



TO: PCI STAFF
FROM: Sharon Small, Ph.D.
DATE: October 23, 2023 – Celebrating Head Start Awareness Month
RE: CEO MESSAGE

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

Greetings!

I hope you have started your week with a **Growth Mindset!** I know that everyone has been very busy. October is Head Start Awareness Month, so throughout this Message, there will be small posters to share the importance of what takes place within Head Start programs not just locally but nationally!



Exciting Month

The month of October we are celebrating Head Start Awareness Month! All scheduled activities have been going well and children enjoyed the first of two Fall Literacy Festival events held October 20th. The next Fall Literacy event will be held November 3, 2023. Way to go! What a busy month...Hispanic Heritage Month, Breast Cancer Awareness Month, the Annular Eclipse Ring of Fire, Cardboard Challenge, President/Officers Summit which had a wonderful turnout, Policy Council in which all officers were elected, Board meeting, Boss’s Day and the list goes on. We still have other activities coming this week, so stay tuned.

The 2024-2025 Continuation Refunding applications are well on the way to being submitted. Special thanks to Mrs. Doxie, Ms. Almares and Mr. Segura, the Policy Council, Board of Directors, Executive Staff, Cabinet, and Mrs. Natalie Diaz for the hard work and input in finalizing the application. As some of you may be aware, our fiscal year begins **February 1** and ends **January 31** of each program year. Therefore, each year an application must be submitted to the Regional Office Administration for Children and Families in Dallas, Texas. The application is due November 1, 2023. All four applications will be submitted prior to November 1, 2023.



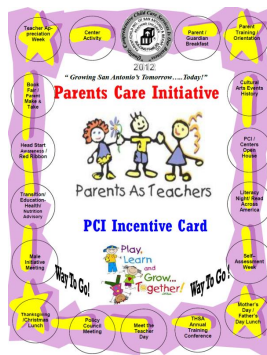
The New Position for Security Specialist has not been filled as of the date of this publication. The purpose of this position is to ensure our centers and facilities are being monitored at all times for safety purposes. This person will be able to not only see what is taking place at your centers but will be able to hear what is going on as well. The position has been posted and worthy applicants will be interviewed soon, but I ask that we all continue to be vigilant, keeping the children safe, locking doors, etc. The health and safety of our children as well as yourselves is important.



Children’s Recognition Day!

The last weekday of each month is Children’s Recognition Day at PCI. This day recognizes those children who have had perfect attendance for the entire month! Way to go! We cannot recognize children without acknowledging their parents. Attendance **Helps Children Succeed in Life**. Most importantly, attending school regularly is one of the best ways for children to set themselves up for success in life. Children who attend school regularly are more likely to graduate from high school and college, find a good job, and establish strong relationships. So, let’s congratulate our children and parents for helping... *“Grow San Antonio’s Tomorrow... Today!”*

Bringing Back the PCI Card – Parents Care Initiative Parents Care Initiative

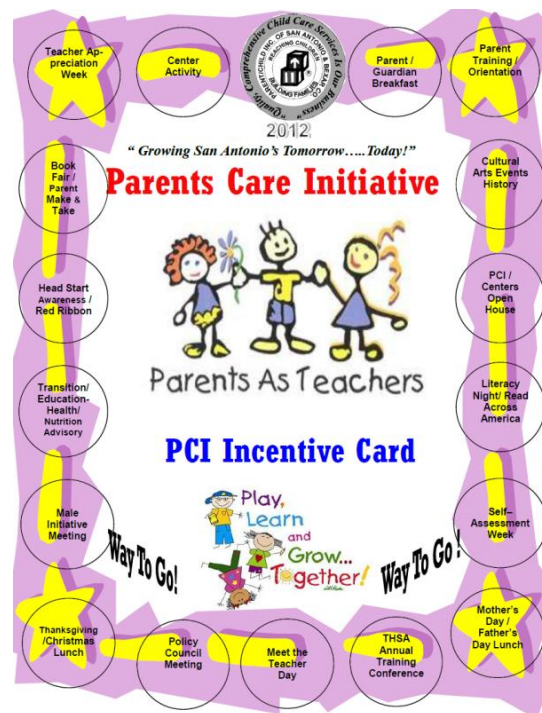


The engagement of our parents is pivotal to the existence of Parent/Child Incorporated’s Head Start and Early Head Start programs. In fact, there are many ways we help families throughout the year. In 2012, PCI started a campaign called **Parents Care Initiative!** The purpose of the initiative was to acknowledge parents through incentives when they participated in the numerous activities available to



them. All families would receive what we called a PCI card standing for Parents Care Initiative! The card would have all the activities available for parents to participate in. As they participated, the activity would receive a whole punch or a star from the center for that activity, and when the card was filled or a certain percentage met, they would receive an incentive! Sounds like fun!

