



TO: PCI STAFF
FROM: Sharon Small, Ph.D.
DATE: September 16, 2024 - Celebrating Hispanic Heritage
RE: CEO MESSAGE

“PCI...Accountability with Commitment!”

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 Greetings!

Sunday will be the official start of Fall! Can you believe it? I’m sure you agree we can use both rain and cooler weather. September is a busy month, so let’s get ready to see what PCI has to offer! Enjoy the CEO Message.



PCI...Accountability with Commitment

Before I get to the message of all the events, I’d like to extend my sincere appreciation to all the center staff for hanging in there as we continue to staff our centers as well as increase enrollment. Your focus has really been on what is best for the children, and I thank you. Our theme for the year truly depicts where your heart is, and it does not go unnoticed – you are exhibiting Accountability and Commitment. I know it has been challenging at times, but you have not given up! It is obvious that many of you have found your WHY...your PURPOSE...our children and families. I encourage you to never feel defeated. Know we are all in this together. Your commitment to Head Start and PCI *will be rewarded!*

Hispanic Heritage Month 2024

President Lyndon Johnson first declared Hispanic Heritage Week in 1968, and President Ronald Reagan extended it to a full month in 1988. 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, demanding 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.

Congratulations and thank you to the children and center staff who will kick off Hispanic Heritage Month with presentations on September 20, 2024! Please go to our PCI website/Facebook and see all the excitement beginning on the 20th! Thank you also to all the staff that will be witnessing these wonderful presentations and present certificates to the ECCs on behalf of the Agency! Way to go!

National Family Day

Monday, September 23 is **National Family Day**. Founded in 2001 by **The National Center on Addiction and Substance Abuse**, Family Day works with organizations across the country to educate parents about how everyday activities, like sharing a meal, playing a game, or asking



about their day, can make a difference in the life of a child. With the support of corporations, community leaders, Major League Baseball teams, schools and thousands of local groups, Family Day helps communities prevent teen drug use. The simple, little things you do with your kids make a significant difference. These activities create strong, healthy relationships that can prevent future drug use. On September 23, Family Day brings together communities across the country to celebrate the positive influence parents have on their kids. **PCI has its own Family Day Online Classroom Campaign which includes a parent/guardian letter and a Family Tree Flyer!**

"Simple daily activities such as sharing a meal, a conversation, or a book can have an enormous impact on the life of a child. Strong and engaged families help build a strong America, and it is our responsibility as concerned family members to discuss the dangers of substance abuse."

-Former President Barack Obama

Region VI Practice Based Coaching Training



Parent/Child Incorporated will be the host site for the Practiced Based Coaching Training September 24 – 25 at our Bandera Training Facility! Approximately 75 attendees are expected. Our training staff will be participating which as well will support you, our teachers, in the use of effective teaching practices leading to positive outcomes for our children. Region VI includes the states of Texas, Louisiana, Arkansas, Oklahoma and New Mexico.

Have You Registered to Vote?



The 2024 Election is right around the corner!
Please register to vote and prepare to make a difference in the upcoming elections. Your vote can shape the future of our community!

👉 Register now: <https://www.texas.gov/living-in.../texas-voter-registration/>

Your Voice Matters!

[#RegisterToVote](#) [#YourVoteCounts](#) [#CivicDuty](#) [#MakeADifference](#)



Better men, better fathers, better futures.



MALE INITIATIVE

ROUNDUP

September 16-17th
at all PCI Early Learning Centers



SIGN UP TODAY

Join our Male Initiative Group at PCI—where men grow stronger together. Sign up now to stay informed and discover how to impact your child's life and your community! Please sign up at your child's Early Learning Center.

For more information, contact Joe Segura,
Compliance Officer/Special Services Coordinator
Phone: (210) 475-5151 or Email: jsegura@pctcx.com

The Male Initiative aims to recognize and support the vital role of fathers in the life of a child and the community. PCI want to extend this opportunity to all the Male figures in the lives of our children at our centers. Please help to boost this initiative. Better men, make better fathers for a better future for the child, family and community.

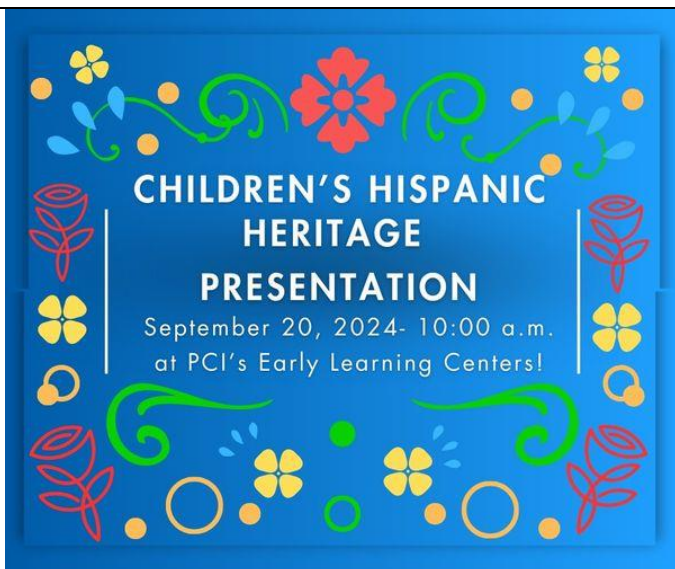
Parent/Child Incorporate (PCI)
Of San Antonio & Bexar County

