



Greeting ITC Families!

We enjoyed such a lovely summer with all our little friends, and excited for the awesome things God will bring us in the new year!

2023-2024 STAFF & PROGRAM OVERVIEW

Christian organizations have a unique task and function based on a foundational understanding of Biblical implications for teaching and learning. Our ITC teachers are not only certified (ITE) Infant and Toddler Educators, (ECE) Early Childhood Educators and (ECE-A) Early Childhood Educator Assistants as required by Childcare Licensing Authorities, but are also dedicated and committed Christian educators who adhere to BCCA’s statement of faith and strive to provide students with the best care, support and education. Each teacher also holds a valid first aid certificate and has undergone a criminal record check.

- PROGRAM** Infant and Toddler Care (ITC)
- AGE GROUP** for newborns up to 3 years old
- HOURS (REGULAR SCHOOL DAYS)** 7:00am - 6:00pm
- (EARLY CLOSURE DAYS)** 7:00am - 5:30pm
- LICENSED SPACES** 12 & 12 = 24 total
- TEACHER : STUDENT RATIO** 1:4

GROUP	CLASSROOM	TEACHERS	EMAIL ADDRESS
ITC1	PORTABLE 2000	Ms. Beulah Ms. Minji Ms. Paula Ms. Jaehee	beulah@bccaschool.ca minji@bccaschool.ca paula@bccaschool.ca jaehee@bccaschool.ca
ITC2	PORTABLE 2000	Ms. Emily Ms. Nina Ms. Juliet Ms. Mari	emily@bccaschool.ca nina@bccaschool.ca juliet@bccaschool.ca mari@bccaschool.ca

SUPERVISOR
Ms. Danielle Lim
danielle@bccaschool.ca

IMPORTANT CONTACTS

Our ITC team members are happy to help and address any concerns about your child or our program, and the ITC supervisor is available at any time to address any serious/ongoing concerns or challenges your child may be having at our center. For more specific questions, these contacts will come in handy...

- ACCOUNTING** Ms. Su Vericherla | kcadminassistant@bccaschool.ca
- STUDENT RECORDS** Ms. Angela Jin | kcadmissions@bccaschool.ca
- OTHER CONCERNS** Ms. Theresa Lee | kidsclub@bccaschool.ca

CLASS LISTS 2023-2024

- We have noted your child's days of attendance as per our records. However, if there are any changes or missing information OR if you see an error, please bring it to our attention as soon as possible.
- There may also be occasions that some of the students and staff of ITC 1 & 2 will switch classrooms to accommodate all our students.
- As requests to switch children's classes/groups/teachers start flying in, we ask that you first please carefully read [Ms. Theresa's Class Switch Request Letter](#) regarding the process behind class placements.

Even as we forward you the latest class lists, please be aware that there may be some changes as student and families settle into their routine and schedules. The names and contact information of all the staff and supervisors is provided on the class lists for easy access.

GRADUAL ENTRY

For the first week, all new ITC students will attend only 2 – 3 hours per day as part of their gradual entry. Parents of new students, will stay with their child on the first day and our staff will recommend gradual increase of their times according to individual infant's needs. Please assign someone to be on standby to pick your child up in case of higher than usual anxiety the following week. Our staff will ensure that they spend as much one-on-one time possible with each new child, however, if a child continues with high anxiety, we will call the parent to have him/her picked up. *Thank you for ensuring that your child has a positive first week experience at our Centre*

TRAFFIC PROCEDURE REMINDERS

- During school times we recommend families to avoid the peak hours of 8:00 – 8:45am and 2:45 – 3:15pm (Fridays: 12:15 – 12:45pm). Families needing to drop-off and pick up during these times can park on Lincoln or side streets such as Killarney, etc. and walk to our facility.
- ITC families, please use the main parking lot for your Drop-off and Pick-up and try to avoid peak hours. This space is shared also with BCCA KG families and is available on a first-come basis. You may need to loop around if there are no spots available the first time.
- **Families are not allowed to drive around our school building at all.**
- **PARKING OR STANDING IS PERMITTED IN DESIGNATED AREAS ONLY.**

DROP-OFF & PICK-UP

- All ITC children to be dropped off to ITC2 room in the mornings between 7:00am – 8:00am. The ITC1 teacher will collect their group from ITC2 and proceed to their own room at 8:00am.
 - All ITC children may be picked up from the ITC2 room in the evenings between 5:00pm – 5:30pm. The groups combine at the end of the day to ensure there are enough staff to supervise the remaining friends.
- If you have any questions or concerns, or require further clarification, please do not hesitate to contact the ITC supervisor directly or speak with your child's teachers. We are happy to help!*

DROP-IN FEES

- There is an additional fee for drop-in on days your child is not already registered for. \$76.00 for children 0-18 months and \$65.00 for children 19-36 months of age. **Drop-in spaces are based on availability.**
- The drop-in fee will be automatically withdrawn with the monthly fee for the *following month*. If you see any error/discrepancy or have any questions, please email Su at kcadminassistant@bccaschool.ca

EARLY DROP-OFF and LATE PICK-UP FEE

Please be punctual in dropping off and picking up your child. If your child is not collected at the end of his or her scheduled program time, there will be an additional charge of \$1.00 per minute for each additional minute as agreed upon in the registration form. The same applies to students who are dropped off earlier than their program start-time.

KIDS CLUB EARLY CLOSURES AT 5:30PM

Our center has six scheduled early closures through-out the year. They are slated every other month, on the 2nd, 3rd or 4th Wednesday, and will occur in 2023-2024 as follows:

18 TH OCTOBER
20 TH DECEMBER
21 ST FEBRUARY
17 TH APRIL
26 TH JUNE
14 TH AUGUST

Supervisors and teachers will send out reminders regarding the early closure the week of, via our Signal app groups. Please ensure that you make the appropriate arrangements to pick up your child by 5:30pm on our early closure dates as a late fee of \$1 per child, per minute will be applicable after a grace period of 5 minutes i.e. from 5:35pm onward.



SIGNAL CHAT GROUPS

For daily, convenient and secure communication.

For more information on how to join our Signal groups, photo permissions, user expectations, how to add members and more, please [click here](#)

We are thankful for each unique child and family that God has sent to our center and are looking forward to an awesome year together! Please do not hesitate to contact your child's teachers or the GDC supervisors, if you have any questions or concerns. Your ongoing support, prayers and cooperation are truly appreciated. Thank you!

*But those who hope in the LORD will renew their strength.
They will soar on wings like eagles; they will run and not grow wear,
they will walk and not be faint.*

Isaiah 40:31