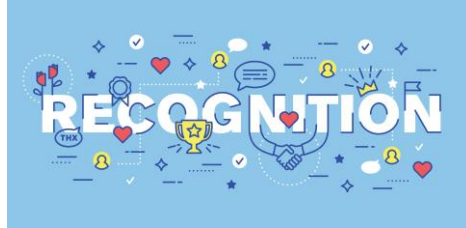
We held a contest for the theme of the card to be utilized for the agency, and **W. Hutchins led by Mrs. Zella Burns** won the contest! Way to go!



So, we are **reintroducing** the **Parents Care Initiative – PCI Card**, to encourage all parents excited and involved in their child’s learning and activities. Your input is needed. If you wish to keep the same card as created by W. Hutchins or if you wish to use your mascot to personalize the card, you may do so. More information coming regarding the card, how we will mass duplicate them and when the initiative will begin. The PCI card worked before and I’m sure it will work again! ECCs, please send me an email letting me know if your staff wish to use the original PCI card or if they wish to use their mascot. We will fill out the activities. Let’s have fun getting our parents engaged!



October Employee Recognitions!



Congratulations to the **ECCs** and the **Education Trainers/Coaches** for being a vital part of the agency. Your dedication to your centers and the children and families served does not go unnoticed. We hope you enjoy your appreciation month, though we know you deserve much more. Way to go to the supervisors for helping make the day and month special. The next **Employee Recognitions** will be observed in January as we celebrate and recognize our **Maintenance/Custodial** and **Compliance/Special Services** staff!

Additionally, congratulations to ECC of Southwest Early Head Start, **Mrs. Maricela Nuno** who celebrated her **38th year anniversary** on October 10, 2023, here at PCI! Way to go! Normally, Ms. Murphy would place this information on our facebook page, but she is out on medical leave. Congratulations, Mrs. Nuno, and may you have many more years with PCI!





Red Ribbon Week



This week is Red Ribbon Week (23-27)! This year marks the 36th annual celebration of **Red Ribbon Week**. It was inspired by the life and work of Drug Enforcement agency Special Agent Enrique “Kiki” Camarena. He yearned to make a difference by joining this force to help fight illegal drugs. In 1985, while working undercover in Mexico, Camarena was kidnapped and killed by drug traffickers. Responding to his murder, The Citizens In his hometown of Calexico, California began wearing red ribbons. IN 1988, Congress officially proclaimed the last week of October as Red Ribbon Week. Now, over 100,000 schools and other organizations across the U.S. will use this time to spread the important message about living a drug and alcohol –free lifestyle. Show your “Drug Free Spirit” by taking part in the dress up activities found at the end of this Message.



Leadership PCI

The sixth class of Leadership PCI will hold its third official session of the school year on November 8th featuring **Mr. Jesse Diaz, Data & Assessment Coordinator and Mrs. Catherine Padialla-Ortas, EHS-CCP Coordinator.**



Champions fore Charity® is a fundraising program designed by Golf San Antonio to give participating organizations the opportunity to generate contributions through the Valero Texas Open. Champions for Charity is a no-cost program that gives **100%** of the funds raised back to the participating organizations. In other words, anything raised comes back to PCI. Let’s all participate. More information to come.



October 31st is the last day we officially recognize ***Head Start Awareness Month***; however, we should never forget the purpose of Head Start and the difference Head Start makes in the lives of millions of children and families nationally and here in San Antonio! Did you know Sesame Street was created by Head Start? There are so many ***firsts*** Head Start is responsible for that it doesn't get credit for. We all know Head Start is the leader of Early Childhood Education! Let's continue to lead in this area by providing ***high-quality*** services to prove that Head Start and Early Head Start make a positive difference!

Perhaps the most significant factor in the success of Head Start has been the involvement of parents, volunteers, and the community. Their commitment and the services provided by dedicated Head Start staff have been instrumental in creating a ***quality*** program that truly provides young children with a "head start" in life.



