

**PARENT/CHILD INCORPORATED (PCI)
KINDERGARTEN PROGRAM
PARENT HANDBOOK
2026-2027**

**“PCI Kindergarten ...
Where learning continues, growth is encouraged, and every child is valued.”**



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Welcome to the PCI Kindergarten Program

Welcome to the PCI Kindergarten Program! We are honored to partner with families during this important year of learning, growth, and discovery. Kindergarten is a significant milestone in your child's educational journey, serving as the foundation for future academic success and lifelong learning.

At PCI, we believe every child deserves a safe, nurturing, and engaging environment where they can develop the skills, confidence, and curiosity needed to thrive. Our dedicated staff is committed to providing high-quality educational experiences that support the whole child—academically, socially, emotionally, physically, and creatively.

The kindergarten year is filled with exciting opportunities for children to build literacy and math skills, explore new concepts, develop problem-solving abilities, and strengthen positive relationships with peers and adults. Through developmentally appropriate instruction, hands-on learning experiences, and individualized support, we strive to help every child reach their fullest potential.

We recognize that families are a child's first and most important teachers. Strong partnerships between home and school are essential to student success. We encourage parents and guardians to be actively involved in their child's education through communication, participation in school activities, and support of learning at home. Together, we can create a positive and rewarding educational experience for every child.

As a continuation of PCI's commitment to serving children and families, our Kindergarten Program is designed to build upon the strong foundation established during the early childhood years while preparing students for continued success in elementary school and beyond.

Thank you for entrusting us with your child's education. We look forward to working alongside you throughout the school year and celebrating the many accomplishments and milestones that lie ahead.

Welcome to the PCI Kindergarten family—where learning continues, growth is encouraged, and every child is valued.

Mission, Vision & Philosophy

Mission Statement

To provide a safe, nurturing, and developmentally appropriate learning environment that promotes academic achievement, social-emotional development, and kindergarten readiness for every child.

Vision:

To cultivate confident, curious, and compassionate learners who are prepared to succeed in school and become productive members of their communities.

Program Information

The PCI Kindergarten Program is designed to provide a high-quality educational experience that promotes academic achievement, social-emotional development, and school readiness. Our program offers a safe, supportive, and engaging learning environment where children are encouraged to explore, discover, and develop a lifelong love of learning.

School Hours

The Kindergarten Program operates Monday through Friday according to the approved school calendar. Parents are expected to ensure that children arrive on time and attend school regularly.

School Hours: 7:30 a.m. – 2:50 p.m.

Office Hours: Headquarters – 8:00 a.m. – 5:00 p.m.

School Calendar

The annual school calendar includes instructional days, holidays, staff development days, parent conferences, and scheduled school closures. Families will receive a copy of the school calendar at the beginning of each school year and will be notified of any changes.

Program Locations

PCI Kindergarten classrooms are located at:

Place for Life

5820 N.W. Loop 410
San Antonio, TX 78238

The Early Learning Academy

535 New Laredo Hwy
San Antonio, TX 78211

Additional program locations may be announced as enrollment and services expand.

Contact Information

Families are encouraged to maintain regular communication with school staff.

Program Office: Mainland Headquarters

7815 Mainland Drive, San Antonio, TX 78250

Phone: 210-226-6232

Email: information@pcitx.com

Website: www.parentchildinc.com

Administrative Contacts

Parents may contact the following individuals regarding questions, concerns, or support services:

- Chief Executive Officer
- Kindergarten Coordinator
- Principal/Instructional Leader
- Family Services Staff
- Health and Disabilities Staff
- Administrative Support Staff

We encourage families to communicate openly with school personnel to support student success.

Enrollment Requirements

To ensure compliance with state and federal requirements, all students must have a completed enrollment file before attending school.

Required documentation includes:

- Certified Birth Certificate
- Current Immunization Record
- Proof of Residency
- Emergency Contact Information
- Parent/Guardian Identification
- Health Information
- Custody Documentation (if applicable)
- Any additional forms required by the program

Parents are responsible for notifying the school immediately of any changes to contact information, emergency contacts, medical conditions, or custody arrangements.

Attendance

Regular attendance is critical to student success and academic achievement. Consistent attendance helps children establish routines, build relationships, and fully participate in learning experiences.

Parents are expected to:

- Ensure children attend school daily and arrive on time.
- Notify the school when a child will be absent.
- Provide documentation when requested.
- Schedule appointments outside of school hours whenever possible.

Excessive absences, tardiness, or early departures may negatively affect student progress and may require follow-up by school staff.

