

QUEEN MARGARET'S SCHOOL

QMS

2011-12 JUNIOR SCHOOL FORMS
RETURNING BOARDING STUDENT - GRADE 7

Please complete applicable forms and return before
JULY 15TH, 2011

Mail, fax, email or drop off forms to:

660 Brownsey Avenue
Duncan, British Columbia, Canada V9L 1C2
T (250) 746-4185 | F (250) 746-4187 | reception@qms.bc.ca
www.qms.bc.ca



AGREEMENT TO ABIDE BY QMS POLICIES AND PROCEDURES, EMERGENCY CONTACT, & STUDENT CUSTODY RELEASE INFORMATION

(Remains in effect as long as student is attending QMS or until cancelled/changed in writing)

AGREEMENT TO ABIDE BY QMS POLICIES AND PROCEDURES as outlined in the School Handbooks

I have read, understand (or have had an adult explain to me) and agree to abide by the terms of the policies and procedures at Queen Margaret's School as outlined in the Senior or Junior School Handbooks. These policies include, but are not limited to, the Student Code of Conduct, the Harrassment Policy, the Acceptable Computer Use Policy, and the Wireless Network Agreement. By following the policies and procedures outlined I will help make Queen Margaret's School the best it can be and I will be a proud member of the QMS community.

Student Name (please print) Signature of Student Date

Parent/Guardian Name (please print) Signature of Parent/Guardian Date

It is vital that we have as much contact information as possible on file in the event of an emergency. Queen Margaret's School is registered with the Cowichan Valley Local Emergency Response Neighbourhood (LERN) Program, and a school committee works on a continuing basis to improve our preparations for any such emergency.

CUSTODY: Both parents Mother Father Other/Relationship: _____

LIVING WITH: Both parents Mother Father Other/Relationship: _____

PARENT/GUARDIAN ADDRESSES & CONTACT NUMBERS

Contact: Mother Father Other

Parent/Guardian Name: _____

Street Address: _____

Mailing Address: _____

City, Province: _____

Code, Country: _____

Home Phone #: _____

Cell Phone #: _____

Work Phone #: _____

E-Mail Address: _____

Contact: Mother Father Other

Parent/Guardian Name: _____

Street Address: _____

Mailing Address: _____

City, Province: _____

Code, Country: _____

Home Phone #: _____

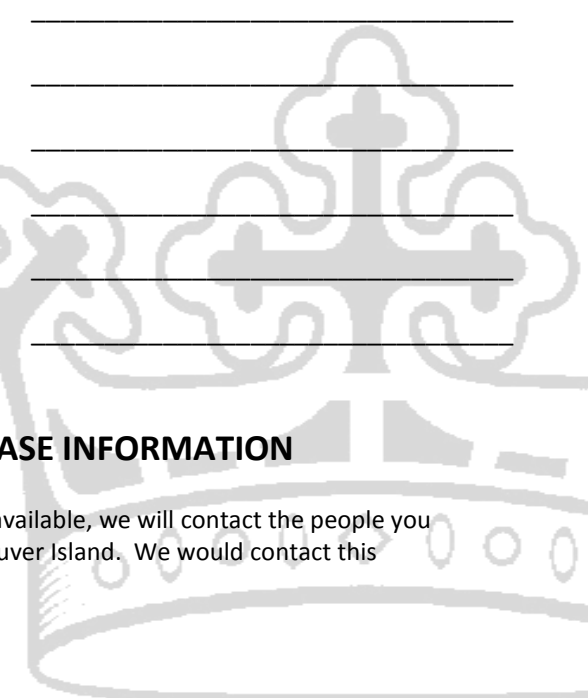
Cell Phone #: _____

Work Phone #: _____

E-Mail Address: _____

OTHER EMERGENCY CONTACTS/STUDENT CUSTODY RELEASE INFORMATION

Parents will always be contacted first in the event of an emergency. If you are unavailable, we will contact the people you list below. Emergency contact #4 should be someone who does not live on Vancouver Island. We would contact this person in the event of a local natural disaster.



