

**TO:** PCI STAFF  
**FROM:** Sharon Small, Ph.D.  
**DATE:** October 12, 2022 – Head Start Awareness Month  
**RE:** CEO MESSAGE

*“PCI...Our WHY...Children and Families!”*



.....  
Greetings!

October is **Head Start Awareness Month!** October was first proclaimed Head Start Awareness Month by President Ronald Reagan on October 22, 1982. Ever since, October has been a month for our community to celebrate the life changing impact of Head Start.



**A National Commitment**

Head Start is the national commitment to give every child, regardless of circumstances at birth, an opportunity to succeed in school and in life. In the 50 years since its inception, Head Start has improved the lives of more than thirty-two million children and their families. Head Start alumni - or “Head Start babies,” as they often call themselves - are in all walks of the nation’s life.

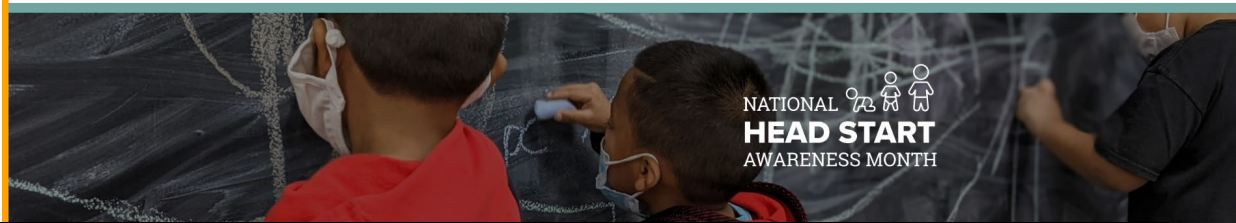
Educators, doctors, lawyers, military personnel, artists, engineers, religious and civic leaders, and scientists - from across the country - remember Head Start as the place where, at an early age, they acquired a life-long love of learning.

In addition to life and school preparedness, Head Start is also the nation’s laboratory for early learning innovation. Head Start offers a unique whole child/whole family program design coupled with a delivery system that includes local programs, national standards, monitoring, professional development, and family engagement. This has been the basis for many subsequent statewide and community initiatives.

**Staff Recognition – ECCs and Education/Training/Coaching Staff**

It is recognition time and PCI wants all staff to know you are appreciated!  
Congratulations to the October recognitions – our Education Center Coordinators (ECCs) and our Education/Training/Coaching Staff! Way to go! Your importance to the agency does not go unnoticed! THANK YOU!

EDUCATION CENTER COORDINATORS	
JoAnn Ross	Zella Burns



<b>Valerie Mireles</b>	<b>Mevelon Lott</b>
<b>Erika Trevino</b>	<b>Maricella Nuno</b>
<b>Ana Pastrano</b>	<b>Stacy Almendarez</b>
<b>Rosemary Marin</b>	<b>Katrice Harris</b>
<b>Terri Galloway</b>	<b>Cristal Scott</b>
<b>Lisa Sifuentes</b>	<b>Erma Marshall</b>
<b>Tanya Flores</b>	<b>Michelle Salsedo</b>
<b>Patricia Cardenas</b>	<b>Lutene Nunn</b>

<b>EDUCATION/TRAINING/COACHING STAFF</b>	
<b>Helen Lopez</b>	<b>Lisa Walker</b>
<b>Karen Fillinger</b>	<b>Laura Galindo</b>
<b>Catherine Padilla-Ortas</b>	



TCP is the official Coat Drive Sponsor for Parent/Child Incorporated! TCP will donate six coats per center. Thank you, TCP, and Mr. Tony Puga, for your generosity!

**Mask Wearing is Optional**

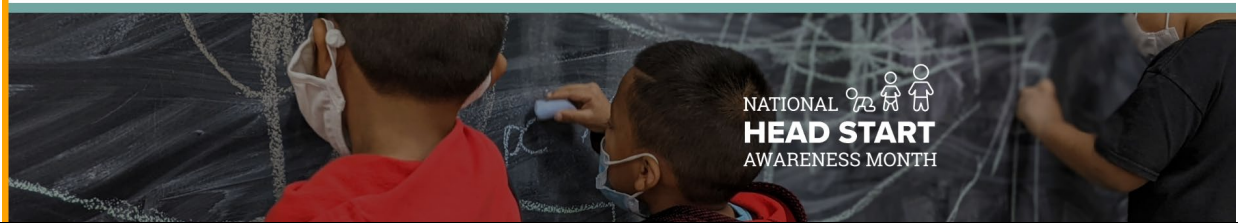
Since the beginning of the COVID-19 pandemic, PCI as well as the City of San Antonio, Federal Government and CDC (Center for Disease Control) has recommended and, in some cases, mandated the wearing of masks at all times.

