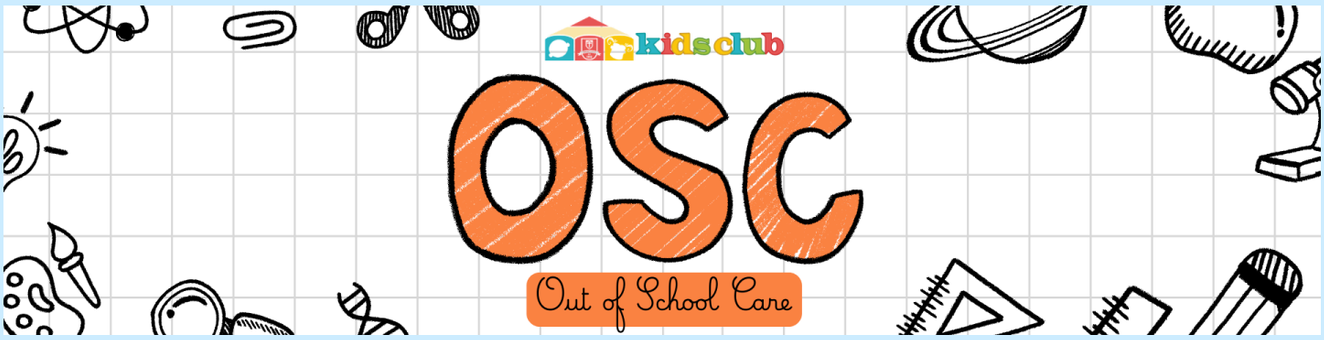

Greeting BCCA OSC Families!

We hope you all had a wonderful summer and are ready to jump into a fresh school year!

As we begin the new school year, please take a moment to read our updated ***Parent Handbook***. The index will highlight the policies that have been revised or updated. If you have any questions or need clarification, don't hesitate to reach out—we're always 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 OSC teachers are not only certified (ECE) Early Childhood Educators, (ECE-A) Early Childhood Educator Assistants or (RA) Responsible Adults 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 HOURS	
SEP - JUN	6:30am - 8:45am and 2:30pm - 6:30pm
	(BCCA only FRIs FROM 12:35pm)
JUL - AUG	6:30am – 6:00pm
NON-INSTRUCTIONAL DAYS	6:30am - 6:30pm ***Additional fee will apply*
KIDS CLUB EARLY CLOSURE HOURS	6:30am - 5:30pm

TEACHER:STUDENT RATIOS 1:12 for Grades K-1 | 1:15 for Grades 2 and up

IMPORTANT CONTACTS

Our OSC team members are happy to help and address any concerns about your child or our program, and the OSC supervisors are available at any time to address any serious/ongoing concerns or challenges your child may be having at our center.

SUPERVISORS Ms. Gloria ● Ms. Klaire | kcsupervisors@bccaschool.ca

GROUP	CLASSROOM	TEACHERS	EMAIL ADDRESS
OSC1 BCCA	PORTABLE 2000A	Ms. Martha - Lead Ms. Ann	martha@bccaschool.ca jfrenal@bccaschool.ca
OSC2 SD43	ROOM # 102 *Support staff	Ms. Viktoriia - Lead Ms. Teena Ms. Carolina*	viktoriia@bccaschool.ca teena@bccaschool.ca carolina@bccaschool.ca
OSC3 BCCA	ROOM # 107	Ms. Erika - Lead Ms. Paola	erika@bccaschool.ca paola@bccaschool.ca
OSC4 BCCA	ROOM # 111	Ms. Alma - Lead Ms. Christy	apastrana@bccaschool.ca christy@bccaschool.ca
OSC5 SD43	ROOM # 112	Ms. Parmis - Co-Lead Ms. Leah - Co-Lead Ms. Emmie	parmis@bccaschool.ca leah@bccaschool.ca emmie@bccaschool.ca
OSC6 SD43	ROOM # 114	Ms. Anasha - Lead Ms. Oksana	anasha@bccaschool.ca oksana@bccaschool.ca
OSC7 BCCA/SD43	ROOM # 122 *Support staff	Ms. Chisom - Lead Ms. Yedam Ms. K*	chisom@bccaschool.ca yedam@bccaschool.ca kornieuk@bccaschool.ca

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

- We have noted your child's days, and grades 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.
- Please inform us of your child's new classroom number and new classroom teacher as soon as possible to ensure our OSC team has all the information necessary for safe and smooth drop-offs & pick-ups.
- In the event of new students registering, students may be switched between OSC classes. Parents/Guardians will be informed prior to making any changes. There may also be occasions when the students and OSC staff will need to switch classrooms to accommodate all our students.
- As requests to switch children's classes/groups start flying in, we first ask that you 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 students and families settle into their routine and schedules. The names and contact information of all the staff and supervisors are provided here for easy access.

