



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!

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**

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. Jina<br>Ms. Martha<br>Ms. Monica<br>Ms. Paola (support) | <a href="mailto:jina@bccaschool.ca">jina@bccaschool.ca</a><br><a href="mailto:martha@bccaschool.ca">martha@bccaschool.ca</a><br><a href="mailto:monica@bccaschool.ca">monica@bccaschool.ca</a><br><a href="mailto:paola@bccaschool.ca">paola@bccaschool.ca</a> |

**SUPERVISOR**  
Ms. Danielle  
[kcsupervisors@bccaschool.ca](mailto:kcsupervisors@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...

|                 |                            |  |                                                                            |
|-----------------|----------------------------|--|----------------------------------------------------------------------------|
| ACCOUNTING      | Ms. Su Vericherla and team |  | <a href="mailto:kcaccounting@bccaschool.ca">kcaccounting@bccaschool.ca</a> |
| STUDENT RECORDS | Ms. Angela Jin and team    |  | <a href="mailto:kcoffice@bccaschool.ca">kcoffice@bccaschool.ca</a>         |
| OTHER CONCERNS  | Ms. Theresa Lee            |  | <a href="mailto:kidsclub@bccaschool.ca">kidsclub@bccaschool.ca</a>         |

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.

GRADUAL ENTRY

To enable teachers to spend time bonding with each child, please take note of the gradual entry schedule:

- WEEK ONE (TUE, SEP 2 – FRI, SEP 5) ALL the JKC students (including new and returning students) have been divided into two groups that will stay for 60 minutes each.

|                                                       |                    |
|-------------------------------------------------------|--------------------|
| Students with first names starting with letters A – J | 8:45am to 9:45am   |
| Students with first names starting with letters K – Y | 10:00am to 11:00am |

- WEEK TWO (MON, SEP 8 – THU, SEP 11) ALL JKC students will attend from 8:30am - 1:00pm.
  - WEEK THREE (MON, SEP 15 – THU, SEP 18) 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 12

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

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.

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. *Please refer to the updated Parent’s Handbook as the 5-minute grace period will not apply effective September 2025.*

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](mailto: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.



JKC CLOSURES

JKC will be closed on all statutory holidays as well as Easter Monday, two weeks Winter break, two weeks Spring break and Pro-d and other non-instructional days as follows:

Our closures this school year (SEP’25-JUN’26) are as follows:

|                                                    |                                                         |                                                  |
|----------------------------------------------------|---------------------------------------------------------|--------------------------------------------------|
| 1 <sup>ST</sup> SEPTEMBER, 2025                    | 11 <sup>TH</sup> NOVEMBER, 2025                         | 6 <sup>TH</sup> MARCH, 2026                      |
| 30 <sup>TH</sup> SEPTEMBER, 2025                   | 28 <sup>TH</sup> NOVEMBER, 2025                         | 16 <sup>TH</sup> to 27 <sup>TH</sup> MARCH, 2026 |
| 10 <sup>TH</sup> to 14 <sup>TH</sup> OCTOBER, 2025 | 22 <sup>ND</sup> DEC, 2025 to 2 <sup>ND</sup> JAN, 2026 | 3 <sup>RD</sup> to 6 <sup>TH</sup> APRIL, 2026   |
| 22 <sup>ND</sup> OCTOBER, 2025                     | 13 <sup>TH</sup> FEBRUARY, 2026                         | 18 <sup>TH</sup> MAY, 2026                       |
|                                                    | 16 <sup>TH</sup> FEBRUARY, 2026                         | 18 <sup>TH</sup> JUN – 7 <sup>TH</sup> 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](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***