



TO: PCI STAFF

FROM: Dr. Sharon Small

DATE: October 5, 2026 - October Updates & Celebrations

RE: CEO MESSAGE

“PCI...No Limit to Success!”



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Greetings!

October is Head Start Awareness Month! October was first proclaimed Head Start Awareness Month by President Ronald Reagan on October 22, 1982. Ever since October has been a month for our community to celebrate the life-changing impact of Head Start.



PCI Is Monitoring the NPRM

PCI is closely monitoring the information regarding the Notice of Proposed Rule Making (NPRM) and will keep you updated as we learn more about any changes to the Head Start Program Performance Standards (HSPPS). We will communicate verified information and any actions that may be needed directly with you. There is no need to react to rumors, speculation, or information circulating from other sources. So, stay focused, and continue the important work you are doing every day. We’ve got this!



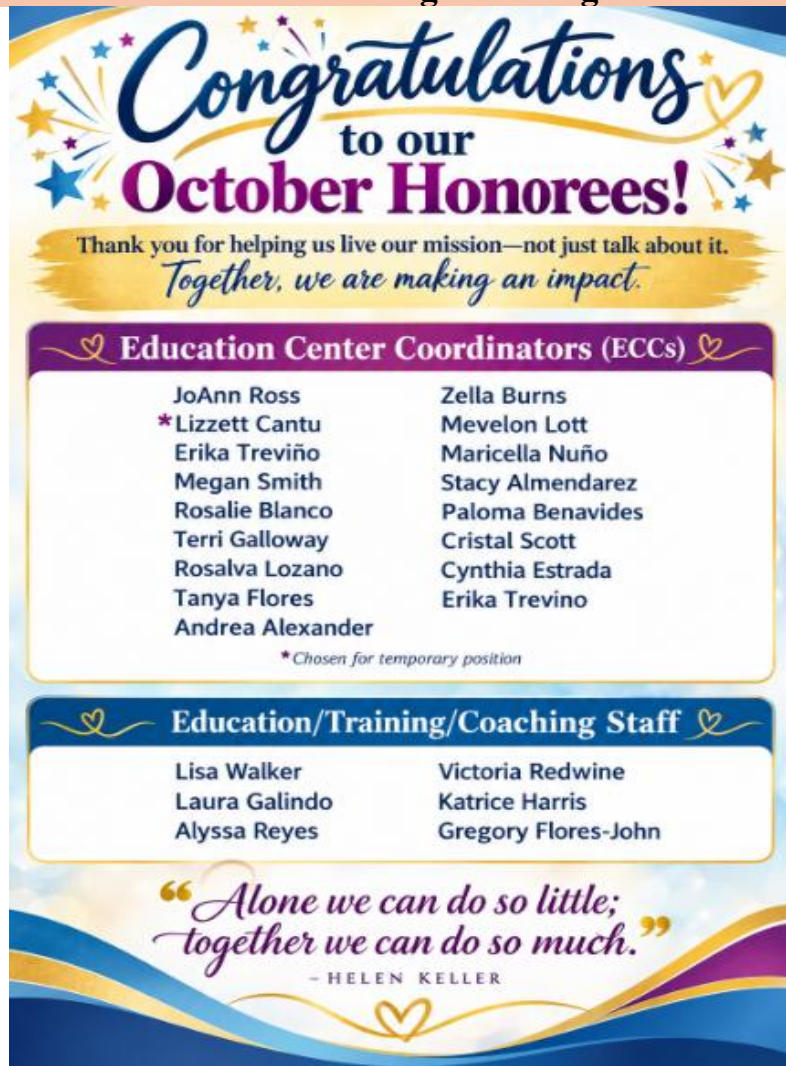
A National Commitment

As we begin **Head Start Awareness Month**, I am reminded that Head Start is more than a program—it represents a **national commitment to children, families, and the future of our communities**.