Veteran's Day November 11th, 2023

Since 2010, PCI has published a special **Veterans Day Commemorative Edition** honoring and saluting our family members that serve or have served in the military. All PCI staff who wish to take part in this salute must submit the name(s) of your family members who served in the armed forces. Additionally, please let me know if you (PCI Staff) are a Veteran. We want to give you special recognition. Your submissions are due by **Tuesday, October 31, 2023**. Please use the sample format below to submit your information to our PCI receptionist, Ms. Amie Arevalo at aarevalo@pcitx.com.

Name of Veteran	Retired/Active Duty and Branch of Service	Relationship to PCI Staff
Ernest S. Small	Retired Veteran US Air Force	Husband of Dr. Sharon Small



Way To Go! to All who have or will participate in the Following October Activities

- Employee Recognitions – ECCs and Education/Trainers/Coaches
- Wellness Wednesday
- Recruitment and Enrolling
- Centers in 100% Compliance
- Hispanic Heritage Month Activities and Children’s Presentations
- Policy Council and Board Meetings
- President/Officers Summit
- New Staff Orientations
- STREAM Solar System Week
- Cardboard Challenge
- Lunar Solar Eclipse (Ring of Fire)
- Head Start Awareness Month Activities
- Red Ribbon Week
- Fall Literacy Festival
- Leadership PCI Session #2
- Boss’s Day
- Bus Evacuation Safety
- Continuation and Baseline Funding Applications
- Incredible Years Parent Training
- Health/Nutrition Advisory Meeting
- Cohort 2 Care Training



I am always excited to share the great things that are happening within PCI. In this CEO Message, I'd like to share the compliances we have seen for centers and departments since the beginning of the school year!

<p>Full Enrollment Centers</p> <ul style="list-style-type: none"> Adelina Fritz E. Central Evelyn King Lost Creek Midcrown Pearsall Terry O'Connor W. Hutchins Imperial Place for Life EHS *Madonna 	<p>Fire Marshall Inspections Passings at the Centers</p> <ul style="list-style-type: none"> Timberhill Pearsall
<p>Health Department</p> <ul style="list-style-type: none"> Academy 	<p>PCI Compliance Department - Health and Safety</p> <ul style="list-style-type: none"> NA
<p>*Licensing</p> <ul style="list-style-type: none"> Clarice Roe Place for Life - EHS Place for Life - HS Southwest Timberhill 	<p>Audit of HR from Texas Health and Human Services</p> <ul style="list-style-type: none"> Clarice Roe Southwest



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. Please note specific dates not specific to the date order shown:

October 23 - 27 - Red Ribbon Week



October 24 - Incredible Years Parent Training



October 25 - Health/Nutrition Advisory Meeting



October 31 - Children's Perfect Attendance Recognition Day!



October 31



November 3 - Fall Literacy Fest at Kiddie Park - #2



EARLY REMINDER...NOVEMBER 5, 2023

Time to fall back
Remember to set your
clocks back one hour.



AP



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.

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

Great things are happening throughout PCI and as always, I thank you for all you do! Remember, each step we take – shows our WHY and brings us closer to our destination - **EXCELLENCE!** We are **SUCCESSFUL** when we **TRY** our **BEST!**

A book cover for "I'M A SUCCESS" by Dr. Sharon Small. The cover is dark purple with a pink tab at the top right. The title "I'M A SUCCESS" is in white, with "by DR. SHARON SMALL" below it. There are four purple buttons with white text: "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", and "THAT IS WHY, I'M A SUCCESS! / Por eso, ¡Soy un éxito!". To the right is a circular logo for "PARENTCHILD INC OF SAN ANTONIO & BEXAR COUNTY" with "REACHING CHILDREN" and "BUILDING FAMILIES" around a central graphic of a cube with an upward arrow.

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

Great Job and let's keep up the great work!
***Groups mentioned in this message is for the month of October as of October 24, 2023**

"Cherishing children is the mark of a civilized society." - Joan Ganz Cooney





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

CALENDAR OF EVENTS

Events are subject to change



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OCTOBER

National Head Start Awareness Month

Employee Recognition: ECCs & Education Training/Coaching Staff

***Important Information:** Head Start Awareness Month, *EHS/CCP Teacher Home Visits Due this Month, *Fall Pictures must set up dates, *Compliance/Facilities/Disabilities/Mental Health Departmental Daily/Weekly Debriefing Meeting with Staff 8:00 a.m., *Bus Evacuation Training (Times may vary)

