

TO: PCI STAFF
FROM: Dr. Sharon Small
DATE: September 12, 2025 - September Updates & Celebrations
RE: CEO MESSAGE



“PCI...Accountability with Commitment Part 2!”
(Readiness...Excellence...Impact)



Welcome Fall!

Can you believe Fall is almost here? We can all welcome the **cooler weather and some much-needed rain**. September is always a busy month—so let's get ready to see what PCI has to offer!

PCI...Accountability with Commitment Part 2


(Readiness, Excellence, Impact)

Before sharing upcoming events, I want to extend my **heartfelt appreciation** to all center staff. Your dedication to doing what is best for children has not gone unnoticed.

Despite challenges, you remain steadfast. Many of you have found your **WHY...your PURPOSE...our children and families**. Never feel defeated. We are all in this together. Your commitment to Head Start and PCI will be rewarded! Keep the **Growth Mindset!**



Hispanic Heritage Month 2025

 **September 15 – October 15**

From September 15 to October 15, we honor the contributions and vibrant culture of **Hispanic and Latino Americans**. Their traditions, values, and service have enriched our country for generations.

Congratulations to the children and staff kicking off celebrations on **September 17** with presentations! Visit PCI's website and Facebook page to see the excitement. Thank you in advance to staff presenting certificates on behalf of the Agency!

National Family Day – September 22

National Family Day reminds us that simple daily activities—like **sharing a meal, reading a book, or having a conversation**—make a huge difference in a child’s life. These moments build strong bonds and help prevent future challenges.

PCI is participating with a **Family Day Online Classroom Campaign**, including 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..." – Former President Barack Obama*

Fall Pictures Coming Soon!

Lifetouch will be visiting our centers to take Fall pictures—a wonderful way to capture seasonal memories!

Details will include:

- Dates and times for each center’s picture day
- Ordering information and package options
- Tips for families to get children picture-day ready

Keep an eye out for schedules and flyers with additional information!

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!”

✳️ Recite this daily with your children and watch the positive impact over time.

Benefits/Open Enrollment – A Success!

The **2025–2026 Open Enrollment** has been well-received by staff! Please take a moment to review all available benefits, including **Paytient**, a \$1,000 non-interest credit card available to PCI employees.

 **Important:** Enrollment ends **Friday, September 12, 2025**.

For more information or assistance, please contact **HR**.


Upcoming Events & Trainings

1 Parent Orientation #2

 **Saturday, September 13 | 10:00 – 12:00**

A great opportunity for parents to learn about PCI programs, policies, and resources.

2 Day Care Homes Training

 **September 18, 25, 30 | 10:00 – 12:00**

Training provides guidance for day care home providers, covering best practices, compliance, and child development strategies.

3 Consultant Orientation

 **Wednesday, September 24 | 10:00**

New and returning consultants will review PCI procedures, expectations, and resources.

4 Transition/Education Advisory Meeting

 **Wednesday, September 24 | 1:30**

Staff, parents, and consultants collaborate to ensure smooth transitions for children and discuss educational strategies.

5 Parent Engagement at All Centers

 **Friday, September 26**

A special day for parents and guardians to actively participate in their child's learning and daily activities.

Your engagement ensures **quality programming and strong partnerships** with families and communities.

A Final Word

Our focus remains on the **health and safety of every child**. Be vigilant, report incidents promptly, and communicate openly with families.

Attitude is everything—let's lead with **enthusiasm, kindness, and professionalism**. Be intentional. Be the change. Model success. And most of all, **think Readiness...Excellence...Impact!**

Let's continue to live our theme: **Accountability with Commitment**.

CALENDAR OF

EVENTS

2025-2026

Theme



"PCI... ACCOUNTABILITY WITH COMMITMENT PART 2!"