For more than 60 years, Head Start has been a part of our nation’s commitment to providing children and families with opportunities to learn, grow, and thrive. At PCI, we are proud to carry that commitment forward every day. What we do matters. **Every classroom, every family interaction, every meal, every lesson, and every opportunity we provide contributes to something much bigger than ourselves.**

Thank you for being part of the Head Start mission and for helping PCI make a difference in the lives of children and families. **Together, we continue to honor the commitment—and the promise—of Head Start.**

Staff Recognition – Education Center Coordinators & Education/Training Coaching Staff



One of the things I value most about PCI is the people who bring our mission to life every day. **Our mission is not just words, it is reflected in how we show up, how we serve, and how we invest in children, families, and one another.**

This month, I want to personally recognize our incredible **Education Center Coordinators and Education/Training Coaching Staff.**

To our Education Center Coordinators:

You help turn our mission into action at the center level. You lead your teams, create environments where people can succeed, and help ensure that the children and families we serve experience the quality and care that PCI stands for.

To our Education/Training Coaching Staff:

You help strengthen the people who carry our mission into the classroom every day.

Through coaching, training, encouragement, and support, you help our staff grow—and when our staff grow, **our children benefit.**

That is the connection I want us to remember: **every role at PCI has a purpose, and every role contributes to our mission.** The work you do may happen behind the scenes, but its impact reaches our classrooms, our families, and ultimately our children.

I am proud of the way you continue to show up for PCI and for the people we serve.

The Power and Promise of Head Start

There are some things in life that cannot be measured by a number, a report, or a test score. **The impact of Head Start is one of them.** For generations, Head Start has been changing lives—not only by preparing children for school, but by helping children discover their potential, helping families recognize their own strengths, and giving communities hope for a brighter future.

At PCI, we have the privilege of witnessing that impact every day. We see it in the child who walks through our doors unsure of themselves and, over time, finds their voice and confidence. We see it when a child learns to recognize their letters, read their first words, solve a problem, make a friend, or proudly say, **“I can do it!”** We see it in parents who become stronger advocates for their children, families who connect with resources and support, and parents who realize that they are their child's **first and most important teacher.** And sometimes, the greatest evidence of Head Start's impact comes years later—when a former Head Start child returns to tell us what those early experiences meant to them.

That is the power of Head Start.

Head Start does not simply prepare children for kindergarten. **Head Start prepares children for possibility.** It helps build the foundation for learning, confidence, relationships, independence, and success. It opens doors that might otherwise remain closed and reminds families that their dreams for their children are possible.

For more than six decades, Head Start has stood for something powerful: **every child deserves a strong beginning, every family deserves an opportunity to thrive, and every child has the potential to succeed.**

At PCI, we are proud to be part of that legacy.

Every classroom interaction matters.

Every encouraging word matters.

Every family conversation matters.

Every meal served matters.

Every developmental milestone matters.

Every staff member who chooses to give their very best matters.

Because what we do today can change the trajectory of a child's tomorrow.

As we celebrate Head Start Awareness Month, I want our PCI family to remember that the work we do is much bigger than a job. **We are building foundations. We are opening doors. We are changing lives. We are growing San Antonio's tomorrow...today.**

And perhaps most importantly, we are helping children discover something that can stay with them for the rest of their lives:

**“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!”**

That is the promise of Head Start.

That is the PCI difference.

And that is why what we do matters.

PCI...No Limit to Success!

Head Start Awareness Month Activities!



As we celebrate **Head Start Awareness Month**, activities and events for PCI's Head Start Awareness Month include the following so please plan to participate. Please note specific dates not specific to the date order shown:

OCTOBER

ACTIVITIES & EVENTS

As we celebrate Head Start Awareness Month, please plan to participate in the following events.

