



— WELCOME — BACK TO SCHOOL



TO: PCI STAFF
FROM: Dr. Sharon Small
DATE: August 28, 2026
RE: CEO MESSAGE

“PCI...No Limit to Success!”
FROM PREPARATION TO POSSIBILITY

Greetings, PCI Family!

What an incredible beginning to our 2026–2027 program year!

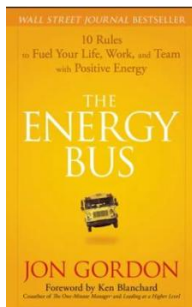
As I reflect on these past several weeks, one word continues to come to mind: **possibility**.

Possibility is what happens when **preparation meets vision, when people come together with purpose, and when we believe that we can accomplish more.**

Over the past several weeks, PCI has prepared, planned, celebrated, launched, reflected, learned, and grown. From Preservice and Convocation to the beginning of the school year, the launch of our Kindergarten program, Leadership PCI Class #9, Benefits Open Enrollment, IMIL, and our continued preparation for changes associated with the NPRM, we have been moving forward with purpose.

And I have to say...

PCI, WAY TO GO!



WE'RE ON THE BUS!

As we move through this program year, I want us to remember the lessons from **The Energy Bus...We are all on the bus together.** And every person on the bus matters.

Our **attitude** matters. Our **energy** matters. Our **words** matter. Our **actions** matter. And the **way we support one another** matters.

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Every day, we have a choice about the energy we bring to our work. We can focus on the obstacles—or we can focus on the possibilities. We can talk about why something cannot be done—or we can ask, “**How can we make it happen?**” We can work in isolation—or we can work together toward a shared vision.

As we begin this new program year, I want PCI to be a place where **positive energy is intentional** and where everyone understands that we each have a role in moving the bus forward.

- Our vision is bigger than any one person.
- Our mission is bigger than any one department.
- And our success depends on all of us moving in the same direction.

So, PCI Family, please *read* the book! Let's make sure we are on the right bus, headed in the right direction, with the right energy!

Because when we have a shared vision, a positive attitude, and a team committed to moving forward, **there truly are no limits to what we can accomplish.**



MISSION STATEMENT

The Mission of Parent/Child Incorporated is to provide high-quality early childhood developmental and educational services in order to empower our children and their families to become responsible citizens who value education and community.

PREPARATION: PRESERVICE

Our journey began with **Preservice**. Preservice gave us an opportunity to come together, strengthen our knowledge, reconnect with our mission, and prepare for the year ahead.

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Preparation is not always the most visible part of our work, but it is one of the most important. **Before we can serve effectively, we must prepare effectively.** Every training, conversation, activity, and reminder was designed to help us begin this program year with clarity, confidence, and purpose. Preservice reminded us that excellence does not happen by accident. **Excellence is intentional.** A special thanks to Mrs. Lisa Walker and the Training Staff for a job well done!

OUR PURPOSE. OUR POTENTIAL.
OUR INNOVATION. OUR IMPACT.
NO LIMIT TO OUR SUCCESS!



20th Annual CEO Convocation | August 5, [2026](#)
Parent/Child Incorporated

CELEBRATING OUR WORK: CONVOCATION

Then came **Convocation**—a time for us to come together as one PCI family and celebrate the important work we do.

Convocation reminded us that while we may have different roles, departments, classrooms, centers, and responsibilities, **we are all connected by one mission.**

The work we do matters.

We serve children.
We support families.
We strengthen communities.

And when we work together, the possibilities are greater than anything we could accomplish alone.

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I encourage each of you to **hold on to your CEO Convocation Booklet and review it regularly**. It contains important information, resources, expectations, and reminders that will be helpful throughout the year. Please use it as a resource when you need to quickly find information or revisit something that was shared during Convocation.

One PCI. One Mission. One Team. No Limit to Success!

POSSIBILITY: THE BEGINNING OF SCHOOL

Then came the moment we had all been preparing for...**The first day of school!** The doors opened. Children arrived. Teachers welcomed them. Families entrusted us with their most precious gifts. And just like that, another school year began. From Day One, we were reminded that:

- **CLASS starts on Day One.**
Monitoring starts on Day One.
Quality starts on Day One.

The routines we establish, the relationships we build, and the expectations we set from the very beginning establish the foundation for the entire year. Every interaction matters. Every classroom matters. Every child matters. Every day matters.

As we welcome our little ones into the centers, let's continue to share with them our **Success Motto**. When children hear it early and often, it becomes part of who they are—helping them grow in confidence, resilience, and the belief that they truly can succeed. Additionally, teach them the **US Pledge** and the **Texas Pledge**. They will need this when they enter public school.

ACTIVE SUPERVISION AT-A-GLANCE

SAFETY STARTS WITH US: ACTIVE SUPERVISION

As we begin this new school year, I want to take a moment to remind everyone of one of our most important responsibilities:

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ACTIVE SUPERVISION.

