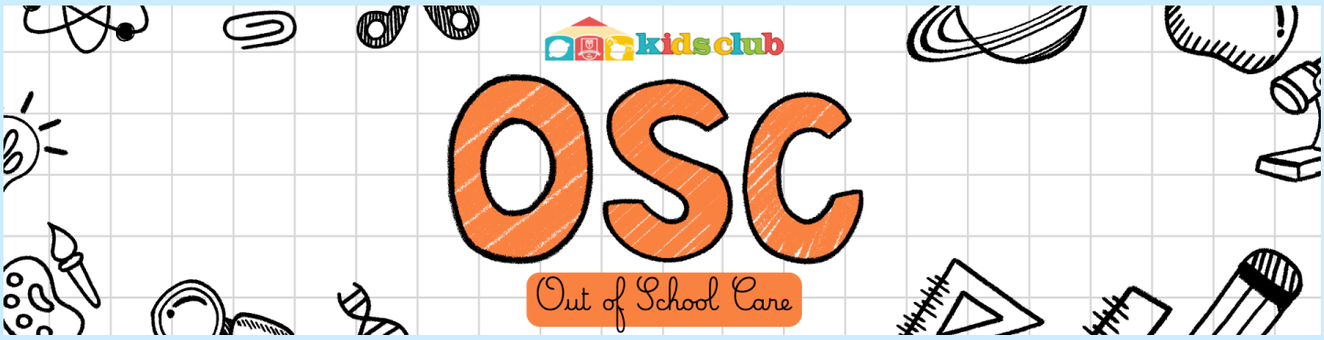

Greeting OSC Families!

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 SD43 STUDENTS GRADE 1 & UP will meet at a pre-designated meeting spot on the school grounds. *OSC Supervisors will send out a photo map of the meeting spot prior to the first day of school. If your child will not attend before school on the first day, please be sure to familiarize them with the meeting spot so they know where to meet their teachers.*

PLEASE NOTE **KINDERGARTEN GRADUAL ENTRY PERIOD for SD43**

- There will be **NO drop-offs or pick-ups** for SD43 students other than at the school's regular bell schedule (Please see section SD43 EARLY DISMISSALS for further details).
- There will be **NO busing service** on the first day of school (TUE, SEP 8TH)
- In the event that students have schedules outside of their regular starting and dismissal timings, such as the first official day of class (WED, SEP 9TH) and gradual entry for kindergarteners, parents will have to arrange for their own pick-up and drop-off to the center. *Full day care can be provided for kindergartners during their gradual entry weeks as long as families inform us ahead of time.*
  ***Additional fees may apply*

Please be sure to let us know ahead of time if your child needs additional care, so that we can make the appropriate arrangements. If you have any questions regarding the Kindergarten gradual entry, or other full days, etc. please be sure to contact the OSC Supervisors directly, we are happy to help!

Examples,

(A) if the school bell is at 8:45am and your Kindergartener's gradual entry is from 8:45am – 10:00am then Kids Club can do the morning drop-off but will not do the pick-up.

(B) If the school's dismissal bell is at 2:45pm and your Kindergartener's gradual entry is from 1:00pm to 2:45pm then Kids Club can do the pick-up but not the drop-off.

(C) If your Kindergartener's gradual entry is from 10:00am-11:30am then Kids Club will not do either drop-off or pick-up HOWEVER parents may drop off the Kindergartener to OSC in the morning, pick them up for their gradual entry and drop them back to the center after their gradual entry period, and the child can remain in OSC till the end of our day.

(D) If there is no one available to do your Kindergartener's drop-off and pick-up, he/she may skip gradual entry and remain at Kids Club for the full day.

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. 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.

SD43 EARLY DISMISSALS

● We can only accommodate pick-ups for school-wide early dismissals. That means if just your child's class, or only grade 1, or only grades K-1 has an early dismissal, *we will not do the early pick-up but pick up at the regular school dismissal time*. In this situation, parents are welcome to arrange for their child(ren) to be dropped off early directly to the center. ***Additional fees will apply*

● Some schools have the option to pick up at the regular school dismissal time even on listed early dismissal days. Kids Club will go with the majority decision and only arrange for pick up at ONE time. If the earlier time is chosen by the majority, the additional fee of $32.00 will apply. Families preferring not to pay the additional fee may make alternative arrangements for their child to be picked up at the regular bell schedule and dropped off to the center for the usual after school OSC hours at no extra charge.

Supervisors or teachers will reach out via Procare (and Signal for SD43 families) a week prior to remind families about upcoming early dismissal dates and to decide upon the pick-up time.

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)

SD43 PRO-D DAYS:
Please let us know as soon as you get any updates from your child's school regarding pro-d days and early dismissals.

SEP 25	SD43 PRO-D Day
OCT 23	SD43 PRO-D Day
FEB 26	SD43 PRO-D DAY
APR 23	SD43 PRO-D DAY

Please be aware that each school will be scheduling some school-based pro-d days and early dismissals so please inform us as soon as you know.

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.

COMMUNICATION on Procare for BCCA & SD43 families

Procare

For BCCA families, Procare and emails will be our preferred mode of communication. SD43 families will have an additional option to use Signal because of the busing requirement to and from their schools. Please read the notice on how to sign-up for your Procare account IF not done so already.

Procare will be used for our daily communication, notices and reminders, so please ensure that at least one parent has a valid account. Please email kcoffice@bccaschool.ca in case you have any issues or challenges.

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

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