



Greeting GDC Families!

Wow—where did the summer go? We are so excited to welcome both familiar and new faces to another amazing year at GDC! We’re looking forward to jumping into fun learning activities, engaging games, joyful songs, and so much more with all of you.

As we begin the new school year, please take a moment to read our **updated Parent Handbook**. The index will highlight which policies have been revised or updated. If you have any questions or need clarification, don’t hesitate to reach out—we’re happy to help!

2025-2026 STAFF & PROGRAM OVERVIEW

As a Christian organization, GDC is guided by a foundational understanding of the Biblical principles that shape our approach to teaching and learning. Our dedicated staff members are not only certified Early Childhood Educators (ECE) and Early Childhood Educator Assistants (ECE-A), as required by Childcare Licensing Authorities, but they are also committed Christian educators who uphold BCCA’s Statement of Faith.

Each teacher is passionate about providing the highest quality care, support, and education to our students. In addition to their certifications, all staff hold valid First Aid certificates and have completed criminal record checks, ensuring a safe and nurturing environment for your children.

PROGRAM Group Daycare (GDC)
HOURS 6:30am-6:30pm (SEP-JUN), 6:30am–6:00pm (JUL-AUG)
LICENSED SPACES 18, 16, 18 & 24 = 76 total
SUPERVISOR Ms. Elly Park supervisors@bccaschool.ca

AGE GROUP for children 2.5 to 5 years old
TEACHER : STUDENT RATIO 1:8

GROUP	CLASSROOM	TEACHERS	EMAIL ADDRESS
GDC1	PORTABLE 7000A	Ms. Niloo Ms. Annie Ms. Eileen	niloo@bccaschool.ca annie@bccaschool.ca eileen@bccaschool.ca
GDC2	PORTABLE 7000B *support staff	Ms. Nancy Ms. Noushin Ms. Nuza*	nancy@bccaschool.ca noushin@bccaschool.ca valdenuza@bccaschool.ca
GDC3	PORTABLE 6000 *support staff	Ms. Eunice Ms. Sumitra Ms. Rui Ms. Viktoriia*	eunice@bccaschool.ca sumitra@bccaschool.ca rui@bccaschool.ca viktoriia@bccaschool.ca
GDC4	PORTABLE 5000 *support staff	Ms. Mona Ms. Yunyoung Ms. Emma Ms. Arianna*	mona@bccaschool.ca yunyoung@bccaschool.ca emma@bccaschool.ca arianna@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
STUDENT RECORDS
OTHER CONCERNS

Ms. Su Vericherla and team | kcaccounting@bccaschool.ca
Ms. Angela Jin and team | kcoffice@bccaschool.ca
Ms. Theresa Lee | kidsclub@bccaschool.ca

CLASS LISTS 2025-2026

- The class lists will be emailed to both parents/guardians. 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.
- Even as we assign a team of staff to each group, there may be occasions when a staff will need to switch between programs in the event of other 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. It is not permitted to take your child/children to the playground, while parked in the drop-off/pick-up zone. Please use the parking lot at the front of the school in those cases and whenever 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. ***Please note that the 5 minutes’ grace period has been removed and the \$1/minute fee will apply from the respective closing time effective September 2025.*** The policy in the Parent’s Handbook has been updated accordingly.

PROCARE & MESSAGING

Please read the notice on how to sign-up for your **Procare** account IF not done so already. Please email kcoffice@bccaschool.ca in case you have any issues or challenges. We will be using Procare for our daily communication, notices and reminders, so please ensure that at least one parent has a valid account.



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

Our center has four scheduled early closures through-out the year. They are slated every other month, on the 4th Friday, and will occur in 2025-2026 as follows. **The only exception will be on Wednesday, December 24th when we close at 3:00pm.**

24 TH OCTOBER, 2025
24 TH DECEMBER, 2025*
27 TH FEBRUARY, 2026
24 TH APRIL, 2026
26 TH JUNE, 2026

Supervisors and teachers will send out reminders regarding the early closures via Procare. 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 apply right from closing time. The 5-minute grace period has been removed effective September 2025. Please see the update in our Parent’s Handbook.

STATUTORY HOLIDAYS & ANNUAL CLOSURES

Our center is closed on all statutory holidays as well as Easter Monday, Christmas week and effective this school year, we will be closed **TWO** weeks prior to schools reopening in September 2027. In the following school year (2027-2028) we will also close **TWO** weeks in December instead of **ONE**. Our Parent’s handbook has been updated accordingly.

Our closure this school year (SEP’25-AUG’26) are as follows:

1 ST SEPTEMBER, 2025	25 TH DEC, 2025 to 1 ST JAN, 2026	18 TH MAY, 2026
30 TH SEPTEMBER, 2025	16 TH FEBRUARY, 2026	1 ST JULY, 2025
13 TH OCTOBER, 2025	3 RD APRIL, 2026	3 RD AUGUST, 2025
11 TH NOVEMBER, 2025	6 TH APRIL, 2026	24 TH AUG – 7 TH SEP, 2026

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 Procure. For information on snow days please check the BC Christian Academy homepage at 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