Head Start Awareness Month

Through October 15 Hispanic Heritage Month <i>Celebrate culture, heritage and the contributions of Hispanic Americans.</i>	October 2 Open House 1:00 – 3:00 <i>Come see what makes PCI special!</i>	October Staff Recognition Month ECCs and Education/Training/Coaching Staff <i>Thank You! for all you do!</i>	October 3 President/Officers Summit <i>Leadership. Vision. Our Future.</i>
October 5 – 9 Space Week <i>Explore. Learn. Reach for the Stars!</i>	October 6, 2026 National Night Out <i>Building safer, stronger communities.</i>	October 7 Leadership PCI <i>Inspiring leaders. Building tomorrow.</i>	October 7 Parent Curriculum Training <i>Support your child's learning journey.</i>
*October 9 Children's Holiday/Staff Development Day/Exchange Day <i>*Regular session for PCI Southwest</i>	October 12 Children's Holiday/Staff Development Day 	October Wellness Wednesdays <i>Healthy minds. Healthy bodies. Brighter futures.</i>	October 13 Breast Cancer Awareness Day <i>Together we support, encourage and hope.</i>
October 14 Policy Council Meeting <i>Your voice matters!</i>	October 16 Boss's Day <i>We appreciate your leadership!</i>	*October 19 Children's Holiday/Staff Development Day/Exchange Day for Southwest <i>*Regular session for all other PCI Head Start and Kindergarten sites.</i>	October 21 Health/Mental Health/Nutrition Advisory Meeting <i>Healthy children. Strong families. Thriving communities.</i>
October 23 Fall Literacy Festival #1 at Kiddie Park <i>Books. Fun. Learning!</i>	October 26 – 30 Red Ribbon Week <i>Be Kind. Be Drug Free.</i>	October 30 Fall Literacy Festival #2 at Kiddie Park <i>Read. Grow. Succeed!</i>	October 31 Happy Halloween! <i>Safe • Fun • Together</i>

Small Steps. Big Futures. ♥

Parent/Child Incorporated
Growing San Antonio's Tomorrow...Today

Not only do the above activities celebrate **Head Start Awareness Month**, but they also highlight **family engagement, ongoing recruitment, and Family Days!** We encourage everyone to **participate as much as possible** and help make these events memorable.

To see all the excitement happening at PCI, be sure to check out **our Facebook page** for photos and updates!

Enjoy Head Start Awareness Month!
Thank you for all that you do!

Leadership PCI



We are excited to continue investing in the growth and development of **PCI's future leaders!** The **ninth class of Leadership PCI** will hold its **second official session of the 2026–2027 school year on October 7, 2026.** This session will provide participants with an opportunity to learn more about the important work that takes place behind the scenes to ensure PCI remains a strong, compliant, and mission-focused organization.

We are pleased to welcome **Mr. Joe Segura, Compliance Officer/Special Services Coordinator**, who will share his knowledge and expertise with the Leadership PCI class. Leadership is not simply about holding a title—it is about **learning, growing, taking responsibility, and preparing to serve others.** Each Leadership PCI session provides our participants with another opportunity to broaden their understanding of PCI and strengthen the skills they will need as they continue their leadership journey.

The **third Leadership PCI session** will be held on **November 10, 2026**, and will focus on **Self-Assessment and Community Assessment.** **Leadership is a journey—not a destination.**

Staff Development



A friendly reminder that **Monday, October 12, 2026, is a student holiday for our children, but it is a Staff Development Day for all PCI staff.**

Although our children will not be in session, **all staff are required to report to the designated site assigned by the Education/Training Department.** Please make plans accordingly and be sure to report to your assigned location.

Staff Development Days are an important part of our commitment to **continuous growth, professional excellence, and quality services.** These days provide opportunities to:

- **Participate in essential training and professional development**
- **Address center and departmental needs**
- **Conduct parent conferences and strengthen family engagement**
- **Ensure compliance with required mandates, regulations, and standards**
- **Learn, collaborate, and share best practices with colleagues**

These days are more than just another workday—they are an investment in **YOU and in the success of PCI.**

The **Education/Training Department will provide the schedule of all sessions** and designated locations. Please watch for the schedule and make note of your assigned session and location.