Parent Orientation Part II



Saturday
September 21, 2024
10:00 a.m. – 12:00 p.m.

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CHILDREN'S HISPANIC HERITAGE PRESENTATION

September 20, 2024- 10:00 a.m.
at PCI's Early Learning Centers!




Plan to Participate in Upcoming PCI Events!



National Family Day
September 23, 2024

TRANSITION EDUCATION




ADVISORY COMMITTEE MEETING



Wednesday:
September 25, 2024
1:30 PM - ON ZOOM

PURPOSE:
 Partnering Together for Our Children's Successful Transition to Kindergarten

- Please contact your child's ECC for the ZOOM link

for more information, please contact
 Lisa Walker, Education Coordinator
 Via E-Mail: lwalker@pcitx.com or 210-226-6232

JOIN US FOR PCI'S TAILGATE FOOTBALL PARTY

TUESDAY, OCTOBER 1ST

Join us for PCI's Staff Tailgate Party to kick off the new year of accountability with team spirit and to recognize **HEAD START AWARENESS MONTH!** Let's gather for food, games, music, NFL segments, and great company as we celebrate the start of a fantastic year ahead. Bring your energy, wear your PCI T-shirt or your favorite Football Team Jersey, and get ready to cheer for a fresh new beginning!

GO TEAM!

By the way, it's **FREE...**
 Please bring your own lawn chair
 RSVP - WITH YOUR SUPERVISOR BY
 FRIDAY SEPTEMBER 13TH

FROM 6:30 P.M. TO 8:30 P.M.
 Brady Environmental Resource Center - PARKING LOT
 1223 Brady Blvd, San Antonio, TX 78207







Success Motto

*“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.



Benefits/Open Enrollment a Success!

The 2024-2025 Open Enrollment process for benefits was a huge success. According to OneDigital, PCI’s Insurance Broker, this year’s enrollment was an overall amazing success. Ms. Alice Espinoza, HR Specialist, was acknowledged for following up with each employee to ensure they had their questions answered and were able to get into the system to enroll. Way to go Ms. Espinoza as well as HR in general for a job well done!

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 a priority. Also, remember that communication is the key to developing a positive partnership between staff and parents in working for the best interests 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...Be Accountable with Commitment!*



CALENDAR OF

EVENTS

2024-2025

Theme for 2024-2025:



"PCI...Accountability with Commitment!"



HISPANIC HERITAGE MONTH

SEPTEMBER

National Attendance Awareness Month

***Important Information: *Governance Reports Due* Integrated Services Meeting
 *HR Bulletin *Emergency Preparedness*National Hispanic Heritage Month*National
 Attendance Awareness Month*National Suicide Prevention Awareness Month
 FOCUS AREA REVIEW

PERFORMANCE EVALUATION CYCLE TIMELINE

AUG 12- SEPT 6	2. Establishing and communicating performance expectations	GENERAL EMPLOYEE ORIENTATION	SUPERVISOR
SEPT 9– DEC 20	3. Observing Job Performance	COACH FOR SUCCESS	SUPERVISOR

- ❖ 16-20 – New Staff Orientation
- ❖ 17 – Board of Directors Meeting – 6:30 pm
- ❖ 19-25 – Engage Your Community on Preparedness-Emergency Preparedness Week 4
- ❖ 19 – Executive Team Meeting
 - CACFP Day Care Homes Training – 5:30 pm – 7:30 pm
- ❖ 20 – Food Order
 - Children’s Hispanic Heritage Presentation – 10:00 am @ Centers
- ❖ 21 – CACFP Day Care Homes Training – 10:00 am – 12:00 pm
 - **2nd Parent Orientation – 9:00 am – 12:00**
- ❖ 23 – National Family Day - Online Classroom Campaign-Parent Letter/Family Tree Flyer