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Evaluation Cycle

*Theme for 2025-2026:
"PCI...Accountability with Commitment Part 2!"*

PERFORMANCE EVALUATION CYCLE TIMELINE

TIMELINE	PERFORMANCE EVALUATION COMPONENT	ACTIVITY/DESCRIPTION	RESPONSIBILITY
AUG 4- SEPT 30	1. Training	SUPERVISOR APPRAISAL TRAINING	HUMAN RESOURCES
AUG 4- SEPT 5	2. Establishing and communicating performance expectations	GENERAL EMPLOYEE ORIENTATION	SUPERVISOR
SEPT 8- DEC 19	3. Observing Job Performance	COACH FOR SUCCESS	SUPERVISOR
JAN 5 – JAN 9	4. Mid-Year Performance	MID-YEAR PERFORMANCE CONFERENCE	SUPERVISOR
JAN 12 – APR 11	5. Continue Observing Job Performance	COACH FOR SUCCESS	SUPERVISOR
APRIL 1 - 11	6. Self-Evaluation	EMPLOYEE SELF-EVALUATION	SUPERVISOR AND EMPLOYEE
APRIL 24	7. Portfolios	EMPLOYEE SUBMIT PORTFOLIO	EMPLOYEE
APRIL 24-27	8. Annual Written Performance Evaluation	PREPARE WRITTEN PERFORMANCE EVALUATION	SUPERVISOR
APRIL 27 – MAY 8	9. Formal Performance Evaluation	CONDUCT ANNUAL PERFORMANCE CONFERENCE	SUPERVISOR
MAY 8	10. Performance Evaluation completed on all employees	SUBMIT ANNUAL PERFORMANCE EVALUATION TO HUMAN RESOURCES	SUPERVISOR

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*National Childhood Obesity Month *Self-Care Awareness Month *Wellness Wednesday Kickoff *Broadcast News
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

September 2025

Monthly Events:

- ❖ 1 – Labor Day Holiday – Centers and Offices Closed
- ❖ 2 – Parent Gazette – Fall Edition will be distributed
 - Leadership PCI – 4:30 – 6:00
- ❖ 1 – 30 National Attendance Month Activities
- ❖ 3 – EHS/CCP Directors’ Round Table
- ❖ 4 – Executive Team Meeting
- ❖ 5 – Grandparents Day (PCI) - All Centers (Breakfast)
 - All reports due in CEO Office for Governance Meetings
 - CEO Office Staff Meeting
 - Fiscal Staff Meeting
 - Food Order
- ❖ 6 – National Read a Book Day
- ❖ 7 – National Grandparents Day
- ❖ 8 – Process Payroll
 - 3:30 Medicare Meeting-via Zoom
- ❖ 9 – Compliance/Disability/Mental Health Staff Meeting – 1:00 pm

o 3:30 Last Benefit Enrollment Meeting

- ❖ 10 – Policy Council Meeting – 6:00 pm
 - o Integrated Services Meeting – 8:30 am
- ❖ 11 – Pregnant Women Training – 4:00 pm
 - o Patriots’ Day
 - o Executive Team Meeting
- ❖ 12 – Fiscal Budget Meeting
 - o Food Order

Payday

End of Benefits Enrollment

- ❖ 13 – Parent Orientation #2 – 10:00 am – 12:00 pm
- ❖ 15-Oct. 15 – Hispanic Heritage Month
- ❖ 15-19 – New Staff Orientation
- ❖ 15 – Education Staff Meeting
- ❖ 16 – Board of Directors Meeting – 6:30 pm
- ❖ 17 – Children’s Hispanic Heritage Presentations (All Centers) – 10:00 am
- ❖ 18 – CACFP Day Care Homes Training – 5:00 pm – 7:30 pm Zoom
 - o Executive Team Meeting
- ❖ 19 – Food Order
- ❖ 20 – CACFP Day Care Homes Training – 10:00 am – 12:00 pm
- ❖ 22 – National Family Day – Online Campaign/Flyer
 - o Process Payroll
- ❖ 23-26 – Substitute Training
- ❖ 24 – Consultation Orientation – 10:00 am Zoom
 - o Transition/Education Advisory Meeting – 1:30 pm
 - o 45 - days hearing, vision, ASQ for children enrolled 8-11
- ❖ 25 – CACFP Day Care Homes Training – 5:30 pm – 7:30 pm (Spanish)
 - o Executive Team Meeting
- ❖ 26 – Parent Engagement at All Centers
 - o EHS/CCP Team Meeting
 - o Food Order
 - o Payday
- ❖ 27 – CACFP Day Care Homes Training – 10:00 am – 12:00 pm
- ❖ 29 – Fall Pictures for Centers (Lifetouch)
- ❖ 30 – CACFP Day Care Homes Training – 5:30 pm – 7:30 pm
 - o CACFP-Centers Fiscal Year Ends
 - o CACFP-Day Care Homes Fiscal Year Ends
 - o Operations – One-on-One Meeting



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