Please indicate whether your child may be released into the custody of the individuals named as your emergency contacts. It is school policy that no student may be released into the custody of any person unless authorized by the student's parent or legal guardian. **We ask that the person picking up your child be prepared to show ID at the time of pickup.**

If any of these emergency contact numbers should change, please inform the Administration Office immediately.

1. Emergency Contact Name: _____ Relationship to student: _____

Address: _____

Phone numbers: Home: _____ Cell: _____ Work: _____

My child may also be released into the custody of this person: Yes No

2. Emergency Contact Name: _____ Relationship to student: _____

Address: _____

Phone numbers: Home: _____ Cell: _____ Work: _____

My child may also be released into the custody of this person: Yes No

3. Emergency Contact Name: _____ Relationship to student: _____

Address: _____

Phone numbers: Home: _____ Cell: _____ Work: _____

My child may also be released into the custody of this person: Yes No

4. Emergency Contact Name (**Not on Vancouver Island**): _____

Relationship to student: _____ Address: _____

Phone numbers: Home: _____ Cell: _____ Work: _____

My child may also be released into the custody of this person: Yes No

I certify that the information on this form is correct.

Parent/Guardian signature _____ Date _____

The information on this form is collected under the authority of the School Act and the Independent School Act. Information is used by Queen Margaret's School for Ministry of Education reporting and operational analyses. It will be kept secure and confidential in accordance with the Freedom of Information and Protect of Privacy Act.

MEDICAL FORM – RETURNING BOARDING STUDENT

(CONFIDENTIAL INFORMATION KEPT AT THE HEALTH CENTRE)

TO BE COMPLETED BY PARENT/GUARDIAN

Student: _____
Last Name First name(s)

Date of Birth (dd/mm/yy): _____ Grade: _____

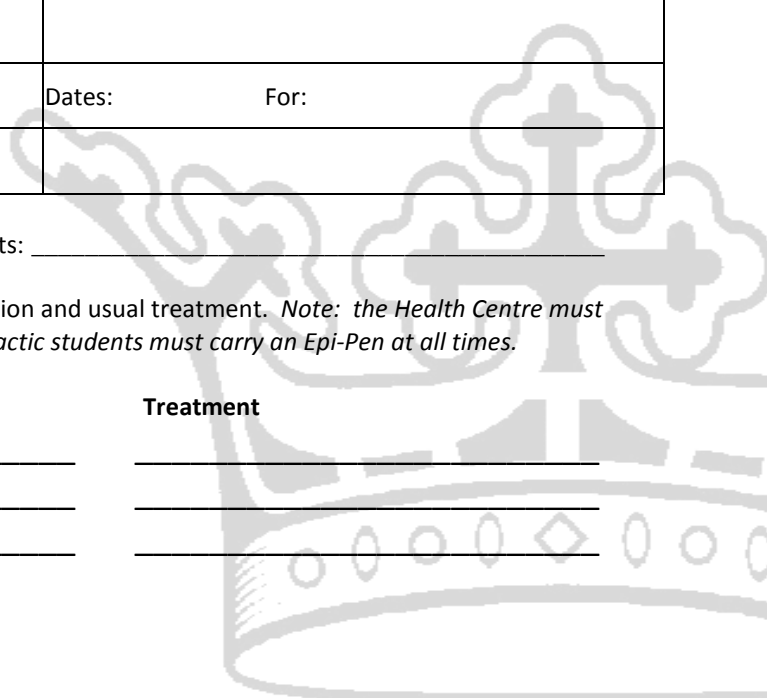
If more space is needed, please attach additional documents.

