



Greeting GDC Families!

Wow! Where did the summer go? We are so happy to see many new and familiar faces and can't wait to jump into our exciting learning activities, fun games, songs and more with all of you!

**2024-2025 STAFF & PROGRAM OVERVIEW**

Christian organizations have a unique task and function based on a foundational understanding of Biblical implications for teaching and learning. Our GDC 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** Group Daycare (GDC)

**AGE GROUP** for children 2.5 to 5 years old

**HOURS (REGULAR SCHOOL DAYS)** 6:30am - 6:30pm

**(EARLY CLOSURE DAYS)** 6:30am - 5:30pm

**LICENSED SPACES** 18, 16, 18 & 24 = 76 total

**TEACHER : STUDENT RATIO** 1:8

GROUP	CLASSROOM	TEACHERS	EMAIL ADDRESS
GDC1	PORTABLE 7000A	Ms. Maryam Ms. Jane Ms. Elham Ms. Moon	<a href="mailto:maryam@bccaschool.ca">maryam@bccaschool.ca</a> <a href="mailto:jane@bccaschool.ca">jane@bccaschool.ca</a> <a href="mailto:elham@bccaschool.ca">elham@bccaschool.ca</a> <a href="mailto:moon@bccaschool.ca">moon@bccaschool.ca</a>
GDC2	PORTABLE 7000B	Ms. Azi Ms. Martha Ms. Mary	<a href="mailto:azi@bccaschool.ca">azi@bccaschool.ca</a> <a href="mailto:martha@bccaschool.ca">martha@bccaschool.ca</a> <a href="mailto:mary@bccaschool.ca">mary@bccaschool.ca</a>
GDC3	PORTABLE 6000	Ms. Feri Ms. Hamideh Ms. Chloe Ms. Nuza	<a href="mailto:feri@bccaschool.ca">feri@bccaschool.ca</a> <a href="mailto:hamideh@bccaschool.ca">hamideh@bccaschool.ca</a> <a href="mailto:chloe@bccaschool.ca">chloe@bccaschool.ca</a> <a href="mailto:nuza@bccaschool.ca">nuza@bccaschool.ca</a>
GDC4	PORTABLE 5000	Ms. Jina Ms. Noushin Ms. Jaehee Ms. Golnaz	<a href="mailto:jina@bccaschool.ca">jina@bccaschool.ca</a> <a href="mailto:noushin@bccaschool.ca">noushin@bccaschool.ca</a> <a href="mailto:jaehee@bccaschool.ca">jaehee@bccaschool.ca</a> <a href="mailto:golnaz@bccaschool.ca">golnaz@bccaschool.ca</a>

**SUPERVISORS**

\*Ms. Elisha Shaba  
[elisha@bccaschool.ca](mailto:elisha@bccaschool.ca)  
\*Returning October 2024

**INTERIM SUPERVISOR**

Ms. Martina Ma  
[martina@bccaschool.ca](mailto:martina@bccaschool.ca)

**IMPORTANT CONTACTS**

Our GDC team members are happy to help and address any concerns about your child or our program, and the GDC 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...

<b>ACCOUNTING</b>	Ms. Su Vericherla		<a href="mailto:kadminassistant@bccaschool.ca">kadminassistant@bccaschool.ca</a>
<b>STUDENT RECORDS</b>	Ms. Angela Jin		<a href="mailto:kadmissions@bccaschool.ca">kadmissions@bccaschool.ca</a>
<b>OTHER CONCERNS</b>	Ms. Theresa Lee		<a href="mailto:kidsclub@bccaschool.ca">kidsclub@bccaschool.ca</a>

## CLASS LISTS 2024-2025

- The class lists will be posted in our Signal chat group and a link will be sent to you, IF you are a new family. Even as we forward you the latest class lists, please be aware that there may be some last minute changes as student and families settle into their routine and schedules. In the event of any withdrawals after the start of our school year, there may potentially be new students joining later as well.
- There is an additional staff assigned to all our classrooms however, that there may be occasions when a staff will need to switch between programs in the event of other staff absences due to vacation, illness, etc. in order to maintain the teacher to student ratios at all times.
- The names and contact information is provided here for easy access and will be also available on the Staff page of our website throughout the year.
- 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.

