



Greeting ITC Families!

We enjoyed such a lovely summer with all our little friends, and excited for the awesome things God will bring us in the new year!

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!

2026-2027 STAFF & PROGRAM OVERVIEW

Christian organizations have a unique task and function based on a foundational understanding of Biblical implications for teaching and learning. Our ITC teachers are not only certified (ITE) Infant and Toddler Educators, (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 criminal record check.

PROGRAM Infant and Toddler Care (ITC)

HOURS 7:00am - 6:00pm

LICENSED SPACES 12 + 12 + 12 = 36 total

SUPERVISOR Ms. Martina Ma kcsupervisors@bccaschool.ca

AGE GROUP for newborns up to 3 years' old

TEACHER : STUDENT RATIO 1:4

GROUP	CLASSROOM	TEACHERS	EMAIL ADDRESS
ITC1	PORTABLE 3000	Ms. Beulah - Lead Ms. Minji Ms. Emma Ms. Teena	beulah@bccaschool.ca minji@bccaschool.ca emma@bccaschool.ca teena@bccaschool.ca
ITC2	PORTABLE 4000	Ms. Emily - Lead Ms. Nina Ms. Paula Ms. Christy	emily@bccaschool.ca nina@bccaschool.ca paula@bccaschool.ca christy@bccaschool.ca
ITC3	PORTABLE 2000B	Ms. Juliet - Lead Ms. Dohee Ms. Preet Ms. Paola	juliet@bccaschool.ca doheek@bccaschool.ca preet@bccaschool.ca paola@bccaschool.ca

IMPORTANT CONTACTS
Our ITC team members are happy to help and address any concerns about your child or our program, and the ITC 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		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

- 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 students 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.
- In the event of any withdrawals and/or new students joining after the start of our school year and/or current students 'graduating' from ITC 1, ITC 2 & ITC 3 or ITC 3 to GDC, there may potentially be some students switched between ITC classes. Parents/Guardians will be informed prior to making any changes.
- 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.

GRADUAL ENTRY

DAY 1 9:30 – 12:30

A parent or family member will accompany and stay the whole time. This gives your child a chance to get used to the new environment with the security of the accompanying parent/family member. It also provides a sense of the group dynamics, routines and staff interaction, for the parent/family member.

DAY 2 9:30 – 12:30

The parent/family member can stay a while and once our staff feels confident that your child is fine, we will request the parent/family member to leave and return in an hour. Please be available to return as soon as possible, when our staff calls. They will only do so if your child displays a higher anxiety level.

DAY 3 9:30 – 3:30

The parent/family member can drop off in the morning and pick up after nap time. Again, please be available to return as our staff will call if your child displays a higher anxiety level.

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

When the ITC children are ready to **transition** to the next group or to the next program, i.e. from ITC 1 to ITC 2 to ITC 3 and to the Group Daycare (GDC) Program, the staff, supervisor and/or director will discuss it with you closer to the time.

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.
- ITC 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.**

DROP-OFF & PICK-UP

- All ITC children are to be dropped off to ITC1 room (P3000) in the mornings between 7:00am – 8:00am. The ITC 2 & 3 teachers will collect their group from ITC1 and proceed to their own room at 8:00am.
- All ITC children may be picked up from the ITC1 room (P3000) in the evenings anywhere between 5:00pm – 6:00pm. The groups combine at the end of the day to ensure there are enough staff to supervise the remaining friends. Families will be notified in Procure.

If you have any questions or concerns, or require further clarification, please do not hesitate to contact the ITC supervisor directly or speak with your child's teachers. We are happy to help!

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
SEP 30	Truth & Reconciliation Day
OCT 12	Thanksgiving Day
NOV 11	Remembrance Day
DEC 21 – 31 DEC 2026	Winter Break
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

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 the ITC supervisors, if you have any questions or concerns. Your ongoing support, prayers and cooperation are truly appreciated. Thank you!

*But those who hope in the LORD will renew their strength.
They will soar on wings like eagles; they will run and not grow wear,
they will walk and not be faint.*
Isaiah 40:31