

HAPPY LABOR DAY!



TO: PCI STAFF
FROM: Sharon Small, Ph.D.
DATE: September 1, 2023 – Labor Day Weekend
RE: CEO MESSAGE
“PCI...Growing in Purpose, Equity and Intentionality!”
Benefits Open Enrollment Ends September 2, 2023

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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 4th -Labor Day!** We had a great start to the school year with no major concerns though we know we still need full enrollment. I commend the Family Service Workers and many of you for all the events attended and recruitment taking place at the centers. Keep up the great work – we cannot let our guards down!



As you know our theme for the year is *“PCI...Growing in Purpose, Equity!”* We will focus on staff understanding the importance of having a **“growth mindset”** with the understanding that having the attitude of positiveness as you can see in the graphic above, you will be successful in your job and in life. Each day you are at work, be sure you understand the Mission of PCI. You are important to why we exist, and we must have the right purpose and understanding. This is how you will know if being at PCI is the right place for you. 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, and this year we want to get our parents involved in spreading the word that PCI and Head Start/Early Head Start is a great place to have their children and a great place to work.



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:

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- **TEACHERS, MENTAL HEALTH COORDINATOR, 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, and 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, DATA & ASSESSMENT COORDINATOR, EHS-CCP COORDINATOR, OPERATIONS COORDINATOR, COMPLIANCE, HR, FISCAL, NUTRITION, IT, COMMUNICATIONS, EDUCATION/ TRAINERS, FACILITIES SUPERVISOR, RESOURCE COORDINATOR**-level leadership uses data to identify trends, needs across programs, and make adjustments to budget, staffing, and/or programming to improve child and family outcomes.

Let's utilize data this year to become more informed of our processes!



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."

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Share in PCI's *early Kick-off* of the Annual Tribute by celebrating with our children their Hispanic Heritage Presentations at each Early Learning Center at 10:00 a.m. on September 8, 2023!



Wellness Wednesday will kick off next week to help all PCI staff with many ways to take better care of our minds and bodies. Look forward to receiving more information from Ms. Connie Murphy

BENEFITS



Our HR Department has announced...

Open Enrollment period is open NOW!

This is your annual opportunity to add, drop or make changes to your benefit elections for the upcoming benefit plan year. You have from now until **Saturday, September 2nd** when **Open Enrollment will close.**

You can find a summary of the benefit plans that are being offered by taking a picture of the QR code below. For more information or questions, please reach out to Mrs. Diana Vogt or Ms. Alice Espinoza in Human Resources.



Welcome to your Benefits!

Effective October 1, 2023 through September 30, 2024

IMPORTANT CONTACTS

OneDigital
Insurance Advisors
(210) 587-6700

Parent Child Inc
Human Resources
(210) 475-5155

Blue Cross Blue Shield
Medical & Dental
Group #: 350121

Mutual of Omaha
Vision, Life, Disability
Accident & Critical Illness
Group #: G000BF5G



ONLINE BENEFIT GUIDE
Learn about your benefits



PAYCOM
Make your elections here





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. Is this your WHY...your Purpose...Our Mission? If so, you are an asset to PCI, and we are glad to have you!

Security and Safety

As we enter the 2023-2024 program year, PCI is committed to prioritizing child safety at all our centers, classrooms, and departments. To assure safety for all of our PCI centers and departments, PCI will continue to put in place those suggestions presented by the FBI consultant as well as have cameras in the classrooms and departments and new this year a Security Officer that will have access to the goings on at all PCI sites. The security hub will be located at the Mainland Headquarters. More information will be forthcoming on this new position. Please continue to be watchful of our children both inside and outside the classroom. Active supervision is a must.



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 fantastic job in assuring the **Success Motto** was shared daily. Let us 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.

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Leadership PCI



Leadership PCI Class #6 will hold its first official session of the school year on September 5th. This will be considered the **Orientation to Leadership PCI**. We are looking forward to another creative and enthusiastic group ready to learn and share their inovative ideas as well.



Message from PCI's Communications Director

Calling all PCI staff!