- for students in classroom
 - Process Payroll
- ❖ 24 – Operations Staff Meeting
 - National Family Day
- ❖ 24 – 25 Practice Based Coaching - EVENT Region VI – Bandera Training Facility
- ❖ 25 – Transition/Education Advisory Meeting – 1:30 pm
 - Integrated Service Meeting – 8:30 am
 - Consultant Orientation – 10:00 am
- ❖ 26 – Executive Team Meeting
 - George Gervin – PCI Meeting – 2:00 pm - rescheduled
 - CACFP Day Care Homes Training – 5:30 pm – 7:30 pm
 - National Family Day
- ❖ 27 – Payday
 - Food Order
 - EHS/CCP Team Meeting
- ❖ 28 –CACFP Day Care Homes Training – 10:00 am – 12:00 pm (Spanish)
- ❖ 30 – CACFP – Centers Fiscal Year Ends
 - CACFP – Day Care homes Fiscal Year Ends
 - Children’s Perfect Attendance Recognition Day

OCTOBER

National Head Start Awareness Month

Employee Recognition: ECCs & Operations/Custodial/Maintenance Staff

***Important Information: *Governance Reports Due* Integrated Services Meeting *HR Bulletin *Bus Evacuation Training*Crime Prevention Month*Learning Disabilities Awareness Month*Presidents/Officers Summit
FOCUS AREA REVIEW



PERFORMANCE EVALUATION CYCLE TIMELINE

SEPT 9– DEC 20	3. Observing Job Performance	COACH FOR SUCCESS	SUPERVISOR
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- ❖ 1 – CLASS Observations Begins – 1st Cycle
 - Texas National Night Out
 - Wear Your Head Start Awareness Mum
 - Leadership PCI 4:30 pm - 6:00 pm
- ❖ 2 – Compliance/Disability Mental Health Staff Meeting – 1:00 pm
 - Data Initiative Meeting
 - EHS/CCP Directors’ Round Table
- ❖ 3 – Executive Team Meeting
 - George Gervin – PCI Meeting – 2:00 pm - rescheduled
- ❖ 4 – All reports due in CEO Office for Governance Meetings
 - CEO Office Staff Meeting
 - Food Order
 - Benefits Open Enrollment Ends
 - World Smile Day
- ❖ 4-10 – Online Campaign/Parent Letter: World Space Week – Night Out with The Stars
- ❖ 5 – President/Officers Summit – 9:00 am – 12:00 pm
 - National World Teacher Day
- ❖ 6 – Fiscal Staff Meeting
- ❖ 7-11 – New Staff Orientation
- ❖ 7 – Process Payroll
 - Centers Open House
 - Education Staff Meeting
- ❖ 8 – Operations Staff Meeting
 - Leadership PCI – 4:30 pm – 6:00 pm
- ❖ 9 – Integrated Service Meeting – 8:30 am
 - Family Service Workers Meeting



- Policy Council Meeting – 6:00 pm
- ❖ 10 – Pregnant Women Training– 4:30 pm
- ❖ 11 – Fiscal Budget Meeting
 - Payday
 - Food Order
- ❖ 13 – Breast Cancer Awareness Day
- ❖ 14 – Indigenous People Day/Children’s Holiday/Staff Development
 - PCI Observing Breast Cancer Awareness Day-Wear Pink
 - PCI Teacher Planning
 - Southwest Staff Development Day
 - Bus Evacuation Training (Staff Development Day-Video) – 9:00 am-10:00 am
- ❖ 15 – Board of Directors Meeting – 6:30 pm
- ❖ 15-18 – Substitute Training
- ❖ 16 – National Boss’s Day
- ❖ 17-21 National School Bus Safety Week
- ❖ 17 – Executive Team Meeting
- ❖ 18 – Food Order
 - Literacy Fall Fest – 1st group
- ❖ 19 – CPR/First Aid Class – 9:00 am – 12:00 pm
- ❖ 21-25 – Red Ribbon Week
- ❖ 21 – Process Payroll
 - 1st Agency Book Fair
- ❖ 22 – Operations Staff Meeting
- ❖ 23 – Integrated Service Meeting – 8:30 am
 - Incredible Years Parent Curriculum Training
 - Health/Nutrition Advisory Meeting – 11:30 am – 1:00 pm
- ❖ 24 – Executive Team Meeting
 - Cardboard Challenge
- ❖ 25 – Payday
 - Food Order



- Literacy Fall Fest – 2nd group
- EHS/CCP Team Meeting
- ❖ 30 – Team Building Event: Staff Pumpkin Decorating – Bragging rights!
 - SF-425 Semi-Annual Reports Due – HS/HSII-EHSII/EHS
 - SF-425 Annual Report Due – EHS-CCP
 - SF-428 Annual Report Due – EHS-CCP
- ❖ 31 – Executive Team Meeting
 - George Gervin – PCI Meeting – 2:00 p.m.
 - Paycom IRS 941/TWC Quarterly Reports Due
 - Audit Due to the Federal Clearinghouse
 - Children’s Perfect Attendance Recognition Day
 - Halloween



“PCI...Accountability with Commitment!”