Fall Literacy Fest #1 at Kiddie Park – 2026



Join us for the **2026 Fall Literacy Fest at Kiddie Park**, one of San Antonio's oldest and most beloved theme parks!

Date: Friday, October 23, 2026

Time: 6:00 PM – 8:00 PM

Location: Kiddie Park, 3903 N. St. Mary's Street, San Antonio, TX 78209

Come out, have fun, and celebrate literacy with **rides, games, and family-friendly excitement!**



Celebrating the Great Things Happening at PCI!

I am always excited to share the **great things happening at PCI!** As we continue through another school year, I want to take a moment to celebrate something that is extremely important to the success of our organization—**compliance, accountability, and excellence.**

Since the beginning of the school year, our centers and departments have accomplished some **wonderful things**, and I am thrilled to recognize these achievements. Compliance may not always be the most visible part of the work we do, but it is one of the most important. **Every inspection passed, every requirement met, every document completed, and every standard maintained represents someone at PCI doing their job with care and commitment.**

These accomplishments tell a story—a story of **preparation, teamwork, responsibility, and pride in what we do.**

Full Enrollment Centers

We are celebrating our centers that have reached **FULL ENROLLMENT!**

This is more than filling classrooms. It represents our commitment to ensuring that eligible children and families have access to the high-quality Head Start services PCI provides. Thank you to our enrollment, center, education, family service, and administrative teams for working together to make this possible. **When we work together, our children and families benefit!**

Successful Fire Inspections at Our Centers

Safety is always a priority at PCI, and we are proud to celebrate the **successful passing of fire inspections at our centers.**

These accomplishments reflect the daily attention our staff give to maintaining safe environments for our children and employees. Thank you to everyone who prepares, monitors, follows up, and makes sure we are ready—not just for an inspection, but **every day.**

Health Department

Our **Health Department accomplishments** are another reason to celebrate!

Protecting the health and well-being of our children and staff requires consistency, preparation, and teamwork. Thank you to those who work diligently to ensure that our centers meet the necessary health and sanitation standards. Your work may happen behind the scenes, but its impact is seen every day in the safe and healthy environments we provide for our children.

PCI Compliance Department – Health & Safety

A special **thank you** to our **PCI Compliance Department** for your continued leadership and commitment to **Health and Safety**.

Compliance is not simply about checking a box. It is about creating systems, following through, identifying areas that need attention, and making sure we continuously improve. Your dedication helps keep PCI moving forward and helps us maintain the high standards our children, families, staff, and community deserve.

Licensing

We are also celebrating our **Licensing accomplishments!**

Maintaining licensing compliance requires everyone to do their part. It takes preparation, documentation, communication, follow-up, and a commitment to doing things the right way. Thank you to all who have contributed to keeping PCI in compliance and ensuring our programs and facilities remain safe and ready to serve.

TDPRS Audit – Mainland HR

And we cannot overlook the successful work associated with the **TDPRS Audit – Mainland HR**. Audits require preparation and accountability, but they also provide an opportunity to demonstrate the strength of the systems we have in place.

Thank you to everyone in HR who contributed to this accomplishment. **Your hard work matters, and it is appreciated!**

We don't simply meet standards—we strive to grow, improve, and become better every day. That is our growth mindset in action!

In my next CEO Message, I will highlight specific centers and departments and recognize the teams whose hard work has contributed to these accomplishments.

PCI...No Limit to Success!

Enjoy Head Start Awareness Month!
Thank you for all that you do!

CALENDAR OF
EVENTS
2026-2027



"PCI... NO LIMIT TO SUCCESS!"

Evaluation Cycle

Theme for 2026-2027:
"PCI...No Limit to Success!"

