiday

– WELCOME –
BACK TO SCHOOL

- CCP Sites Closed
- ❖ 6 – Leadership PCI Session I Orientation – 4:30 – 6:00 pm
 - Employees’ Open Benefits Enrollment
 - National Read a Book Day
- ❖ 7 – Employees’ Open Benefits Enrollment
 - Data Initiative Meeting
 - EHS/CCP Directors’ Roundtable
- ❖ 8 – Executive Team Meeting
 - Employees’ Open Benefits Enrollment
- ❖ 9 – Employees’ Open Benefits Enrollment
 - Food Order
 - Grandparents Breakfast – @ Centers
 - Fiscal Staff Meeting
 - Children’s Hispanic Heritage Presentation – 10:00 am @ Centers
 - Education/Training Staff Meeting
 - Compliance/Disabilities/Mental Health Staff Meeting
 - Grandparents Day Celebrations @ CCP Sites
- ❖ 11 – Patriot Day
 - National Grandparents Day
- ❖ 12 – Process Payroll
 - Employees’ Open Benefits Enrollment
 - Fiscal Budget Meeting
 - New Staff Orientation – TDFPS-New Staff
 - Operations Staff Meeting
- ❖ 13 – New Staff Orientation – Curriculum
 - Bus Evacuation Training – Meadowood – 9:00 am
 - Bus Evacuation Training – Clarice Roe – 10:00 am
 - Employees’ Open Benefits Enrollment
- ❖ 14 – Policy Council Meeting – 6:00 pm
 - Employees’ Open Benefits Enrollment
 - Family Service Workers Staff Meeting
 - New Staff Orientation – Disability/Mental Health
- ❖ 15 – Employees’ Open Benefits Enrollment Ends
 - Executive Team Meeting
 - CACFP Day Care Home Training – 5:30-7:30 pm
 - New Staff Orientation – TDFPS-8 Hours
 - Bus Evacuation Training – Pearsall – 9:00 am
 - Bus Evacuation Training – Southwest – 10:00 am
- ❖ 16 – Payday
 - Food Order
 - Madonna Center Inc. Door Decorating
- ❖ 17 – CACFP Day Care Home Training – 10:00-12:00 pm
- ❖ 20 – Board of Directors Meeting – 6:30 pm
 - Bus Evacuation Training – Bailey’s Babies – 9:00 am

– WELCOME –
BACK TO SCHOOL

- Bus Evacuation Training – Lost Creek – 9:30 am
- ❖ 21 – Early Dismissal/Teacher Planning Time
- ❖ 22 – Executive Team Meeting
 - First Day of Fall
 - CACFP Day Care Home Training – 5:30-7:30 pm
 - Bus Evacuation Training – Place for Life EHS – 9:00 am
 - Bus Evacuation Training – Place for Life HS – 10:00 am
- ❖ 23 – Food Order
 - Education/Training Staff Meeting
- ❖ 24 – CACFP Day Care Home Training – 10:00-12:00 pm
- ❖ 26 – Process Payroll
 - Operations Staff Meeting
- ❖ 27 – CACFP Day Care Home Training (Spanish) – 5:30-7:30 pm
 - Bus Evacuation Training – PCI Early Learning Academy EHS/HS – 9:00 am
- ❖ 28 – Transition/Education Advisory Committee Meeting – 1:30 pm
 - Final FFR due HE Grant in GrantSolutions
- ❖ 29 – Executive Team Meeting
 - CACFP Day Care Home Training – 5:30-7:30 pm
 - Bus Evacuation Training – Imperial – 9:00 am
 - Bus Evacuation Training – Madonna – 10:00 am
- ❖ 30 – Payday
 - Food Order
 - CACFP – Centers Fiscal Year Ends
 - CACFP – Day Care Homes Fiscal Year Ends
 - Children’s Perfect Attendance Recognition Day
 - EHS/CCP Team Meeting
 - Madonna Center Inc. Hispanic Heritage Family Lunch & Door Contest

“PCI...Our Why #Children and Families!”