Following updated recommendations from the CDC on COVID-19 Community Levels and the Office of Head Start, Parent/Child Incorporated is now making the wearing of masks for children, parents, staff, and visitors optional. *This change is effective immediately.*

Please be aware that in the event of heightened community levels that put our children and staff in the danger zone of safety, PCI reserves the right to mandate the wearing of masks once again. But, as of today, *mask wearing is optional.*

**Head Start Awareness Month Activities!**

As we celebrate **Head Start Awareness Month**, activities and events for PCI’s Head Start Awareness Month events include the following so please plan to participate:



**Through October 15 – Hispanic Heritage Month**

**October 3 –Open House**

**October Staff Recognition Month  
ECCs and Education/Training/Coaching Staff**

*Recognition*

**October 8 – President/Officers Summit  
CARE Training**

**October 5,12,19,26  
Wellness Wednesdays**

**Health & Wellness**

**October 12 – Policy Council Meeting  
Parent Council Meeting**

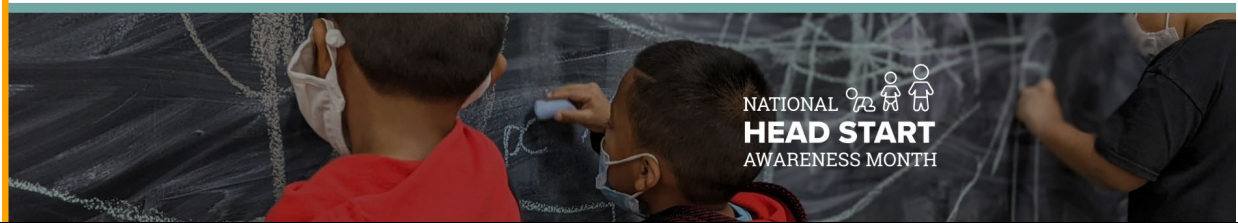
**October 14**

**Night Out with the Stars – A STREAM Dream Team Event** Here's the STREAM TEAM Video  
<https://youtu.be/YW0vV25LjAU>

Please click on the link to make your very own Galaxy Pinwheel  
[Make a Pinwheel Galaxy Pinwheel | NASA Space Place – NASA Science for Kids](#)

**October 17  
Boss's Day  
PCI Breast Cancer Awareness Day!**

www.breastcancerawarenessmonth.com



**October 21 - 25**  
**Center Fall Literacy Festivals**



**October 24 - 28 – Red Ribbon Week**



**October 26 – Incredible Years Parent Training**

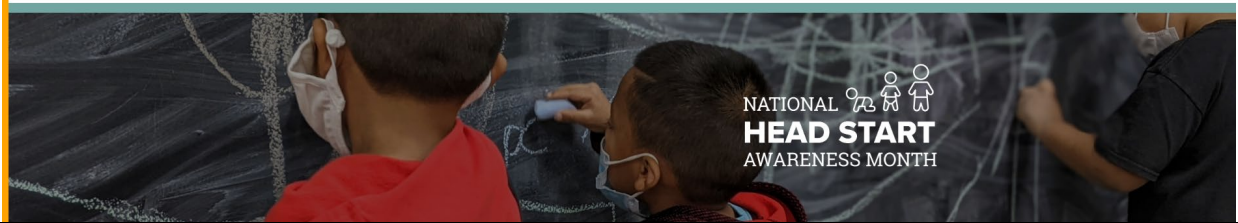


**October 26 – Health/Nutrition Advisory Meeting**



**October 28 – Global Cardboard Challenge**





## October 31– Children’s Recognition Day!



October 31



Not only are the above activities a part of recognizing Head Start Awareness Month, but they also represent family engagement, ongoing recruitment, and Family Days! Let us all participate as much as possible. *For pictures of all the excitement happening at PCI, please view our Facebook page!*

## Brady Environmental Resource Center is Open for Business!

The Brady Environmental Resource Center is up and running and ready for business! Please click on the link below; Ms. Candace Collins has information to share with you concerning Brady Environmental Resource Center!