Active supervision is not simply being present in the same room or on the same playground with children. **Active supervision means knowing where our children are, what they are doing, and who they are with.**

It means:

- **Positioning ourselves** so that we can see and hear the children.
- **Scanning and moving** throughout the environment rather than remaining stationary.
- **Counting and accounting for children** during transitions and throughout the day.
- **Listening and anticipating** what may happen next.
- **Engaging and redirecting** children when needed.
- **Communicating with one another** so that there are no gaps in supervision.
- Being especially vigilant during **transitions, arrival, departure, meals, bathroom routines, outdoor play, and other times when supervision can become more challenging.**

Every child must be accounted for. Every child must be appropriately supervised. There is no such thing as “someone else is watching.”

We are all responsible.

Active supervision is one of the clearest ways we demonstrate that **safety is not an additional responsibility—it is part of everything we do.**

We should not wait for an incident to remind us of the importance of active supervision. We supervise **intentionally** from the first child to the last child, **every day.**

See them. Hear them. Know where they are. Know who is responsible for them. Keep them safe. Our children deserve nothing less. And remember our Energy Bus: **Being on the bus together means looking out for one another—and most importantly, looking out for every child entrusted to our care.**

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A VISION BECOMES REALITY: PCI KINDERGARTEN

Perhaps one of the most exciting examples of possibility this year is the launch of **PCI Kindergarten**. There was a time when Kindergarten was simply an idea vision of what PCI could provide for children and families. Now, that vision is a reality.

Our kindergarten classrooms are not fully enrolled, but they are filled with children learning, exploring, asking questions, making friends, and beginning a new chapter in their educational journey.

We didn't just talk about the possibility. We made it happen. Launching a new program requires courage, teamwork, flexibility, creativity, problem-solving, and determination. I am extremely proud of everyone who contributed to making this launch possible. This is more than the opening of two classrooms.

It is a statement about where PCI is going.

We are growing.

We are evolving.

We are expanding possibilities for children and families.

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Here's a reflection from one of our Kindergarten teachers, **Mrs. Rebecca Melendez** at **Place For Life...**

"For this being my first-year teaching Kindergarten, it has been nothing but amazing watching the students learn, communicate, socialize, play, and laugh. "It's not just what I can teach them, It's what they are teaching me." I can say these are going to be awesome memories".

And this is only the beginning.

We also proudly welcome the opening of **PCI Harbour Center** and **PCI Harbour Southwest Center!**

These new centers are located at the former **Sky Harbour Elementary School** and represent another exciting milestone in PCI's continued growth and commitment to serving children and families in our community. Both centers have been successfully licensed, and operations are moving smoothly. Way to go!

We are excited about the opportunities these new centers bring and grateful to everyone who contributed to making this expansion possible. **Another milestone achieved—another reminder that PCI has No Limit to Success!**

OUR PURPOSE...OUR MISSION

Why we exist. Who we serve. Why our work matters.



LISTENING AND LEARNING: TAKE TIME TO REFLECT

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One of the most valuable parts of beginning a new school year is taking the time to reflect and understanding our mission.

Our **reflections** provide us with an opportunity to hear directly from those who are closest to us and the children and families we serve. Ask yourself...

- What is working?
- What are the children experiencing?
- What are the challenges?
- What do we need to adjust?
- What have we learned?

Reflection is not about finding fault. **Reflection is about finding opportunities to become better.** Just remember your voices matter. Your experiences matter. And your willingness to reflect helps PCI continue to strengthen the quality of our programs.

Remember, we don't have to have everything perfect on Day One. But we must always be willing to **learn, adjust, and improve.**



DEVELOPING OUR FUTURE: LEADERSHIP PCI CLASS #9

We are also investing in the future through **Leadership PCI Class #9.**

Congratulations to our new inductees: **Andrea Alexander, Nora Balderas, Lizzett Cantu, Vanessa Cosgrove, Eldia Gonzales, Tania Saenz and Monica Villarreal!**

Leadership is not simply about having a position or a title. Leadership is about **influence, accountability, service, integrity, courage, and the willingness to make a difference.**

Our Leadership PCI participants are developing skills that will benefit not only themselves, but the entire organization.

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To Class #9: **Learn. Grow. Ask questions. Listen. Challenge yourself. Take risks. Lead.** And remember—you are not riding this bus alone. Leadership is about understanding **where the bus goes depends on all of us.**

Insurance Benefits Meeting

September 2nd
3:00 -4:00 pm (Spanish Translation)
6:00 - 7:00 pm: All Other Staff

INVESTING IN OUR PEOPLE: BENEFITS OPEN ENROLLMENT

As we focus on serving children and families, we must also remember the importance of caring for the people who make our mission possible.