## TRAFFIC PROCEDURE REMINDERS

During school times we recommend families to avoid the peak hours of 8:10 – 8:40am 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.

## DROP-OFF & PICK-UP

Please use the three (3) spaces in front of Portable 7000 and the five (5) spaces to the left side for your drop-off and pick-up. Please be mindful to park courteously and to move on as soon as possible, to allow others a chance to use that space. Please use the parking lot at the front of the school when these spaces are unavailable. **For the safety of our students, please do not stop or park parallel to the portables or classrooms.**

The West Driveway leading to Portable 7000 will remain closed between 8:10am to 8:40am and 2:45pm to 3:15pm, to protect the school students and families waiting for the bell in that area. Parents wishing to avoid this closure MUST plan ahead to either drop-off earlier than 8:10am or after 8:40am. If you are unable to avoid drop-off during this time, please park in the front parking lot of the school and walk your child to their classroom. Your cooperation in this matter is greatly appreciated.

## GRADUAL ENTRY

New students must be picked up earlier the first week as part of their gradual entry. Parents of new students, please assign someone to be on standby to pick your child up in case of higher than usual anxiety. 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.

## 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.



### SIGNAL & ESIKIDZ 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](#)

Please be aware that as we start migrating from Procare to the new EsiKidz student information system, we will move away from Signal gradually as we start using new platform for ALL our communications. We will keep you posted every step of the way so stay tuned!



### KIDS CLUB EARLY CLOSURES AT 5:30PM (3:00PM CHRISTMAS EVE)

Our center has six scheduled early closures through-out the year. They are slated every other month, on the 2<sup>nd</sup>, 3<sup>rd</sup> or 4<sup>th</sup> Wednesday, and will occur in 2024-2025 as follows. The only exception will be on Tuesday, December 24<sup>th</sup> when we close at 3:00pm.

16 <sup>TH</sup> OCTOBER, 2024
24 <sup>TH</sup> DECEMBER, 2024*
19 <sup>TH</sup> FEBRUARY, 2025
16 <sup>TH</sup> APRIL, 2025
25 <sup>TH</sup> JUNE, 2025
13 <sup>TH</sup> AUGUST, 2025

Supervisors and teachers will send out reminders regarding the early closures via our Signal app groups. Please ensure that you make the appropriate arrangements to pick up your child on time as a late fee of \$1 per child, per minute will be applicable after a grace period of 5 minutes onward.

### STATUTORY HOLIDAYS & ANNUAL CLOSURES

Our center is closed on all statutory holidays as well as Easter Monday, Christmas week and the week prior to schools reopening in September. In the 2024-2025 school year, they are as follows:

2 <sup>ND</sup> SEPTEMBER, 2024	25 <sup>TH</sup> DEC, 2024 to 1 <sup>ST</sup> JAN, 2025	19 <sup>TH</sup> MAY, 2025
30 <sup>TH</sup> SEPTEMBER, 2024	17 <sup>TH</sup> FEBRUARY, 2025	1 <sup>ST</sup> JULY, 2025
14 <sup>TH</sup> OCTOBER, 2024	18 <sup>TH</sup> APRIL, 2025	4 <sup>TH</sup> AUGUST, 2025
11 <sup>TH</sup> NOVEMBER, 2024	21 <sup>ST</sup> APRIL, 2025	25 <sup>TH</sup> – 29 <sup>TH</sup> AUGUST, 2025

### UNEXPECTED CLOSURES

On snow days and/or other unexpected emergencies when BC Christian Academy is closed, BCCA Kids Club Centre may be closed as well. Notifications will be sent out to families as soon as possible via the Signal or EsiKidz chat groups. For information on snow days please check the BC Christian Academy homepage at [www.bcchristianacademy.ca](http://www.bcchristianacademy.ca).

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!

*Therefore, if anyone is in Christ, the new creation has come: The old has gone, the new is here!*

**2 Corinthians 5:17**