PERFORMANCE EVALUATION CYCLE TIMELINE

SEPT 12– DEC 16	3. Observing Job Performance	COACH FOR SUCCESS	SUPERVISOR
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- ❖ 23-27 – Red Ribbon Week Begins
- ❖ 23 – Process Payroll
- 24 – Operations Staff Meeting
 - Incredible Years Parent Curriculum Training
 - Bus Evacuation Training – Southwest – 10:00 am
- ❖ 25 – Health/Nutrition Advisory Meeting – 11:30-1:00 pm
 - Education Staff Meeting
- ❖ 26 – Executive Team Meeting
 - Bus Evacuation Training – Bailey’s – 9:00 am
 - Bus Evacuation Training – Lost Creek – 9:30 am
 - FEI meeting
- ❖ 27 – Payday
 - Food Order
 - EHS/CCP Team Meeting
- ❖ 28 – National First Responders Day
- 30 – SF-425 Semi-Annual Reports Due – HS/HSII-EHSII/EHS
 - SF-425 Annual Report Due – EHS-CCP
 - SF-428 Annual Report Due – EHS-CCP
 - Region 6 Health and Safety Virtual 2 – 3:30
- ❖ 31- Paycom IRS 941/TWC Quarterly Reports Due
 - Audit Due to the Federal Clearinghouse
 - Bus Evacuation Training – Pearsall – 9:00 am
 - Children’s Perfect Attendance Recognition Day
 - Halloween
 - Region 6 Health and Safety Training @ Region 20 – 9-4





NOVEMBER

***Important Information:** Compliance/Facilities/Disabilities/Mental Health Departmental Daily/Weekly Debriefing Meeting with Staff 8:00 a.m., *Bus Evacuation Training (Times may vary), * EHS/CCP Teaching Strategies Gold Fall Assessments and Parent Teacher Conference

PERFORMANCE EVALUATION CYCLE TIMELINE

SEPT 12– DEC 16	3. Observing Job Performance	COACH FOR SUCCESS	SUPERVISOR
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- ❖ 1 – Head Start/Head Start II/Early Head Start II/Early Head Start Applications Due
 - Fiscal Staff Meeting
 - EHS/CCP Directors’ Roundtable
 - All Saints Day
 - Meeting with Mr. Huerta at Brady HS – 9:00 a.m.
- ❖ 2 – Executive Team Meeting
 - Bus Evacuation Training – Place for Life EHS – 9:00 am
 - Bus Evacuation Training – Place for Life HS – 10:00 am
 - Mr. Huerta Visit
 - Parent Make n Take
- ❖ 3 – CEO Office Staff Meeting
 - Food Order
 - Compliance/Disabilities/Mental Health Staff Meeting – 8:00 am
- ❖ 4 – CPR/First Aid Class – 9:00-12:00 pm
- ❖ 5 – Daylight Savings Time Ends (turn clocks back 1 hour)
- ❖ 6 – Process Payroll
- ❖ 7 – Staff Development Day/Student Holiday – Centers Closed
 - Election Day
- ❖ 8 – Leadership PCI – 4:30 -6:00 pm
 - Data Initiative Meeting
 - Education Staff Meeting
- ❖ 9 – Executive Team Meeting
- ❖ 10 – Payday
 - Food Order
 - Food Drive Ends
- ❖ 11 – Shared Program Governance Training & Meeting – 8:30 am



- Veterans Day
- ❖ 13-17 – New Staff Orientation
- ❖ 13 – Process Payroll
- ❖ 14 – Incredible Years Parent Curriculum Training
 - Fiscal Budget Meeting
- ❖ 15 – Male Initiative Meeting – 6:00 pm
- ❖ 16 - Pregnant Women Training – 4:30 pm
 - Executive Team Meeting
 - Thanksgiving Luncheon @ Centers
- ❖ 17 – Early Payday
 - Food Order
 - EHS/CCP Team Meeting
- ❖ 18-21 - NAEYC Conference - Nashville, TN
- ❖ 20-24 – Thanksgiving Break – Centers & Offices Closed
- ❖ 20-24 – Agency
- ❖ 22 – Thanksgiving Celebrations at CCP Sites
- ❖ 23-24 – CCP Sites Closed
- ❖ 23 – Thanksgiving Day
- ❖ 27 – New Staff Orientation
- ❖ 28 – Operations Staff Meeting
 - Giving Tuesday
- ❖ 29 – Education Staff Meeting
- ❖ 30 – Executive Team Meeting
 - CEO 12 Days of Christmas PTO Give-O-Way Begins
 - Children’s Perfect Attendance Recognition Day



*Remember...Mistakes are proof that you are trying. Learn from it, move forward, and do not continue making the same mistake. That is proof of a **growth mindset!***