*It's time to unleash your inner artist and show the world that we are anything but silent about the magic of Head Start/Early Head Start! Let your imagination run wild as you craft your unique mums for the **"We Are Not Mum about Head Start and Early Head Start"** Campaign! Throughout the week of **September 11-15**, let's adorn ourselves in the spirited colors of red, white, and blue – the spirit of homecoming – proudly displaying our homecoming mum creation. On September 12th! Rock that "PCI Apply Now T-Shirt" with your favorite jeans as we dive into PCI Spirit Day, an opportunity to flaunt your passion for PCI. Wear your mums with pride and get ready to strike a pose as we capture these moments for our buzzing social media platforms.*

Together, let's spread the word far and wide about the countless benefits that the Head Start/Early Head Start program brings to people in dire need of our services. Let's make waves, show our spirit, and shout from the rooftops – we're PROUD to be part of PCI and its incredible journey! Let's make "We Are Not Mum about Head Start and Early Head Start" a week we will forever cherish! Thank you for your unwavering support for this incredible program!

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*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**



SEPTEMBER

National Attendance Awareness Month

CALENDAR OF EVENTS

Events are subject to change

HISPANIC HERITAGE MONTH

***Important Information:** Compliance/Facilities/Disabilities/Mental Health Departmental Daily/Weekly Debriefing Meeting with Staff 8:00 a.m., *Bus Evacuation Training (Times may vary), * Check on exact dates for Open Enrollment, *Check on DataSay Training, *Coat Drive Kickoff (September – November)

PERFORMANCE EVALUATION CYCLE TIMELINE

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

- ❖ 1 – CEO Office Staff Meeting
 - Payday
 - Benefits Open Enrollment Begins
 - Food Order
 - Compliance/Disabilities/Mental Health Staff Meeting – 8:00 am
- ❖ **2 - Benefits Open Enrollment Ends**
- ❖ 4 – Labor Day Holiday – Centers & Offices Closed
 - Agency Holiday
- ❖ 5 – Leadership PCI – 4:30-6:00 pm
- ❖ 6 – Data Initiative Meeting
 - Agency-wide Audit begins
 - National Read a Book Day
 - EHS/CCP Directors’ Roundtable
 - Fiscal Staff Meeting
 - Education Staff Meeting
- 7 – Executive Team Meeting
- 8 – Grandparents Day Celebrations @ CCP Sites
 - Food Order
 - Grandparents Day Breakfast – @ Centers
 - ❖ Children’s Hispanic Heritage Presentation – 10:00 am @ Centers
- ❖ 10 – National Grandparents Day
- ❖ 11-15 – Mums for Kids Campaign
- ❖ 11 – Process Payroll

HAPPY LABOR DAY!

- Patriot Day
- ❖ 12 – Operations Staff Meeting
 - Fiscal Budget Meeting
- ❖ 13 – Policy Council Meeting – 6:00 pm
 - Family Service Workers Staff Meeting
 - Quick Fixing-Zoom – 6:00 pm
- ❖ 14 – Executive Team Meeting
 - CACFP Day Care Home Training – 5:30-7:30 pm
 - Pregnant Women Training – 4:30 pm
- ❖ 15 – Payday
 - Food Order
- ❖ 16-2 – Parent Orientation – 9:00-12:00 pm (Zoom)
- ❖ 16 – CPR/First Aid Class – 9:00-12:00 pm
- ❖ 18-22 – New Staff Orientation
- ❖ 18 - 21 Fall Leadership Institute - Crystal City, Virginia
- ❖ 19 – Board of Directors Meeting – 6:30 pm
- ❖ 20 – Education Staff Meeting
- ❖ 21 – Executive Team Meeting
 - CACFP Day Care Home Training – 5:30-7:30 pm
- ❖ 22 – Food Order
- ❖ 23 – CACFP Day Care Home Training – 10:00-12:00 pm
- ❖ 25 – Process Payroll
- ❖ 26 – Operations Staff Meeting
 - Bus Evacuation Training – Meadowood – 9:00 am
 - Bus Evacuation Training – Clarice Roe – 10:00 am
 - Consultant Orientation – 10:00 am
- ❖ 27 – Transition/Education Advisory Committee Meeting – 1:30 pm
- ❖ 28 – 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
- ❖ 29 – Payday
 - Food Order
 - EHS/CCP Team Meeting
 - Children’s Perfect Attendance Recognition Day
- ❖ 30 – CACFP Day Care Home Training (Spanish) – 10:00-12:00 pm
 - CACFP Centers Fiscal Year Ends
 - CACFP Day Care Homes Fiscal Year Ends

“PCI...Growing in Purpose, Equity and Intentionality!”