

Queen Margaret's School

QMS

Program Fee & Guide Booklet

**Junior Day Students**

**2011-2012**

(Kindergarten through Grade 7)

660 Brownsey Avenue

Duncan, British Columbia, Canada V9L 1C2

T (250) 746-4185 | F (250) 746-4187 | [admissions@qms.bc.ca](mailto:admissions@qms.bc.ca)

**[www.qms.bc.ca](http://www.qms.bc.ca)**





## Welcome to Queen Margaret's School (QMS)

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Our Junior School program continues to be an excellent program. It includes many areas with specialty teachers including Physical Education, Art, Information Technology, French and Music in order to create a well rounded and as well a challenging educational program. In addition our wonderful primary and intermediate teachers are leaders in particular areas of interest such as Global Studies, Outdoor Education and Destination ImagiNation.

The foundation years set the tone for each child's attitude to learning, self-esteem and work habits. Boys and girls in our full-day Kindergarten through Grade 7 begin the adventure of learning in a small and enriched Junior School program. Our full day Kindergarten class builds on our half day Preschool and Junior Kindergarten programs, and supplements academic opportunities with constructive, supervised and respectful play. Students learn to formulate and express their ideas in small classes where clear expectations for behaviour and learning give students a sense of belonging and accomplishment. Small class sizes make it possible to challenge and nurture each student and promote their overall development. We give our students the tools to excel in an environment where organization, motivation, collaboration, and independent thought are expected.

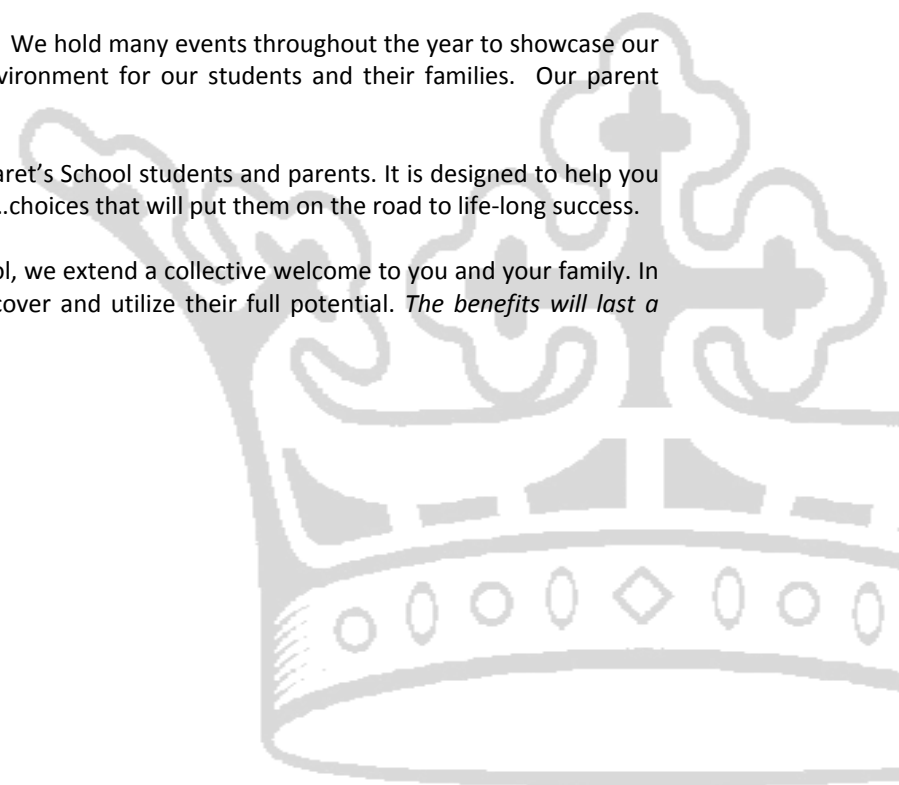
We invite our parents to be active members of the Queen Margaret's School community. We hold many events throughout the year to showcase our students' academic endeavours, enjoy seasonal events and create a positive social environment for our students and their families. Our parent community is an important part of life at Queen Margaret's School.

This booklet provides you with an overview of the information required for Queen Margaret's School students and parents. It is designed to help you make an educational choice that best suits your child's personal interests and aspirations...choices that will put them on the road to life-long success.