PAST OR PRESENT ILLNESSES/CONDITIONS	YES	NO	COMMENTS & TREATMENT
Ear infections, sinus problems, hearing aids, nose bleeds, etc.			
Arthritis, scoliosis, back pain, knee or ankle problems. Limitations re: sports.			
Diabetes, thyroid problems, etc.			
Abdominal concerns			
Menstrual concerns			
Heart murmur, Rheumatic fever, etc.			
Epilepsy, fainting, headaches, migraines, etc.			
Asthma, bronchitis, frequent colds, etc.			
Eczema, rashes, hives, etc.			
Eating disorders, ADD, depression, behavioural problems, etc.			
Counselling: Follow-up required			
Hospitalizations			Dates: _____ For: _____
Any other health concerns the school should be aware of?			

Mantoux: Negative Positive If positive, chest x-ray results: _____

List all allergies (medications, food, environmental), describing reaction and usual treatment. *Note: the Health Centre must know of any anaphylactic allergies prior to starting school. Anaphylactic students must carry an Epi-Pen at all times.*

Allergy	Reaction	Treatment
_____	_____	_____
_____	_____	_____
_____	_____	_____



List all current medications and reason for taking them (e.g. puffers, Ritalin, allergy medication, etc.), regular and as needed. If your child has asthma, please send an extra puffer for the Nurse to keep in the Health Centre as necessary.

Medication	Reason	Length of treatment
_____	_____	_____
_____	_____	_____
_____	_____	_____

CONSENT FOR THE ADMINISTRATION OF MEDICATION

I hereby give consent for the School Nurse to give my child over-the-counter medication (e.g. Tylenol, Ibuprofen, Gravol, etc.) for any symptoms he/she may have for the duration of his/her attendance at QMS.

Parent/Guardian signature: _____ Date: _____

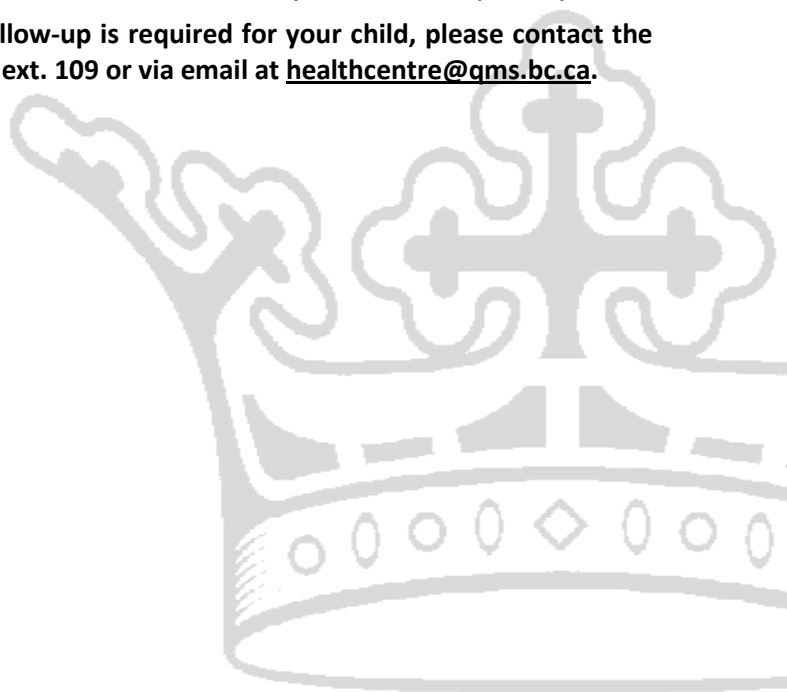
CONSENT FOR EMERGENCY HOSPITALIZATION AND RELATED MEDICAL SERVICES

I hereby authorize the School Nurse or designate to arrange on my behalf any necessary medical intervention that requires hospitalization for my child(ren) in the event of an injury or illness during the duration of his/her attendance at QMS.

