



Greeting OSC Families!

We hope you all had a wonderful summer and are ready to jump into a fresh school 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 OSC teachers are not only certified (ECE) Early Childhood Educators, (ECE-A) Early Childhood Educator Assistants or (RA) Responsible Adults 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.

HOURS (REGULAR SCHOOL DAYS) 6:30am - 8:45am and 2:30pm - 6:30pm

HOURS (NON-INSTRUCTIONAL DAYS) 6:30am - 6:30pm *Additional fee will apply***

KIDS CLUB EARLY CLOSURE DAY HOURS 6:30am - 5:30pm

TEACHER : STUDENT RATIOS 1:12 for Grades K-1 | 1:15 for Grades 2 and up

GROUP	CLASSROOM	TEACHERS	EMAIL ADDRESS
OSC1	PORTABLE 4000	Ms. Jina Ms. Jane Ms. Anne Ms. Ksenia	jina@bccaschool.ca jane@bccaschool.ca ann@bccaschool.ca ksenia@bccaschool.ca
OSC2	PORTABLE 3000	Ms. Martha Ms. Viktoriia Ms. Fatemeh	martha@bccaschool.ca viktoriia@bccaschool.ca fatemeh@bccaschool.ca

SUPERVISOR

Ms. Elisha Shaba
elisha@bccaschool.ca

GROUP	CLASSROOM	TEACHERS	EMAIL ADDRESS
OSC3	ROOM 107	Ms. Weiling Ms. Maya	wshen@bccaschool.ca maya@bccaschool.ca
OSC4	ROOM 111	Ms. Feri Ms. Niloo Ms. Mary	feri@bccaschool.ca niloo@bccaschool.ca mary@bccaschool.ca
OSC5	ROOM 112	Ms. Alma Ms. Oksana Ms. Breena	alma@bccaschool.ca oksana@bccaschool.ca breena@bccaschool.ca
OSC6	ROOM 114	Ms. Claudia Mr. Nathanael Ms. Golnaz	clibotean@bccaschool.ca nathanael@bccaschool.ca golnaz@bccaschool.ca

SUPERVISORS

Ms. Candice Lee-Willemsen
candice@bccaschool.ca

Ms. Martina Ma
martina@bccaschool.ca

IMPORTANT CONTACTS

Our OSC team members are happy to help and address any concerns about your child or our program, and the OSC supervisors are 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, and grades 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.
- Please inform us of your child's **new classroom number and new classroom teacher** as soon as possible to ensure our OSC team has all the information necessary for safe and smooth drop-offs & pick-ups.
- In the event of new students registering, students may be switched between OSC classes. Parents/Guardians will be informed prior to making any changes. There may also be occasions when the students and OSC staff will need to switch classrooms to accommodate all our students.
- As requests to switch children's classes/groups start flying in, we first ask that you 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.

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. **Families are not allowed to drive around our school building at all.** PARKING OR STANDING IS PERMITTED IN DESIGNATED AREAS ONLY.

OSC (BEFORE SCHOOL CARE) MORNING DROP-OFFS

- 6:30am – 7:00am to Portable 7000
- 7:00am – 8:00am to the Gym

*Please use the main parking lot for your drop-off, and walk your child to the gym. Drop-off is by **8:00am the latest** and our doors will close at that time as our staff must organize our students so we are able to board our buses and drop students to their respective schools in a timely manner.*

- All KINDERGARTEN students will be dropped off directly to their classroom doors.
- All STUDENTS GRADE 1 & UP will be dismissed to head to their lines/classroom doors 5 minutes before their first bell.

OSC (AFTER SCHOOL CARE) AFTERNOON PICK-UPS

- All KINDERGARTEN students will be picked up directly from their classroom doors.
- All STUDENTS GRADE 1 & UP will meet at a pre-designated meeting spot on the school grounds.

*OSC Supervisors will send out a **photo map of the meeting spot** prior to the first day of school. If your child will not attend before school on the first day, please be sure to familiarize them with the meeting spot so they know where to meet their teachers.*

- ALL students will meet in the gym after they are picked up from the various schools and the groups will be dismissed around 3:30pm with their respective teachers after roll-call.