PERFORMANCE EVALUATION CYCLE TIMELINE

TIMELINE	PERFORMANCE EVALUATION COMPONENT	ACTIVITY/DESCRIPTION	RESPONSIBILITY
AUG 3- SEPT 30	1. Training	SUPERVISOR APPRAISAL TRAINING	HUMAN RESOURCES
AUG 3- SEPT 5	2. Establishing and communicating performance expectations	GENERAL EMPLOYEE ORIENTATION	SUPERVISOR
SEPT 5- DEC 18	3. Observing Job Performance	COACH FOR SUCCESS	SUPERVISOR
JAN 4 - 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

Employee Recognition: ECCs & Education/Training Staff

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

OCTOBER



National Head Start Awareness Month

PERFORMANCE EVALUATION CYCLE TIMELINE

SEPT 9– DEC 20	3. Observing Job Performance	COACH FOR SUCCESS	SUPERVISOR
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October 2026

Monthly Events:

- ❖ 1 – Head Start Awareness “We Are NOT Mum About Head Start/Early Head Start” –
 - Wear Your Head Start Mum with red, white and blue
 - Executive Team Meeting
 - Fall Pictures Begin (All Centers)
- ❖ 2 – CEO Office Staff Meeting
 - National Custodial Appreciation Day
 - Open House (All Centers) - 1:00 pm – 5:00 pm
 - World Smile Day
 - Food Order
- ❖ 3 – President Officers Summitt 9:00 am – 12:00 pm
- ❖ 5-9 – Space Week
- ❖ 5 – CLASS Observation Begin – 1st Cycle
 - World Teachers’ Day
 - Process Payroll
- ❖ 6 – Texas National Night Out
 - Compliance/Disability/Health Staff Meeting 1:00 pm In Person
- ❖ 7 – Parent Curriculum Training – 11:00 am
 - Parent & Child Create a Solar System for show and tell
 - Education Staff Meeting
 - Leadership PCI – 4:30 pm – 6:00 pm

- ❖ 8 – Executive Team Meeting
 - Kindergarten First Grading Period Ends
 - Basketball Team Spirit Day – wear your NBA Jersey or T-Shirt
- ❖ 9 – Children’s Holiday/Staff Development/*Exchange
 - Southwest Regular School Day
 - All reports due in CEO Office for Governance Meetings
 - Fiscal Staff Meeting
 - Food Order
 - Payday
- ❖ 12 – 16 – New Staff Orientation
- ❖ **12-16 Kindergarten – National School Lunch Week**
- ❖ 12 – 16 Safety Week
- ❖ 12 – Indigenous Peoples Day/Children’s Holiday/Staff Development
 - Southwest Children’s Holiday/Staff Development
- ❖ 13 – Breast Cancer Awareness Day – Wear Your Breast Cancer T-Shirt with jeans
 - Kindergarten 2nd grading period begins
- ❖ 14 – Policy Council Meeting – 6:00 pm via Zoom
 - EHS/CCP Directors Round Table – 10:00 am via Zoom
- ❖ 15 – Executive Team Meeting
- ❖ 16 – PCI Integrated Meeting – 9:00 am in person
 - National Boss’s Day
 - Fiscal Budget Meeting
 - Food Order
 - Expectant Parent Training – 3:30 pm via Zoom
- ❖ 17 – 23 – Men’s Breast Cancer Awareness Week
- ❖ **18 – 24 -Kindergarten – America’s Safe Schools Week**
- ❖ 19 – 23 – National School Bus Safety Week
- ❖ **19 – 23 – Kindergarten – Digital Citizenship Week**
- ❖ 19 – Southwest Children’s Holiday/Staff Development *Exchange
 - Process Payroll
- ❖ 20 – Board of Directors Meeting – 6:00 pm
 - ❖ 21 – Health/Mental Health/Nutrition Advisory Meeting – 11:30 am via Zoom
 - Parent Curriculum Training – 11:00 am
- ❖ 22 – Executive Team Meeting
- ❖ 23 – Fall Festival #1- 5:00 – 8:00 pm
 - Food Order
 - Payday
- ❖ 24 – CPR/First Aid Class - 9:00 am – 12:00 pm