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.

OSC (BEFORE SCHOOL CARE) MORNING DROP-OFFS

- 6:30am – 8:00am to the Gym

Please use the visitor parking lot for your drop-off, and walk your child to the gym. Drop-off is by 8:00am the latest and our doors will close at that time as our staff must organize our students so we are able to board our buses and drop students to their respective schools in a timely manner.

- All KINDERGARTEN students will be dropped off directly to their classroom doors.
- All STUDENTS GRADE 1 & UP will be dismissed to head to their lines/classroom doors 10 minutes before their first bell.

OSC (AFTER SCHOOL CARE) AFTERNOON PICK-UPS

- All KINDERGARTEN students will be picked up directly from their classroom doors.
- ALL BCCA students will meet in the gym and the OSC groups will be dismissed around 3:30pm with their respective OSC teachers after roll-call.

ADDITIONAL FEES

- There is an additional fee of $32.00 to cover for care when needed outside the OSC hours of 6:30-8:45am and 2:30-6:30pm (12:35-6:30pm FRIs). This is on your child's registered days and includes pro-d days, early dismissal, kindergarten gradual entry, etc.
- For drop-in on days your child is not registered for, there is a fee of $34.00 for 4 hours or less, and $62.00 for the full day. Drop-in spaces are based on availability.
- Additional fees will be automatically withdrawn with the monthly fee for the *following month*. i.e. for a Pro-D day attended in April, your account will be charged in May. If you see any error/discrepancy or have any questions related to accounting, 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.

COMMUNICATION on Procare for BCCA & SD43 families

Procare

COMMUNICATION on SIGNAL for SD43 families only

We will use Signal only for our SD43 schools for mostly pick-up communication.

1. Blakeburn Elementary (BLE)
2. Cedar Drive Elementary (CDE)
3. Irvine Elementary (IRE)
4. Leigh Elementary (LEE)
5. Smiling Creek Elementary (SCE)

Please send a message in your child's Signal chat group **ONLY** when they do **NOT** need to be picked up.

For more information on how to join our Signal groups, photo permissions, user expectations, how to add members and more, please click here

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)

BCCA PRO-D/NON-SCHOOL DAYS & EARLY DISMISSALS:

Currently the BCCA calendar shows the following days *but it is subject to change without notice* so we will check it again closer to the date or you can let us know when you get any updates. Reminders will also be posted in Procare on a weekly basis.

SEP 8	First Day back to school KG 8:30-11:00am Gradual Entry G1-12 8:30-10:00am at Middle School
SEP 9 – 11	KG 8:30-11:30am Gradual Entry
SEP 14 – 17	KG 8:30-1:00pm Gradual Entry **FRI regular dismissal at 12:35pm
SEP 21 – 24	KG 8:30-2:00pm Gradual Entry **FRI regular dismissal at 12:35pm
OCT 9	PRO-D DAY
OCT 21	PARENT TEACHER CONFERENCE - NO SCHOOL
OCT 30	PRO-D DAY
NOV 27	REPORT CARD WRITING DAY - NO SCHOOL
DEC 21 – 31	WINTER BREAK – School and Centre Closed
FEB 12	PRO-D DAY
MAR 05	REPORT CARD WRITING DAY - NO SCHOOL
MAR 15 – 25	SPRING BREAK – Kids Club Spring Camp
APR 07	STUDENT LED CONF. - NO SCHOOL
APR 23	PRO-D DAY
JUN 23	LAST DAY OF SCHOOL – EARLY DISMISSAL 11:50am

We will schedule a bus to drop-off the **OSC G1-6 students from Fernwood to Middle School and pick them up at 10:00am for their way back. They will join the Kids Club OSC groups at Fernwood for their ice cream treat. ***Please let us know if your child does NOT need to be picked up that day.***

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 **FEB 26** **APR 23** **JUN 25**	Supervisors and teachers will send out reminders regarding the early closures via Procare (and Signal for SD43 students). 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.

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

What then shall we say to these things? If God is for us, who can be against us?
Romans 8:31