PLEASE NOTE

- There will be **NO drop-offs or pick-ups** for SD43 students other than at the school's regular bell schedule (Please see section SD43 EARLY DISMISSALS for further details).
- There will be **NO bussing service** on the first day of school (TUE, SEP 5th)
- In the event that students have schedules outside of their regular starting and dismissal timings, such as the first official day of class (WED, SEP 6th) and gradual entry for kindergarteners, **parents will have to arrange for their own pick-up and drop-off to the center.** *Full day care can be provided for kindergartners during their gradual entry weeks as long as families inform us ahead of time. **Additional fees may apply*

Examples,

(A) if the school bell is at 8:45am and your Kindergartener's gradual entry is from 8:45am – 10:00am then Kids Club can do the morning drop-off but will not do the pick-up.

(B) If the school's dismissal bell is at 2:45pm and your Kindergartener's gradual entry is from 1:00pm to 2:45pm then Kids Club can do the pick-up but not the drop-off.

(C) If your Kindergartener's gradual entry is from 10:00am-11:30am then Kids Club will not do either drop-off or pick-up **HOWEVER** parents may drop off the Kindergartener to OSC in the morning, pick them up for their gradual entry and drop them back to the center after their gradual entry period, and the child can remain in OSC till the end of our day.

(D) If there is no one available to do your Kindergartener's drop-off and pick-up, he/she may skip gradual entry and remain at Kids Club for the full day.

Please be sure to let us know ahead of time if your child needs additional care, so that we can make the appropriate arrangements. If you have any questions regarding the Kindergarten gradual entry, or other full days, etc. please be sure to contact the OSC Supervisors directly, we are happy to help!

ADDITIONAL FEES

- There is an **additional fee of \$29.00 to cover for care when needed outside the OSC hours of 6:30-8:45am and 2:30-6:30pm (BCCA 12:35-6:30pm FRIs).** This is on your child's registered days and includes pro-d days, early dismissal, kindergarten gradual entry, etc.
- For drop-in on days your child is not registered for, there is **a fee of \$30.00 for 4 hours or less, and \$55.00 for the full day. Drop-in spaces are based on availability.**
- Additional fees will be automatically withdrawn with the monthly fee for the *following month.* i.e. for a Pro-D day attended in April, your account will be charged in May. If you see any error/discrepancy or have any questions related to accounting, please email Su 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.

SD43 EARLY DISMISSALS

- We can only accommodate pick-ups for school-wide early dismissals. That means if just your child's class, or only grade 1, or only grades K-1 have an early dismissal, *we will not do the early pick-up but pick*

up at the regular school dismissal time. In this situation, parents are welcome to arrange for their child(ren) to be dropped off early directly to the center. ***Additional fees will apply*

● Some schools have the option to pick up at the regular school dismissal time even on listed early dismissal days. Kids Club will go with the majority decision and only arrange for pick up at ONE time. If the earlier time is chosen by the majority, the additional fee of \$29.00 will apply. Families preferring not to pay the additional fee may make alternative arrangements for their child to be picked up at the regular bell schedule and dropped off to the center for the usual after school OSC hours at no extra charge.

Supervisors or teachers will reach out via the Signal group chat a week prior to remind families about upcoming early dismissal dates and to decide upon the pick-up 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:

18TH OCTOBER
20TH DECEMBER
21ST FEBRUARY
17TH APRIL
26TH JUNE
14TH 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](#)

OSC parents/families will be in TWO group chats:

(1) One group chat will be for **your child's school** (i.e. BCCA, Leigh, Irvine, Cedar Drive, Blakeburn)

- Staff and supervisors will share updates pertaining to just each school's pro-d days, early dismissals and other non-instructional days without disturbing or confusing parents/families whose children attend other schools.
- Please ONLY post a message if there is any change from your child's usual schedule. For example, if your child always attends on Monday you do NOT need to inform us your child needs pick up on Monday. Only inform us if your child is not coming on one of their usual/registered days or is doing a drop-in on a day they are not usually registered for.

(2) One group chat will be for **your child's OSC class** (i.e. OSC 1-6)

- Staff and supervisors will share group photos, pick up location at the end of the day as well as any news, updates or requests for that group's special activities and events.

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! Your ongoing support, prayers and cooperation are truly appreciated. Please do not hesitate to contact any of the OSC team, if you have any questions or concerns. Thank you!

*What then shall we say to these things? If God is for us, who can be against us? **Romans 8:31***