- ❖ 26-30 – Red Ribbon Week – Dress Up
- ❖ 26 – EHS/CCP Team Meeting - Headquarters
- ❖ 28 – SF-425 Annual Report Due – EHS-CCP
 - SF-428 Annual Report Due – EHS-CCP
- ❖ 29 – Executive Team Meeting
 - Nutrition Activity
- ❖ 30 – Fall Festival #2- 5:00 – 8:00 pm
 - Food Order
- ❖ 31 – Paycom IRS 941/TWC Quarterly Reports Due
 - Audit Due to the Federal Clearinghouse
 - Halloween

NOVEMBER

***Important Information: *Governance Reports Due* Integrated Services Meeting *HR Bulletin**

PERFORMANCE EVALUATION CYCLE TIMELINE

SEPT 9– DEC 20	3. Observing Job Performance	COACH FOR SUCCESS	SUPERVISOR
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November 2026

Monthly Events:

- ❖ 1 – Head Start/Head Start II/Early Head Start II/Early Head Start Budgets Due
 - Daylight Savings Time Ends (turn clocks back 1 hour)
- ❖ 2 – Process Payroll
 - HR Newsletter
- ❖ 3 – Children’s Holiday/Election Day/Staff Development
 - Southwest Children’s Holiday/Staff Development
- ❖ 5 – Executive Team Meeting
- ❖ 6 – All reports due in CEO Office for Governance Meetings
 - CEO Office Staff Meeting
 - Fiscal Staff Meeting
 - Food Order
 - Payday
- ❖ 8 – National STEM/STEAM Day
- ❖ 8 – 90 Day Physical and Dental Exams deadline
- ❖ 9-13 – New Staff Orientation
- ❖ 9-13 – Robotics Week

- ❖ 10 – Compliance/Disability/Health Staff Meeting 1:00 pm – In person
 - Leadership PCI – 4:30 pm – 6:00 pm
- ❖ 11 – PCI Male Initiative Meeting – 6:00 pm via Zoom
 - Veterans Day
 - **Kindergarten – Literacy Under the Lights**
- ❖ 12 – Executive Team Meeting
 - Expectant Parent Training – 3:30 pm via Zoom
 - Quick Fixin with Candace – 5:30 pm via Zoom
- ❖ 13 – PCI Integrated Meeting – 9:00 am in person
 - World Kindness Day
 - Food Order
 - Global Cardboard Challenge – STREAM/DREAM/TEAM
- ❖ 14 – Shared Program Governance Training and Meeting – 8:30 am via Zoom
 - CPR/First Aid Class - 9:00 am – 12:00 pm
- ❖ 16 – Fiscal Budget Meeting
 - Process Payroll
- ❖ **16 – 20 Kindergarten – American Education Week**
- ❖ **17 – 21 – Kindergarten – Texas Character Education Week**
- ❖ 18 – Parent Curriculum Training – 11:00 am
 - Education Staff Meeting
 - Nutrition Activity
- ❖ 19 – Executive Team Meeting
 - Children’s Thanksgiving Luncheon & Centers
- ❖ 20 – Parent Engagement Holiday Make & Take (All Centers)
 - Children’s Perfect Attendance Drawing (Big Giveaway)
 - Food Order
 - Payday
 - Southwest Children’s Early Release (1 hour)
- ❖ 23-27 – Thanksgiving Break Agency – Centers and Offices Closed
- ❖ 26 – Thanksgiving Day-Agency Holiday
- ❖ 27 – Thanksgiving Break-Agency Holiday
- ❖ 30 – EHS/CCP Team Meeting - Headquarters
 - Process Payroll
 - Centers Re-open
 - Southwest Center Re-opens

“PCI...No Limit to Success!”