



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!

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 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. Azi Ms. Noushin Ms. Bana	azi@bccaschool.ca noushin@bccaschool.ca bana@bccaschool.ca
GDC2	PORTABLE 7000B	Ms. Mona Ms. Han Ms. Julia	mona@bccaschool.ca han@bccaschool.ca julia@bccaschool.ca
GDC3	PORTABLE 6000	Ms. Selina Ms. Lorie Ms. Ati	selina@bccaschool.ca lorie@bccaschool.ca ati@bccaschool.ca
GDC4	PORTABLE 5000	Ms. Maryam Ms. Hamideh Ms. Inna	maryam@bccaschool.ca hamideh@bccaschool.ca inna@bccaschool.ca

SUPERVISOR

Ms. Elly Park
elly@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...

ACCOUNTING Ms. Su Vericherla | kadminassistant@bccaschool.ca
STUDENT RECORDS Ms. Angela Jin | kadmissions@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 the event of new students registering, students may be switched between GDC classes. Parents/Guardians will be informed prior to making any changes. There may also be occasions when the GDC students and/or staff will need to switch classrooms to accommodate all our students.
- 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.

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.

DROP-OFF & PICK-UP

Please use the three spaces in front of Portable 7000 and the three 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.

DROP-IN FEES

- There is an **additional fee \$59.00** 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.



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](#)

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.

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