

Parent/Child Incorporated (PCI) of San Antonio & Bexar County

“Growing San Antonio’s Tomorrow...Today!”

**Pre-Service Training
School Year 2026-2027
August 6-7, 2026**



Dr. Sharon M. Small
Chief Executive Officer/Head Start/Early Head Start Director

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Thursday—August 6, 2026
Category of Staff: CEO Office/HR/Operations/Compliance/Monitors/Fiscal/
Nutrition/Communications/Data Assessment Coordinator/Safety
Officer/Health/Disabilities/EHS-CCP/ERSEA/Kindergarten
Site: PCI Headquarters
7815 Mainland Drive
San Antonio, TX 78250

Time	Topic	Presenter
8:00 a.m. - 9:00 a.m.	CACFP Regulations/Civil Rights In this session, participants will understand basic guidance and information regarding the civil rights compliance requirements in the administration of federally funded food programs. This includes ensuring that everyone has equal access to the program(s). In addition, participants will learn the importance of Civil Rights. Participants will receive a QR Code to complete self-paced Civil Rights Training.	Janie Castillo CACFP Nutrition Services Manager Parent Child Inc.
9:00 a.m. - 10:00 a.m.	Substance Abuse This session will help participants distinguish between substance abuse and dependency. The trainer will also outline the sociocultural, psychodynamic, cognitive-behavioral, and biological factors that are associated with substance abuse to participants.	Madalynn Mendoza San Antonio Council on Alcohol & Drug Awareness
10:00 a.m. - 11:00 a.m.	Recognition, Prevention and Reporting Child Maltreatment In this session, participants will learn essential information and training on recognizing, preventing and responding to child maltreatment and will learn procedures for Reporting Child Maltreatment as the Texas Law requires. Participants will receive community resources that have training programs available for Employees, Children, and Parents.	Felicia Avalos Education Manager Child Safe

Time	Topic	Presenter
11:00 a.m. - 11:15 a.m.	Welcome/Introduction Professional learning session led by the BKNL Strategic Advisory Group. The sessions will focus on strengthening teamwork, collaboration, communication, and workplace culture across the organization.	Nicole Cathey Founder/CEO BKNL Strategic Advisory Group, LLC
11:15 a.m. - 12:00 p.m.	Team Building and Cross-Department Collaboration This session will support staff in identifying what helps teams' function well and what might get in the way of effective collaboration.	Nicole Cathey Founder/CEO BKNL Strategic Advisory Group, LLC
12:00 p.m. - 1:30 p.m.	<i>Lunch On Your Own</i>	
1:30 p.m. - 2:15 p.m.	Team Building and Cross-Department Collaboration (Continued) This session will support staff in identifying what helps teams' function well and what might get in the way of effective collaboration.	Nicole Cathey Founder/CEO BKNL Strategic Advisory Group, LLC
2:15 p.m. - 2:30 p.m.	<i>Break</i>	
2:30 p.m. - 5:00 p.m.	Conflict Resolution and Professional Communication Participants will practice strategies for clear communication, respectful problem-solving, and navigating conflict in ways that support accountability, collaboration, and a positive workplace culture. This session will help staff continue to practice communication habits that support professionalism, trust, and shared success.	Nicole Cathey Founder/CEO BKNL Strategic Advisory Group, LLC

Thursday—August 6, 2026

**Category of Staff: ECC's/Head Start Teachers/Teacher Assistants and Early Head Start Teachers
Work Site**

Time	Topic	Presenter
8:00 a.m. - 12:00 p.m.	Planning Developmental Activities In this session the center teaching staff will go over Center Expectations and Norms. The teaching staff will have the ability to create and develop lesson plans and activities according to the Creative Curriculum.	Education Center Coordinator Parent/Child Inc.
12:00 p.m. - 1:30 p.m.	<i>Lunch On Your Own</i>	
1:30 p.m. - 5:00 p.m.	Setting up the Learning Environment In this session, the teaching staff will set up an age-appropriate learning environment according to the Creative Curriculum. This session will also include all Classroom Management materials needed around the classroom, being set up to help children self-regulate, beginning on the first day of class.	Education Center Coordinator Parent/Child Inc.



Friday—August 7, 2026

**Category of Staff: ECC's/Head Start Teachers/Teacher Assistants/Early Head Start Teachers/
EHS-CCP
Work Site**

Time	Topic	Presenter
8:00 a.m. - 8:30 a.m.	Ice Breaker In this session the ECC will find, develop and use an ice breaker to welcome new and returning staff to the center. The purpose of the ice breaker is for all center staff to become familiar with one another.	Education Center Coordinator Parent/Child Inc.
8:30 a.m. – 9:30 a.m. Via Zoom	Civil Rights In this session, participants will learn that the law prohibits discrimination based on race, color, national origin, age, sex, or disability. This includes the following to ensure compliance: • Participants will learn how to operate in compliance with all nondiscrimination laws, regulations, instructions, policies, and guidelines • Compile data, maintain records, submit reports • Allow reviews & access	Monica Ellison Nutrition Center Coordinator Parent/Child Inc.

Time	Topic	Presenter
9:30 a.m. - 10:30 a.m. Via Zoom	CDA Credential Initial and Renewal Updates In this session participants will learn about important updates from the Council for Professional Recognition.	Education Staff Parent/Child Inc.
10:30 a.m. - 11:30 a.m. Via Zoom	Setting up the Learning Environment In this session, the teaching staff will set up an age-appropriate learning environment according to the Creative Curriculum. This session will also include all Classroom Management materials needed around the classroom, being set up to help children self-regulate, beginning on the first day of class.	Education Center Coordinator Parent/Child Inc.
11:30 a.m. – 1:00 p.m. 1:00 p.m. – 5:00 p.m.	<i>Lunch On Your Own</i> Meet the Teacher During this time parents, guardians, and students will visit the center and meet their teacher(s). The teaching staff will give an overview of the Creative Curriculum being taught to the students, as well as the Classroom Routines and norms to include the daily schedule, and a tour of the classroom learning environment.	Education Center Coordinator Parent/Child Inc.