Parent/Guardian signature: _____ Date: _____

NOTES

- **QMS is a smoke-free school. The possession, use or distribution of tobacco, alcohol, or drugs is strictly prohibited. Anti-smoking programs and counseling are available to students. Please speak with the School Nurse in confidence.**
- **All medications must be stored in the Health Centre and will be administered by the Nurse or designated staff. Please send all medications in the original container, with the correct label in English.**
- **If your child wears glasses or contact lenses, it is advisable to send an extra pair or current prescription.**
- **If you have any concerns or questions, or if any follow-up is required for your child, please contact the QMS Nurse in the Health Centre at (250)-746-4185, ext. 109 or via email at healthcentre@qms.bc.ca.**



PROVINCIAL GOVERNMENT GRANT – BC RESIDENTS ONLY

(Remains in effect as long as student is attending QMS or until cancelled/changed in writing)

PLEASE COMPLETE A NEW FORM FOR ADDITIONAL CHILDREN OR IF THERE IS A CHANGE OF STATUS.

Queen Margaret's School receives a grant from the British Columbia Ministry of Education for each eligible student residing in the Province of BC. To be eligible for the grant and qualify for Fees for BC Residents, parents/legal guardians must be Canadian Citizens or Landed Immigrants or Lawfully Admitted to Canada **and** reside in BC for more than six months a year. To qualify for BC funding, Kindergarten students must be 5 years old by December 31st.

For the school to receive this funding, the BC Ministry of Education requires and audits the following information.

Student Name: _____ Entering Grade: ____ Date of Birth: _____

Student Name: _____ Entering Grade: ____ Date of Birth: _____

Student Name: _____ Entering Grade: ____ Date of Birth: _____

Student Name: _____ Entering Grade: ____ Date of Birth: _____

To be completed and signed by a parent or legal (court-appointed) guardian. If legal guardian, attach a copy of court order appointing you as legal guardian.

1. I am lawfully in Canada as a (please check one):

- Canadian Citizen (if not born in Canada, please attach a photocopy of Citizenship document)
- Landed Immigrant (please attach a photocopy of Landed Immigrant document)
- Lawfully admitted to Canada under one of the following documents (please mark the appropriate box below and attach photocopy of document):
 - Employment authorization (working permit) for two or more years (or issued for one year but anticipated to be renewed for one or more additional years)
 - Student authorization (student visa) for two or more years (or issued for one year but anticipated to be renewed for one or more additional years)
 - A person carrying out official duties as a diplomatic or consular official (with a foreign representative acceptance counter foil in his/her passport)
 - Admission as a refugee claimant
 - A person claiming refugee status who has a letter of no objection
 - Other – document description: *(must be cleared with immigration Canada)* _____

2. Residency in British Columbia:

- I am a resident of British Columbia for _____ months of the year.
BC Residence Address: _____
- I am not a resident of British Columbia

3. First Nations Families ONLY:

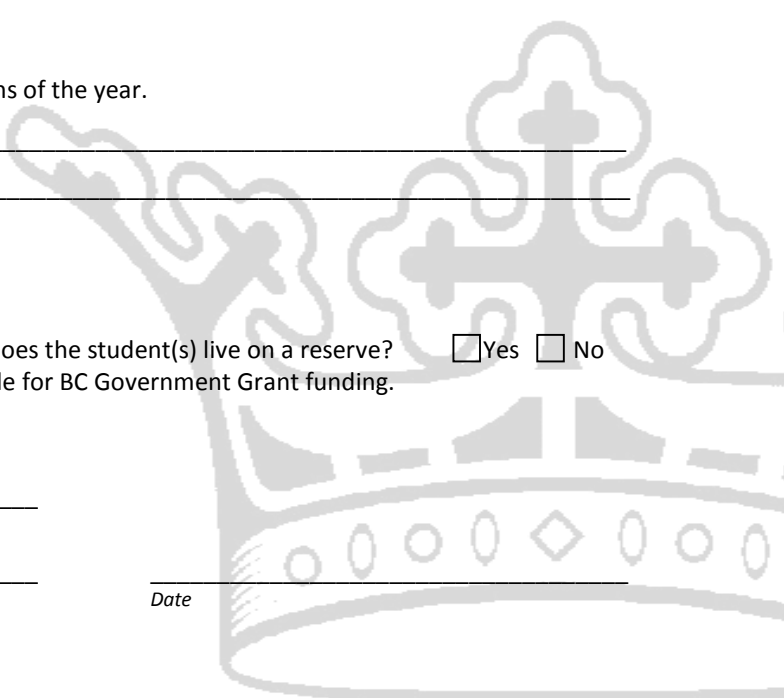
Is the student(s) a Status Indian? Yes No If yes, does the student(s) live on a reserve? Yes No
NOTE: First Nations students living on a reserve are not eligible for BC Government Grant funding.

