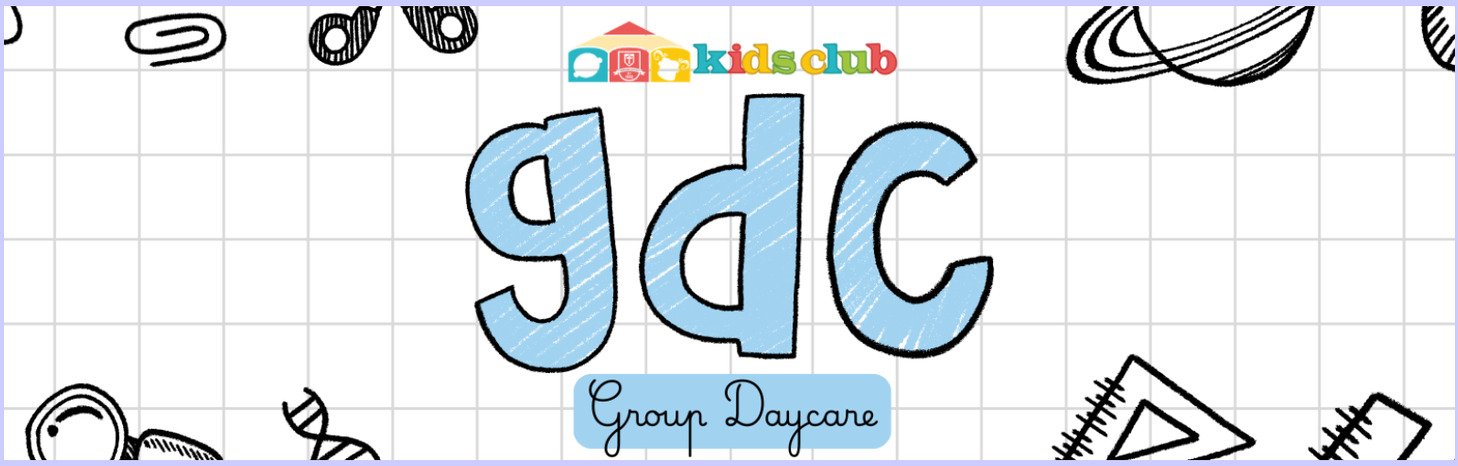

Greeting GDC Families!

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 together.

As we begin the new school year, please take a moment to review our updated **Parent Handbook**. The index will highlight the policies that have been revised or updated.

If you have any questions or need clarification, please don't hesitate to reach out. We're always happy to help!

We're looking forward to a wonderful year filled with learning, growth, laughter, and lots of fun!

2026-2027 STAFF & PROGRAM OVERVIEW

As a Christian organization, GDC is guided by Biblical principles that shape our approach to teaching, learning, and caring for children. Our dedicated staff members are certified Early Childhood Educators (ECEs) and Early Childhood Educator Assistants (ECE-As), as required by Child Care Licensing Authorities. In addition to their professional qualifications, our educators are committed Christians who uphold BCCA's Statement of Faith.

Each member of our teaching team is passionate about providing the highest quality of care, support, and education to our students. To help ensure a safe, nurturing, and supportive environment, all staff hold valid First Aid certificates and criminal record checks.

We are grateful for the opportunity to partner with families in supporting each child's growth, development, and learning in a caring and Christ-centred environment.

PROGRAM Group Daycare (GDC)
AGE GROUP for children 2.5 to 5 years' old
LICENSED SPACES 18, 16, 18 & 24 = 76 total
TEACHER : STUDENT RATIO 1:8

HOURS
6:30am-6:30pm (SEP-JUN)
6:30am–6:00pm (JUL-AUG)

IMPORTANT CONTACTS

GROUP	CLASSROOM	TEACHERS	EMAIL ADDRESS
GDC1	PORTABLE 7000/1 *support staff	Ms. Elly - Supervisor Ms. Rui Ms. Alsa Ms. Nuza* Ms. Oksana	kcsupervisors@bccaschool.ca rui@bccaschool.ca alsa@bccaschool.ca valdenuza@bccaschool.ca oksana@bccaschool.ca
GDC2	PORTABLE 7000/2	Ms. Danielle - Supervisor Ms. Mona Ms. Sumitra Ms. Viktoriia	kcsupervisors@bccaschool.ca mona@bccaschool.ca sumitra@bccaschool.ca viktoriia@bccaschool.ca
GDC3	PORTABLE 6000	Ms. Candice - Supervisor Ms. Niloo Ms. Jiyun Ms. Martha	kcsupervisors@bccaschool.ca niloo@bccaschool.ca jiyun@bccaschool.ca martha@bccaschool.ca
GDC4 / JKC	PORTABLE 5000	Ms. Elisha - Supervisor Ms. Eunice Ms. Noushin Ms. Monica Ms. Erika	kcsupervisors@bccaschool.ca eunice@bccaschool.ca noushin@bccaschool.ca monica@bccaschool.ca erika@bccaschool.ca

Our GDC team members are always happy to assist and address any questions or concerns you may have about your child or our program. If you have a serious or ongoing concern regarding your child's experience or challenges at our centre, our supervisors are also available to provide support and work with you toward a positive resolution.

For more specific questions, these contacts will come in handy…

ACCOUNTING	Ms. Su Vericherla and team	|	kcaccounting@bccaschool.ca
STUDENT RECORDS	Ms. Angela Jin and team	|	kcoffice@bccaschool.ca
OTHER CONCERNS	Ms. Theresa Lee	|	kidsclub@bccaschool.ca

CLASS LISTS 2026-2027

 Class Lists: Class lists will be emailed to both parents/guardians. While we do our best to provide the most up-to-date class lists, please be aware that there may be some last-minute changes as students and families settle into their routines and schedules. If there are withdrawals after the start of the school year, new students may also join a group later in the year.

 Staff Assignments: Although we assign a dedicated team of staff to each group, there may be occasions when staff need to move between programs due to vacations, illness, or other absences. These adjustments are sometimes necessary to ensure that we maintain the required teacher-to-student ratios at all times.

 Staff Contact Information: Staff names and contact information are provided here for your convenience and will also be available on the Staff page of our website throughout the school year.

 Class/Group Switch Requests: As requests to switch children's classes, groups, or teachers begin to come in, we kindly ask that you first carefully review Ms. Theresa's Class Switch Request Letter, which outlines the process and considerations involved in 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 main parking area behind portables 3000 & 4000 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 as 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.

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

Our center has four scheduled early closures through-out the year. They are slated every other month, except December and August, on the 4th Friday, and will occur in 2026-2027 as follows:

OCT 23	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.
FEB 26	
APR 23	
JUN 25	

STATUTORY HOLIDAYS & ANNUAL CLOSURES

Our center is closed on ALL statutory holidays as well as Easter Monday, ***TWO*** weeks of Winter Break and ***TWO*** *weeks prior to schools reopening in September 2027.* Please see the closure days as follows:

AUG 24 – 07 SEP 2026	Admin Weeks (2 weeks' annual closure #1)
SEP 30	Truth & Reconciliation Day
OCT 12	Thanksgiving Day
NOV 11	Remembrance Day
DEC 21 – 31 DEC 2026	Winter Break (2 weeks' annual closure #2)
JAN 01 2027	New Year Day
FEB 15	BC Family Day
MAR 26	Good Friday
MAR 29	Easter Monday
MAY 24	Victoria Day
JUL 01	Canada Day
AUG 02	BC Day
AUG 23 – 06 SEP 2027	Admin Weeks (2 weeks' annual closure #1)

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 Procare. 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 supervisor, 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