Benefits Open Enrollment provides employees with an important opportunity to review their benefits, consider their options, and make informed decisions for themselves and their families.

Please take a moment to review the flyer below regarding the **mandatory benefits meeting**. The flyer provides important information regarding **who is required to attend, the designated meeting location, and the time of the meeting.**

Please make sure you attend **only the meeting designated for your department or center**. This will help ensure that everyone receives the appropriate information and that the meetings remain organized and efficient.

Your benefits are important.
Your well-being is important.

Our people matter.

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Parent/Child Incorporated Insurance Benefits Meeting

September 2nd
3:00 -4:00 pm (Spanish Translation)
6:00 - 7:00 pm: All Other Staff

All staff members must attend a mandatory informational meeting on Insurance Benefits at 6:00 p.m. on Wednesday, September 2nd, to prepare for open enrollment.

To accommodate language preferences and capacity, staff who speak only Spanish should attend the 3:00 PM session at the Brady location.



What to Expect:

- Learn about your upcoming insurance benefits.
- Get important information about your coverage and options.
- Ask questions in person and receive clarification directly from the benefits team.
- Get the information you need to make informed decisions about your benefits.

We encourage all staff to attend and take advantage of this opportunity to learn, ask questions, and sign up for your insurance benefits! Please contact your supervisor to RSVP and confirm your center location. We look forward to seeing you there!

Locations

ACADEMY HS	BRADY	BANDERA
Harbour Southwest ELA EHS/HS Kindergarten West Hutchins Clarice Roe Meadwood	Imperial Evelyn King East Central Terry O'Connor Midcrown Crestway	Adelina Fritz Mainland Headquarters Culebra Place For Life HS/EHS Kindergarten Lost Creek EHS/CCP

Locations

PCI Early Learning Academy Head Start
535 New Laredo Hwy
San Antonio, TX 78211



**Brady Learning Environmental
Resource Center**
1223 Brady Blvd. SA, TX 78207

Bandera Operations & Training Center
8500 Bandera Rd. SA, TX 78250

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MOVING AND LEARNING WEEK August 31 – September 4

BUILDING HEALTHY CHILDREN: IMIL

Our commitment to the whole child continues through **I Am Moving, I Am Learning—IMIL**. Healthy children are ready to learn, explore, participate, and grow.

Through movement, nutrition, and healthy lifestyle practices, we are helping children develop healthy habits that can last a lifetime. IMIL reminds us that learning is not limited to sitting at a table or participating in a lesson.

Children learn through movement.
Children learn through exploration.
Children learn through play.

And when we support the whole child, we help prepare children for success—not only in school, but in life.

Next Week Is Moving & Learning Week!

Get ready, PCI Family! **Moving & Learning Week is next week**, and Mrs. Lisa Walker and her team have created an exciting week of activities that will get our children moving, learning, creating, and having fun!

They have also incorporated a well-known friend of ours, **Mr. Shawn Brown**, who developed a special program just for PCI. I have had the opportunity to see what has been planned, and **it really looks exciting!**

I encourage everyone to get involved and make this week memorable for our children. There is an exciting activity planned for each day, and I know our children are going to have a great time!

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IT'S A WEEK OF
FUN & MOVEMENT!



Be on the lookout for more information from Mrs. Walker and her team regarding the activities and implementation of **Moving & Learning Week**.

Let's make it a week filled with **movement, learning, creativity, laughter, and fun!**

PCI, let's get moving!

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Parent Orientation

The first Parent Orientation was held on **Saturday, August 22, 2026, from 10:00 a.m. to 12:00 p.m. via Zoom**. This important session provided families with key information to help start the school year strong. Special thanks to Ms. Candace Collins and all the presenters for a job well done.

The Importance of Full Enrollment

Full enrollment is more than just a number—it's the foundation of our success. Every seat filled means another child has access to high-quality early education, nutritious meals, health services, and the tools they need to thrive.

Maintaining full enrollment also ensures PCI continues to receive the funding and resources needed to support our mission. **When we stay fully enrolled, we stay fully empowered.**

Each of us plays a role in this effort: from creating welcoming classrooms and engaging family partnerships, to keeping accurate records and following up with care. Together, we make it possible for children and families to succeed.

Let's remain intentional, persistent, and united in reaching and maintaining full enrollment—because every child deserves a strong start.

EMBRACING CHANGE: NPRM

I want to brief everyone on the recent Head Start **Notice of Proposed Rulemaking (NPRM)**. This is not a final rule, so nothing changes today. However, it signals potential changes in federal expectations, particularly regarding workforce compensation and program flexibility. My responsibility is to stay informed, continue operating under current Head Start Performance Standards, and be prepared to evaluate any final regulations once they are issued.