4. Confirming Signature:

Name of Parent/Guardian (please print)

Signature of Parent/Guardian

Date



CONSENT FOR USE OF PERSONAL INFORMATION

(Remains in effect as long as student is attending QMS or until changed/cancelled in writing)

I consent to having Queen Margaret's School collect personal information that may include student identification information; birth certificate; legal guardianship; court orders if applicable; parents work numbers and e-mail addresses; behavioural, academic and health information; most recent report card; emergency contact name and number; doctor's name and number; health insurance number and any similar information needed for registration.

I further consent to the use and/or disclosure of information collected by or on behalf of Queen Margaret's School for the following purposes:

- for the evaluation, admission and registration of new students
- for the re-registration of returning students
- for Ministry of Education Reporting Purposes
- in support of application(s) to other schools and universities
- for evaluating eligibility for scholarships, bursaries or financial aid
- for determining eligibility for provincial grants
- for the confidential use of the school's health care professionals for the purpose of providing health services
- for accounting, payroll, and billing purposes
- for school advancement, development and fundraising purposes
- for QMS Parents' Association and QMS Society purposes

-
- materials, press releases, internal/external communications and publications which *could* include social media such as Facebook, Twitter, www.qms.bc.ca, etc. **(For promotional purposes)**

Yes No

- materials, press releases, internal/external communications and publications which *could* include social media such as Facebook, Twitter, www.qms.bc.ca, etc. **(For educational purposes)**

Yes No

- photographs & video images of student

Yes No

- samples of student work

Yes No

- If you agree to some use of your child's image but not to all, please clearly specify where and when QMS may be permitted to use images of your child: _____

- I agree to permit dedicated faculty members to monitor the uploading of files and any other examples which reflect my child's learning at Queen Margaret's School into a QMS sanctioned/created Web 2.0 tool (Social Network, Blog, Mini Blog, online collaboration or storage tool). Yes No

This information is required in order to register your child at this school, to provide services to parents, students, and staff, and to assist the school authority in making an informed decision as to your child's suitability and appropriate placement in the school. It will also allow the school to respond immediately to an emergency. If you do not want your personal information used for any of the above purposes, or for more information, please contact the Privacy Officer for Queen Margaret's School, Julie Scurr, who may be reached at (250) 746-4185, or by e-mail at jascurr@qms.bc.ca.

I am the Parent/Guardian of the following student(s):

Student Name (please print)

Student Name (please print)

Student Name (please print)

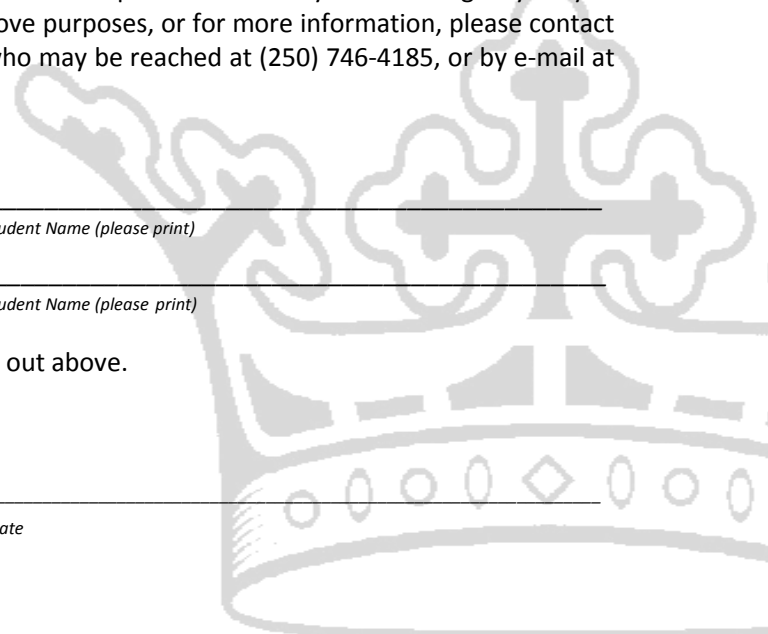
Student Name (please print)