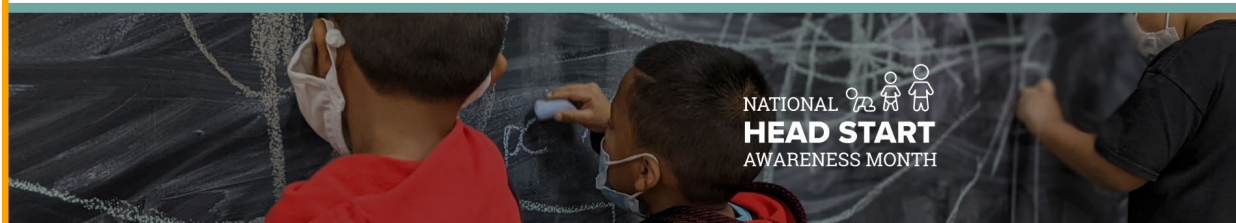
<https://youtu.be/27zq3Jaf0GM>

## Leadership PCI



The fifth class of Leadership PCI held its second official session of the school year on October 4th . The session featured **Mr. Joe Segura**, Compliance Officer/Special Services Coordinator. Mr. Segura did an awesome job! Session #3 will be held on November 1, 2022 with the session focusing on the Community Assessment featuring **Mr. Jesse Diaz**, Data & Assessment Coordinator and **Mrs. Catherine Padilla-Ortas**, Early Head Start-Child Care Partnership Coordinator/Coach.

***Enjoy Head Start Awareness Month!***  
***Thank you for all that you do!***



**"Every child is gifted. They just unwrap their gifts at different times." - Unknown**

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



**OCTOBER**

**National Head Start Awareness Month**

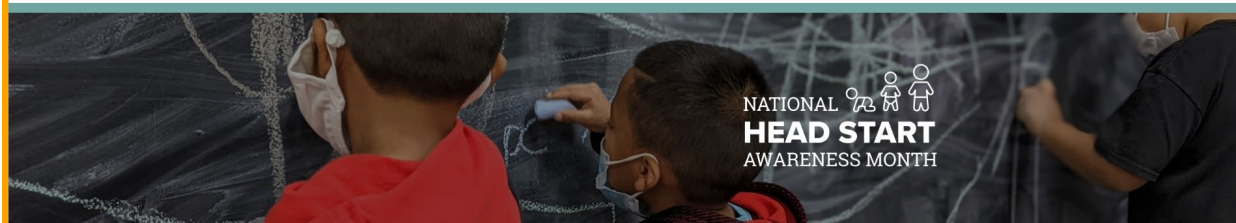
**PERFORMANCE EVALUATION CYCLE TIMELINE**

**Employee Recognition: ECCs & Training Staff**

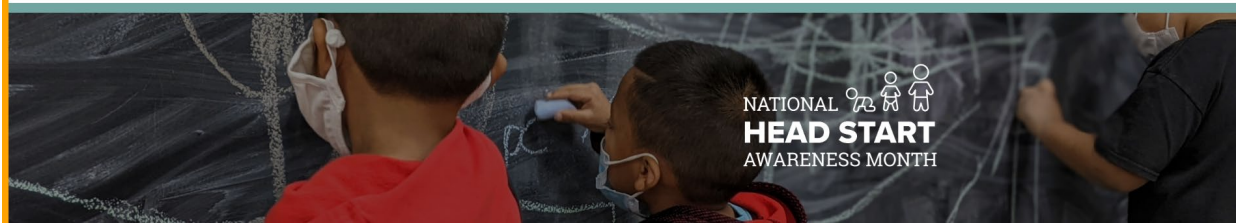
SEPT 12- DEC 16	3. Observing Job Performance	COACH FOR SUCCESS	SUPERVISOR
-----------------	------------------------------	-------------------	------------

**\*Important Information:** \*Compliance/Facilities/Disabilities/Mental Health Departmental Daily/Weekly Debriefing Meeting with Staff 8:00 a.m., \*Bus Evacuation Training, \* EHS/CCP Teacher Home Visits, \*Fire Safety Week 3-9, \*Red Ribbon Week 24-26, \*Wellness Wednesday,