We will monitor developments closely and keep our Board and staff informed as more information becomes available. **There is no need to panic.** Change can bring questions and uncertainty. But change can also create opportunities to examine our practices, strengthen our systems, and prepare for the future. We may not control every change that comes our way. **But we do control how we respond.** And I know PCI. We will stay informed. We will ask questions. We will prepare. We will adapt. We will communicate. And we will continue to keep **children and families at the center of our decisions.**

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Growth Mindset: Change may challenge us, but it does not define us. We choose to learn, adapt, grow, and turn uncertainty into opportunity. We will stay ready, stay resilient, and keep children and families at the center—because at PCI, there is

“No Limit to Success!”

Dates to Remember

AUGUST

***Important Information: *Pre-Service *PIR due in HSES *Governance Reports Due* Integrated Services Meeting *HR Bulletin *Benefits Open Enrollment
*LPCI Class 9 Interviews
FOCUS AREA REVIEW**

PERFORMANCE EVALUATION CYCLE TIMELINE

AUG 12- SEPT 29	1. Training	SUPERVISOR APPRAISAL TRAINING	HUMAN RESOURCES
AUG 12- SEPT 6	2. Establishing and communicating performance expectations	GENERAL EMPLOYEE ORIENTATION	SUPERVISOR

August 2026

Monthly Events:

- ❖ 29 – CPR/First Aid Class - 9:00 am – 12:00 pm (rescheduled)
- ❖ 30 – SF-425 Semi-Annual Reports Due – HS/HSII-EHSII/EHS
- ❖ 31 - Sept. 4 – Moving & Learning Week
- ❖ 31 – EHS/CCP Team Meeting - Headquarters
 - ❖ Benefits Open Enrollment Begins

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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*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 2026

Monthly Events:

- ❖ 1 – National Emergency Preparedness Month
 - ❖ Leadership PCI – 4:30 pm – 6:00 pm
- ❖ 2 – Benefits – Open Enrollment Mandatory Meeting (see flyer for times and locations)
- ❖ 3 – Executive Team Meeting
 - ❖ Early Payroll Process
- ❖ 4 – All reports due in CEO Office for Governance Meetings
 - CEO Office Staff Meeting
 - Fiscal Staff Meeting
 - Food Order
- ❖ 6 – National Read a Book Day

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- ❖ 7 – Labor Day Agency Holiday – Centers & Offices Closed
- ❖ 8 – Compliance/Disability/Health Staff Meeting 1:00 pm – In Person
- ❖ 9 – Policy Council Meeting – 6:00 pm via Zoom
- ❖ 10 – Executive Team Meeting
 - Expectant Parent Training – 3:30 pm via Zoom
- ❖ 11 – PCI Integrated Meeting – 9:00 am in person
 - Patriot’s Day
 - Fiscal Budget Meeting
 - Food Order
 - Grandparents Breakfast at PCI Centers
 - Payday
 - End of Benefits Enrollment
- ❖ 13 – National Grandparents Day
- ❖ **13 – 19 Kindergarten National Arts in Education Week**
- ❖ 14– 18 New Staff Orientation
- ❖ 15 – Oct. 15 – Hispanic Heritage Month
- ❖ 15 – PCI’s Children’s Hispanic Presentation – 10:00 am at All PCI Centers – Dress Up
 - Board of Directors Meeting – 6:00 pm
 - **Kindergarten – National Dot Day**
- ❖ 16 – Education Staff Meeting
 - **Kindergarten – National School Backpack Awareness Day**
- ❖ 17 – Executive Team Meeting
 - RTTAPA meeting with Nadia Ochoa – 11:00 a.m.
 - Day Care Homes Annual Training 5:30-7:30 pm
 - **Kindergarten – Constitution Day**
- ❖ 18 – Food Order
- ❖ 19 – Day Care Homes Annual Training 10:00-12:00 pm (Spanish)
- ❖ 21 – Process Payroll
- ❖ 22-25 – Substitute Training
- ❖ 23 – PCI Consultant Orientation – 11:00 am via Zoom
 - Transition/Education Advisory Meeting – 1:30 pm
- ❖ 24 – Executive Team Meeting
 - 45-Day-Vision/Hearing/ASQ Screening deadline
 - Day Care Homes Annual Training 5:30-7:30 pm
 - Nutrition Activity
- ❖ 25 – Parent Engagement (All Centers)
 - Payday

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- Food Order
- ❖ 26 – CPR/First Aid Class - 9:00 am – 12:00 pm
 - Day Care Homes Annual Training 10:00-12:00 pm
 - Mandatory Parent Orientation - 10:00 am – 12:00 pm via Zoom
- ❖ 28 – National Family Day
 - EHS/CCP Team Meeting - Headquarters
 - 30 – CACFP – Centers Fiscal Year Ends ** CACFP – Day Care Homes Fiscal Year Ends

I am A SUCCESS

By
Dr. Sharon Small

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!

“PCI...No Limit to Success!”