I have read the above carefully and agree to the conditions set out above.

Name of Parent/Guardian (please print)

Signature of Parent/Guardian

Date



EXPENDITURE PERMISSION (BOARDERS)

Student Name: _____
Last Name (please print) First Name Grade

PHONE CARD PROGRAM

Long distance phone cards are available at Reception to boarding students in amounts of \$5, \$10 or \$20.

My child is permitted to purchase phone cards up to the amount of \$_____ per month and charge it to my School Account.

POCKET MONEY

Recommended **weekly** pocket money for boarders is as follows:

Grades 6 & 7	\$12
Grade 8	\$15
Grades 9 & 10	\$20
Grades 11 & 12	\$25

Check one of the following:

- Please give my daughter the recommended amount listed above.
- Please do not give my daughter any pocket money as she has her own bank account.
- Please give my daughter \$_____ per week.

The maximum request for extra funds is \$100 per week. If you think your daughter will need more funds than this, we require that you set up a bank account with a debit card. Most debit cards from other countries work in Canada (please be sure that they are *Interac, Plus, Visa or Cirrus* compatible). We can also arrange for a Canadian bank account at the Canadian Imperial Bank of Commerce if that would be your preference. With either arrangement, you would be responsible for directly depositing money to that account for your daughter's use.

Please contact the accounting department if you wish your daughter to have a different weekly amount. Boarders who require extra money must get permission from their parents. We ask that all requests for additional weekly pocket money be made by a parent/guardian and submitted in writing in order to avoid misunderstandings. **We ask that you submit requests for extra pocket money by Tuesday at 2:00pm. For any increases in pocket money, please send a fax or email to:**

Fax: 001-250-746-4187
E-mail: accounting@qms.bc.ca

TAXI

Students frequently use Taxis to go to the shopping mall, downtown or medical appointments. The costs of these taxi rides will be charged to your School Account. If the taxi is shared with other students, the cost will be split amongst the students.

Check one of the following:

- I allow my daughter to use taxis as frequently as she chooses.
- I give my daughter permission to use taxis occasionally to a maximum of \$_____ per month.
- I would rather my daughter walk to her destinations or pay cash for taxi rides.

EXPENDITURE PERMISSION (BOARDERS)

SCHOOL SHOP

The School Shop sells school supplies, toiletry, and uniform items. Specific items may be ordered if available.

I give my daughter permission to charge the following at the School Shop:

Check one of the following:

- Please do not let my daughter charge anything at the shop without my permission.
- Please allow my daughter to charge up to \$50.00 per month.
- Please allow my daughter to charge \$_____ per month.
- Please allow my daughter to charge whatever she needs with no limits.

BOARDERS EXTRA-CURRICULAR ACTIVITIES

Frequent trips and activities are arranged for boarders on evenings and weekends. These activities may include special school academic field trips, team sports, movie theatres, live theatre, kayaking, hiking, rock-climbing, skating, swimming, bowling, shopping trips to Victoria or Nanaimo, etc. **All costs associated with these activities, including off-campus meals, will be billed to your account.**

Check one of the following:

- I allow my daughter to participate in any activity she chooses.
- I give my daughter permission to participate in activities to a maximum of \$100 per activity.
- I give my daughter permission to participate in activities to a maximum of \$_____ per activity.