Arrival & Dismissal

The safety of all students is a top priority.

Arrival Procedures

Students should arrive at school during designated arrival times. Parents or guardians must follow all drop-off procedures established by the campus.

Students should not be left unattended before supervision begins.

Dismissal Procedures

Students will only be released to individuals listed on the authorized pick-up form.

Parents and guardians must:

- Present identification when requested.
- Notify the school of any changes to authorized pick-up persons.
- Arrive promptly for student pick-up.

For student safety, staff may not release a child to an unauthorized individual under any circumstances.

Health, Safety & Nutrition

PCI is committed to maintaining a healthy and safe learning environment for all students.

Health Services

Health services may include:

- Vision screenings
- Hearing screenings
- Growth assessments
- Health referrals
- Dental referrals
- Mental health support services

Illness Procedures

Students should remain home if they have symptoms that may place others at risk, including:

- Fever
- Vomiting
- Diarrhea
- Contagious illnesses

Parents will be contacted if a child becomes ill during the school day.

Medication Administration

Medication will only be administered according to school policy and with appropriate parent authorization and medical documentation.

Nutrition

Students will receive nutritious meals and snacks that meet applicable nutrition standards. Parents should notify staff regarding food allergies, dietary restrictions, or special nutritional needs.

Safety Practices

PCI conducts regular safety inspections, emergency drills, and safety training to maintain a secure environment for students and staff.

Curriculum & Assessment

The PCI Kindergarten Program provides developmentally appropriate instruction aligned with state academic standards.

Areas of instruction include:

- Language Arts and Literacy
- Mathematics
- Science
- Social Studies
- Social-Emotional Learning
- Technology
- Fine Arts
- Physical Development

Teachers use a variety of instructional methods to meet the individual needs of students.

Student Assessment

Student progress is monitored through:

- Classroom observations
- Teacher assessments
- Work samples
- Progress monitoring tools
- Parent conferences

Assessment results are used to guide instruction and support student growth.

Family Engagement

Families are valued partners in their child's education. Research consistently demonstrates that children achieve greater success when families are actively involved in their learning.

Parents are encouraged to:

- Attend parent-teacher conferences.
- Participate in school events and activities.
- Volunteer when opportunities are available.
- Support learning activities at home.
- Communicate regularly with teachers.

PCI is committed to building strong partnerships that support student achievement and family well-being.

Student Conduct

Students are expected to demonstrate behavior that promotes a positive and productive learning environment.

Students are expected to:

- Treat others with respect.
- Follow classroom and school rules.
- Use appropriate language.
- Demonstrate kindness and responsibility.
- Respect school property.
- Practice safe behavior at all times.

The program utilizes positive behavior support strategies to teach and reinforce appropriate behavior while promoting social-emotional growth.

Technology Use

Technology is an important educational tool that supports learning and communication.

Students may have access to:

- Computers
- Tablets
- Educational software
- Internet-based learning resources

Students are expected to use technology responsibly and for educational purposes only.

Parents may be required to sign technology use agreements before students access school technology resources.

Transportation

If transportation services are provided, students and families are expected to follow all transportation policies and procedures.

Students are expected to:

- Follow bus safety rules.
- Remain seated while the vehicle is moving.
- Treat staff and other students respectfully.

Parents are responsible for ensuring students are ready at designated pick-up and drop-off locations.

Transportation services may be suspended if safety procedures are not followed.

Emergency Procedures

PCI maintains comprehensive emergency preparedness procedures to protect students, staff, and visitors.

Emergency procedures may include:

- Fire drills
- Severe weather drills
- Lockdown drills
- Evacuation procedures
- Medical emergency response plans

Parents should ensure emergency contact information remains current at all times.

In the event of a school closure, delayed opening, or emergency situation, families will be notified through approved communication systems.

Nondiscrimination Statement

Parent/Child Incorporated (PCI) is committed to providing equal educational opportunities and services to all children and families. PCI does not discriminate on the basis of race, color, national origin, sex, age, disability, religion, genetic information, veteran status, or any other status protected by applicable federal, state, or local law.

PCI is dedicated to maintaining an inclusive, respectful, and welcoming environment where every child and family is treated with dignity and respect.

Parent Forms & Acknowledgement

I acknowledge receipt and review of the PCI Kindergarten Parent Handbook.

Parent/Guardian: _____

Student: _____

Signature: _____

Date: _____

Technology Use Agreement

I understand my child will use educational technology in accordance with school policies.

Parent Signature: _____

Media Release Authorization

I authorize PCI to photograph or record my child for educational and promotional purposes.

Parent Signature: _____