- ❖ 1 – CPR/First-Aid Class – 9:00-11:00 am
- ❖ 3-7 – Head Start Awareness Week Begins
- ❖ 3 – CLASS Observation Begins – 1<sup>st</sup> Cycle
  - New Staff Orientation TDFPS-8 Hours
  - Open House
- ❖ 4 – Leadership PCI Session II Regulatory Compliance/Facilities – 4:30 – 6:00 pm
  - New Staff Orientation – Curriculum
  - EHS/CCP Directors’ Roundtable
  - Bus Evacuation Training – Adelina Fritz – 9:00 am
  - Bus Evacuation Training – Culebra – 9:30 am
- ❖ 5 – New Staff Orientation – Disabilities/Mental Health
  - Data Initiative Meeting



- ❖ 6 – Executive Team Meeting
  - 45 Days Activities Due
  - New Staff Orientation TDFPS-8 Hours
  - Bus Evacuation Training – Timberhill – 9:00 am
  - Bus Evacuation Training – George Gervin – 10:00 am
- ❖ 7 – CEO Office Staff Meeting
  - Head Start Awareness Weekends
  - Food Order
  - Fiscal Staff Meeting
  - Compliance/Disabilities/Mental Health Staff Meeting
  - World Smile Day
- ❖ 8 – President Officers Summit – 9:00-12:00 pm
  - CARE Training – 8:00 – 3:30 Bandera
- ❖ 10 – Process Payroll
  - Southwest Staff Development Day
  - Green Oak Learning Center Closed
  - Madonna Staff Development Day/No children (8-5)
  - George Gervin closed /Staff Development
  - Columbus Day/ Indigenous People Day
- ❖ 11 – Fiscal Budget Meeting
  - Bus Evacuation Training – Evelyn King – 9:00 am
  - Bus Evacuation Training – E. Central – 9:30 am
- ❖ 12 – Policy Council Meeting – 6:00 pm
  - Family Service Workers Staff Meeting
- ❖ 13 – Executive Team Meeting
  - Bus Evacuation Training – W. Hutchins – 9:00 am
  - Bus Evacuation Training – Terry O’Connor – 10:00 am
- ❖ 14 – Payday
  - Food Order
  - Operations Staff Meeting
  - Education/Training Staff Meeting
  - Solar System Activity – Night out with the Stars
- ❖ 17 - PCI Breast Cancer Awareness Day (wear pink)
- ❖ 17-21 – Substitute Training Begins
  - National School Bus Safety Week
- ❖ 17 – Boss’s Day
- ❖ 18 – Board of Directors Meeting – 6:30 pm
  - Bus Evacuation Training – Midcrown – 9:00 am
  - \*Bus Evacuation Training – Green Oak – 10:00 am
- ❖ 19 – Early Dismissal/Teacher Planning Time
- ❖ 20 – Executive Team Meeting
  - Bus Evacuation Training – Early Learning Academy – 9:00 am
- ❖ 21 – Food Order



- Substitute Training Ends
- ❖ 24-28 – Red Ribbon Week Begins
  - Fall Literacy Activities Fest at Centers (during center hours)
- ❖ 24 – Process Payroll
  - Operations Staff Meeting
  - Early Voting Begins
- ❖ 25 - Bus Evacuation Training – Pearsall – 9:00 am
  - Bus Evacuation Training – Southwest – 10:00 am
- ❖ 26 – Health/Nutrition Advisory Meeting – 11:30 -1:00 pm
  - Incredible Years Parent Curriculum Training
- ❖ 27 – Executive Team Meeting
  - Bus Evacuation Training – Bailey’s Babies – 9:00 am
  - Bus Evacuation Training – Lost Creek – 9:30 am
- ❖ 28 – Payday
  - Food Order
  - SF-425 Semi-Annual Reports Due – HS/HSII-EHSII/EHS
  - SF-425 Annual Report Due – EHS-CCP
  - SF-428 Annual Report Due – EHS-CCP
  - Cardboard Challenge
  - Red Ribbon Week Ends
  - EHS/CCP Team Meeting
  - Bailey’s Child Development Center Fall Festival
  - Madonna Center Inc. Trunk or Treat
  - National First Responders Day
- ❖ 29 – Report due in GrantSolutions for HE Grant
- ❖ 31- Paycom IRS 941/TWC Quarterly Reports Due
  - Audit Due to the Federal Clearinghouse
  - Children’s Perfect Attendance Recognition Day
  - Halloween



*“PCI...Our WHY...Children and Families!”*