



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!

**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 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. Selina Ms. Mona Ms. Lorie (co-share) Ms. Niloo (co-share) Ms. Viktoriia	<a href="mailto:selina@bccaschool.ca">selina@bccaschool.ca</a> <a href="mailto:mona@bccaschool.ca">mona@bccaschool.ca</a> <a href="mailto:lorie@bccaschool.ca">lorie@bccaschool.ca</a> <a href="mailto:niloo@bccaschool.ca">niloo@bccaschool.ca</a> <a href="mailto:viktoriia@bccaschool.ca">viktoriia@bccaschool.ca</a>

**SUPERVISOR**  
Ms. Elly Park  
[elly@bccaschool.ca](mailto:elly@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...

<b>ACCOUNTING</b>	Ms. Su Vericherla		<a href="mailto:kcadminassistant@bccaschool.ca">kcadminassistant@bccaschool.ca</a>
<b>STUDENT RECORDS</b>	Ms. Angela Jin		<a href="mailto:kcadmissions@bccaschool.ca">kcadmissions@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 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, 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.

## DROP-OFF & PICK-UP 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.
- **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 3 – FRI, SEP 6) 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 <b>A – M</b>	8:45am to 9:45am
Students with last names starting with letters <b>N - Z</b>	10:00am to 11:00am

- WEEK TWO (MON, SEP 9 – THU, SEP 12) ALL JKC students will attend from 8:30am - 1:00pm.
- WEEK THREE (MON, SEP 16 – THU, SEP 19) ALL JKC students will attend from 8:30am - 2:00pm.
- WEEK FOUR (MON, SEP 23) onwards, all JKC students may start attending full time.

\*PLEASE NOTE: FRI DISMISSALS @ 12:35pm will be effective FRI, SEP 13

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

## 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!



**STATUTORY HOLIDAYS, PRO-D / NON-INSTRUCTIONAL DAYS & ANNUAL CLOSURES**

Our center is closed on all statutory holidays as well as Easter Monday, two weeks for Christmas and New year, and two weeks Spring break in March. Additionally, the JKC program runs SEP to JUN and follows the BCCA elementary school calendar and will share the same holidays, Winter/Spring break, Pro-D days and other non-instructional days. In the 2024-2025 school year, they are as follows:

2 <sup>ND</sup> SEPTEMBER, 2024	23 <sup>RD</sup> DEC, 2024 to 3 <sup>RD</sup> JAN, 2025	<b>FIELD TRIPS:</b> There will be 3 – 4 field trips scheduled for this school year and families will be notified ahead of time as to the location, timing, price and IF parent participation is required. <b>LAST DATE &amp; TIME OF JKC:</b> The last day is WED, 18 <sup>th</sup> JUN with an early closure at 11:30am.
30 <sup>TH</sup> SEPTEMBER, 2024	17 <sup>TH</sup> FEBRUARY, 2025	
11 <sup>TH</sup> OCTOBER, 2024	17 <sup>TH</sup> -28 <sup>TH</sup> MARCH, 2025	
14 <sup>TH</sup> OCTOBER, 2024	9 <sup>TH</sup> APRIL, 2025	
15 <sup>TH</sup> OCTOBER, 2024	18 <sup>TH</sup> APRIL, 2025	
23 <sup>RD</sup> OCTOBER, 2024	21 <sup>ST</sup> APRIL, 2025	
11 <sup>TH</sup> NOVEMBER, 2024	19 <sup>TH</sup> MAY, 2025	
29 <sup>TH</sup> NOVEMBER, 2024	19 <sup>TH</sup> JUN, 2025 onwards	

**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 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*