



Greeting JKC Families!

Praise God for a blessed summer! We hope you all had a restful and rejuvenating break and are ready to jump into a new year of learning, making friends, discovery, creativity, kindness and more!

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 JKC teachers are not only certified (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 Junior Kindergarten Care (JKC)

AGE GROUP for children 2.5 to 5 years old

HOURS (MONDAY to THURSDAY) 8:30am – 3:00pm **(FRIDAY)** 8:30am – 12:35pm

DOORS OPEN 8:15am

CALENDAR The JKC program runs SEP to JUN and follows the BCCA elementary school calendar and will share the same holidays, Winter/Summer break, Pro-D days, closures, and other non-instructional days.

LICENSED SPACES 20

TEACHER : STUDENT RATIO 1:8

GROUP	CLASSROOM	TEACHERS	EMAIL ADDRESS
JKC	PORTABLE 4000	Ms. Jina Ms. Feri Ms. Martha Ms. Niloo Ms. Jane	jina@bccaschool.ca feri@bccaschool.ca martha@bccaschool.ca niloo@bccaschool.ca jane@bccaschool.ca

SUPERVISOR

Ms. Elisha Shaba
elisha@bccaschool.ca

IMPORTANT CONTACTS

Our JKC team members are happy to help and address any concerns about your child or our program, and the JKC 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.
- In previous years the JKC program consisted of two classes, the JRK (8:30am – 12:30pm) and E-JRK (8:30am – 3:00pm). This year we will no longer run a four-hour JRK program, however, parents are welcome to pick up their child(ren) earlier if needed (please inform the teachers ahead of time.)

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.

DROP-OFF & PICK-UP 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.
- **JKC 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.

GRADUAL ENTRY

To enable teachers to spend time bonding with each child, please take note of the gradual entry schedule:

- WEEK ONE (TUE, SEP 5 – FRI, SEP 8) ALL the JKC students (including new and returning students) have been divided into two groups that will stay for 60 minutes each.

Students with last names starting with letters A - M	8:45am to 9:45am
Students with last names starting with letters N - Z	10:00am to 11:00am

- WEEK TWO (MON, SEP 11 – FRI, SEP 15) ALL JKC students will attend from 8:30am - 12:30pm.
- WEEK THREE (MON, SEP 18) onwards, all JKC students may start attending full time.

Parents may leave after settling your child in the class but please assign someone to be on standby to pick your child up in case of higher than usual anxiety those first two weeks. 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

DROP-IN FEES

- There is an **additional fee \$54.00** of for drop-in on days your child is not already registered for. **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 (JKC classroom doors open at 8:15am).

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 JKC supervisors, if you have any questions or concerns. Your ongoing support, prayers and cooperation are truly appreciated. Thank you!

*I will give them an undivided heart and put a new spirit in them; I will remove from them their heart of stone and give them a heart of flesh. **Ezekiel 11:19***