



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!

**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 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. Julia Ms. Dohee	<a href="mailto:beulah@bccaschool.ca">beulah@bccaschool.ca</a> <a href="mailto:minji@bccaschool.ca">minji@bccaschool.ca</a> <a href="mailto:juliaz@bccaschool.ca">juliaz@bccaschool.ca</a> <a href="mailto:doheek@bccaschool.ca">doheek@bccaschool.ca</a>
ITC2	PORTABLE 2000	Ms. Emily Ms. Juliet Ms. Nina Ms. Paula	<a href="mailto:emily@bccaschool.ca">emily@bccaschool.ca</a> <a href="mailto:juliet@bccaschool.ca">juliet@bccaschool.ca</a> <a href="mailto:nina@bccaschool.ca">nina@bccaschool.ca</a> <a href="mailto:paula@bccaschool.ca">paula@bccaschool.ca</a>

**SUPERVISOR**

Ms. Danielle Lim

[danielle@bccaschool.ca](mailto: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](mailto:kcadminassistant@bccaschool.ca)  
**STUDENT RECORDS** Ms. Angela Jin | [kcadmissions@bccaschool.ca](mailto:kcadmissions@bccaschool.ca)  
**OTHER CONCERNS** Ms. Theresa Lee | [kidsclub@bccaschool.ca](mailto:kidsclub@bccaschool.ca)

## 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 there may be some last minute changes as student and families settle into their routine and schedules.
- In the event of any withdrawals and/or new students joining after the start of our school year and/or current students 'graduating' from ITC 1 to ITC 2 or ITC 2 to GDC, there may potentially be some students switched between ITC classes. Parents/Guardians will be informed prior to making any changes.
- There is an additional staff assigned to all our classrooms however, please be aware 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.

## 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 8:10 – 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.
- 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 anywhere between 5:00pm – 6:00pm. The groups combine at the end of the day to ensure there are enough staff to supervise the remaining friends. Families will be notified in our Signal or EsiKidz chat group.

*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!*

## 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. 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
<b>24<sup>TH</sup> DECEMBER, 2024*</b>
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 ITC supervisor, 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**