BOARDERS WEEKEND AND TERM TRIPS

Permission slips will be mailed out for any non-school sponsored or chaperoned overnight trips or activities that cost more than \$100, other than trips covered in the Holiday Planning Form. It is the school's policy to require parents to pay in advance for any mid-term or end of term trips.

MONTHLY STATEMENTS

Monthly statements will be sent out detailing expenditures. If you would like to your daughter to receive a copy of your monthly statement, we will email it to her with your permission. We recommend this only for Grades 10-12 international boarders.

- Yes, please also email my daughter a copy of our monthly billing statement.
- No, I would rather my daughter not receive our monthly statement.

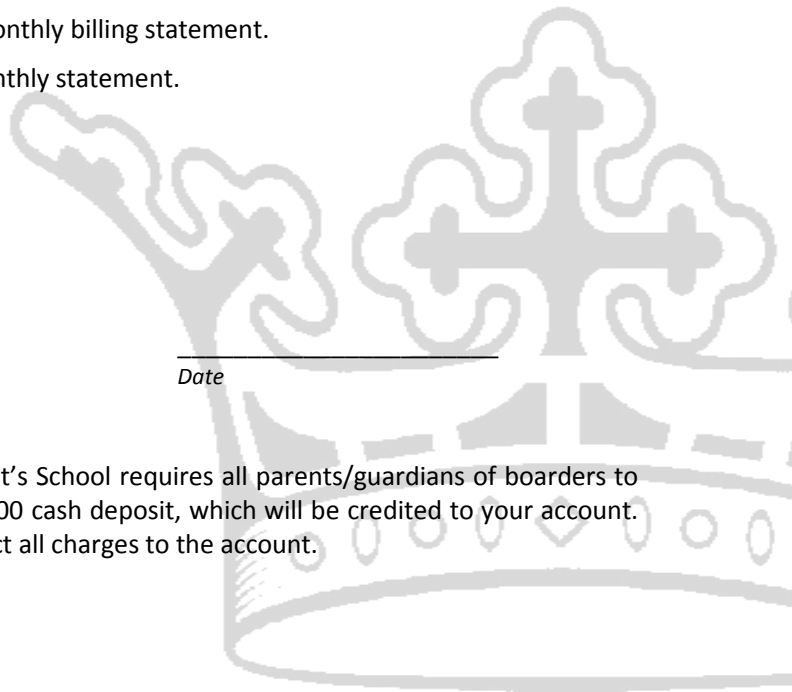
I hereby give my permission for the above items as noted.

Name of Parent/Guardian (please print)

Signature of Parent/Guardian

Date

In order to help cover the above expenses, Queen Margaret's School requires all parents/guardians of boarders to place a credit card on file or provide the school with a \$4,500 cash deposit, which will be credited to your account. If an account falls into arrears, we reserve the right to restrict all charges to the account.



RESIDENCE HOLIDAY PLANNING FORM - BOARDERS

Student: _____
Last Name First Name(s)

Parents/Guardians: _____

Please indicate interest in your daughter joining our supervised Residence trips below:

October (3 day weekend)

Friday, October 21 – Sunday, October 23

- YES, my daughter is interested
 NO

VANCOUVER, BRITISH COLUMBIA

**approximately \$800.00*

November (4 day weekend)

Friday, November 11 – Monday, November 14

- YES, my daughter is interested
 NO

WEST EDMONTON MALL, ALBERTA

**approximately \$1,400.00*

February (4 day weekend)

Thursday, February 2 – Sunday, February 5

- YES, my daughter is interested
 NO

WHISTLER, BRITISH COLUMBIA – Ski Trip

**approximately \$1,110.00*

February (3 day weekend)

Friday, February 10 – Sunday, February 12

- YES, my daughter is interested
 NO

VANCOUVER ISLAND, B.C. – Ski & Spa Trip

**approximately \$700.00*

March Break (2 week school closure)

Monday, March 12 – Friday, March 23

- YES, my daughter is interested
 NO

ROME, ITALY

**approximately \$4,800.00*

April (4 day weekend)

Friday, April 6 – Monday, April 9

- YES, my daughter is interested
 NO

SEATTLE, WASHINGTON, USA

**approximately \$1,400.00*

May (3 day trip)

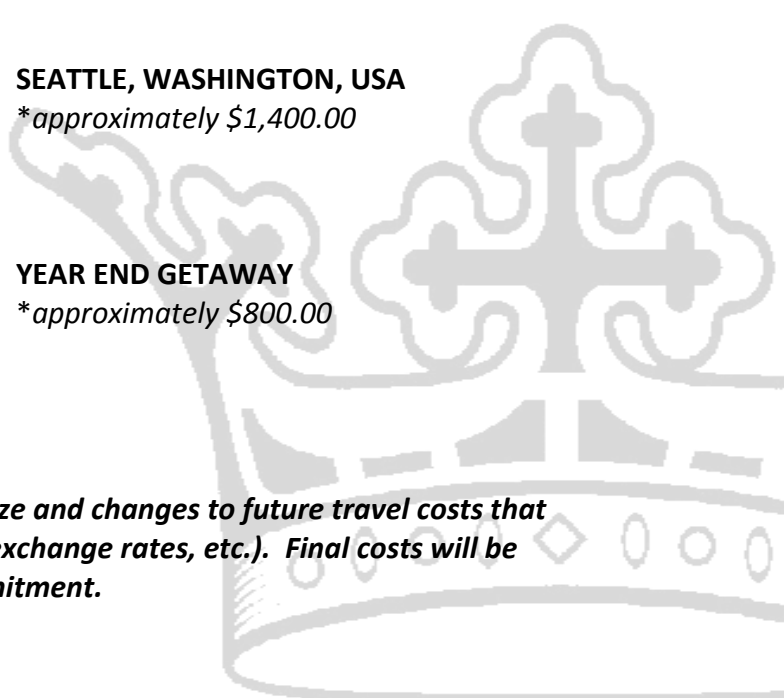
Saturday, May 19 – Monday, May 21

- YES, my daughter is interested
 NO

YEAR END GETAWAY

**approximately \$800.00*

****please note that prices may vary due to group size and changes to future travel costs that are beyond our control (e.g. airfare, surcharges, exchange rates, etc.). Final costs will be confirmed and sent to parents prior to final commitment.***



QUEEN MARGARET'S SCHOOL SOCIETY MEMBERSHIP

One parent from each current QMS family is entitled to a free membership in the QMS Society. Additional members must pay the membership fee as indicated below.

Membership fees may **not** be charged to your QMS account. If you are a new applicant to the QMS Society, you must register and pay **45 days** before the Annual General Meeting to be eligible to vote at the meeting. The AGM is usually held the first Saturday in November.

Application **Renewal**

Names of children attending QMS (if applicable): _____

Full Name: _____
(designated family voting member)

Address: _____ Postal Code: _____

Phone #'s: Home: _____ Work: _____ Cell: _____

Email address: _____

Status: Current Parent Former Parent Current Staff Former Staff Alumnae - Years: _____

Or: Other _____ *(must be nominated by 2 members of the Society – contact Admin office for assistance)*

I have read, understood and support the aims and purposes of the society set out in the Constitution.

Applicant's signature

Date

Additional Voting Members:

Full Name: _____ Status: _____ Signature: _____

Full Name: _____ Status: _____ Signature: _____

Check appropriate Fee Payable:

- No charge for first member** in a current QMS family
- \$10 per person per year** - - for second & additional memberships in a current family
- \$10 per person per year** - - for all other registrations
- \$100 Lifetime Membership** per person

Total Payable: _____

Method of Payment:

- Cash enclosed Cheque enclosed (payable to QMS) Visa Mastercard American Express

C/C Number: _____ Expiry Date: ____/____/____ Security code (on back): _____

Cardholder: _____ Cardholder's signature: _____