On behalf of our faculty and staff and the Board of Governors of Queen Margaret's School, we extend a collective welcome to you and your family. In choosing our School your children will find space to thrive and the opportunity to discover and utilize their full potential. *The benefits will last a lifetime.*

Sincerely,

Mrs. Wilma Jamieson  
Head of School



## Small, Safe and Close to it all

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**Queen Margaret's School** is located on 27 country-like acres in the Cowichan Valley and is an easy walk to the small and friendly town centre of **Duncan, on Vancouver Island, British Columbia**. A scenic forty-five minute drive north of Victoria, British Columbia, the City of Duncan and surrounding Cowichan Valley region enjoys Canada's mildest climate, providing excellent year-round opportunities for outdoor adventure and activities. In addition to the natural charms that make the Island a haven for hikers, cyclists, and outdoor enthusiasts, the Cowichan Valley boasts excellent shopping, restaurants, performing & fine arts venues, medical facilities and services. Boarders travel to the school through the Victoria International Airport, or by ferry from Vancouver to Nanaimo or Victoria. Our Travel Coordinator works closely with parents and our local travel agency to ensure our students' safe journey from the Victoria airport or ferry terminals.

### QMS FACTS AND FIGURES

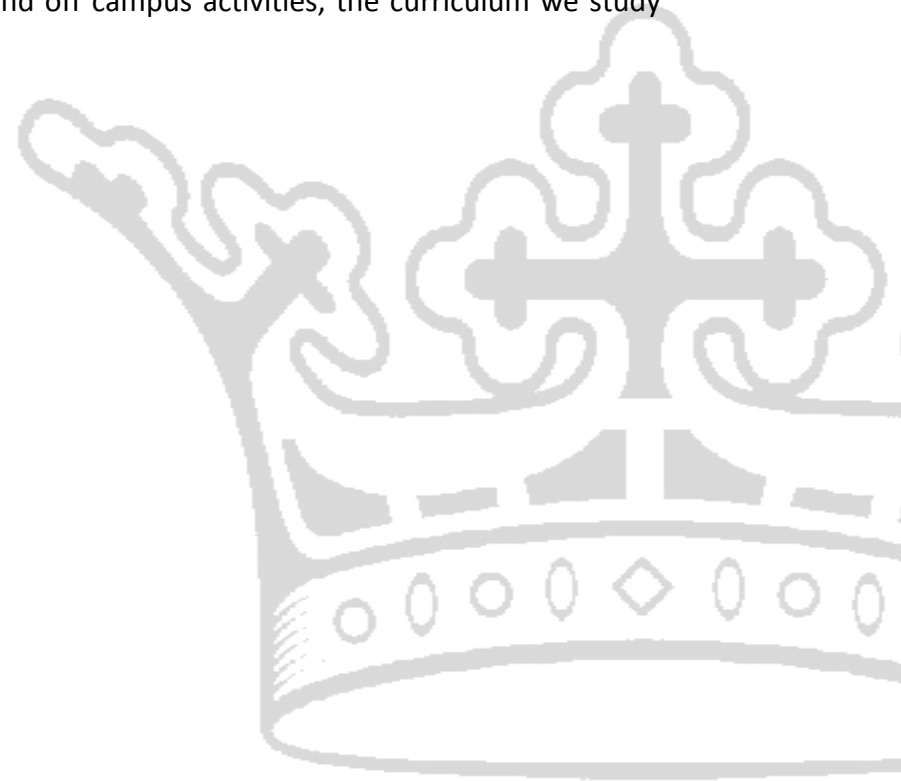
<i>Total Enrolment</i>	300
<i>Senior School</i>	140
<i>Junior School</i>	160
<i>Countries Represented</i>	12
<i>International Students</i>	64
<i>Boarding Students</i>	90
<i>Day Students</i>	198
<i>Faculty and Staff</i>	115
<i>Average Class Size</i>	16
<i>Student/Faculty to Student Ratio</i>	8:1



## Queen Margaret's School Core Values

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- We are committed to providing an environment of achievement that includes: an emphasis on critical thinking, challenging, relevant and changing curriculum approaches to meet 21st century skills, specialist teachers and student leadership opportunities. We expect each of our students to be self confident, to love learning and to develop as self directed learners.
- We are a small school where teachers and students are connected through positive relationships, where a sense of belonging is evident among our students and where a sense of community governs our relationships with one another.
- We are a culturally diverse community committed to sharing different perspectives, understandings and insights about the world. Diversity broadens our world view, enables us to discover a common humanity and learn to live in harmony with others.
- We believe in developing a strong sense of connection through actions demonstrating social responsibility. We are committed to service as the giving of time and resources to others in our school and local community and in the larger world. Our service commitment is expressed through on and off campus activities, the curriculum we study and the values we espouse.



# Pillars of QMS – Educational Philosophy & Practice

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## **Academic Program**

Students flourish in small classes where everyone has the opportunity to express ideas freely. With a full enrolment of 315 students, QMS is the ideal size to reflect Canada’s many cultures while remaining an intimate community. We are large enough to offer an extensive educational program, yet small enough to ensure that each student is known and respected as an individual. Interesting and challenging programs are offered to all students, but patience, understanding and support are also available to those students who need extra time to help build their confidence, self-esteem, knowledge and skills. We have developed a school culture where it is very cool to succeed.

## **Athletic and Equestrian Program**

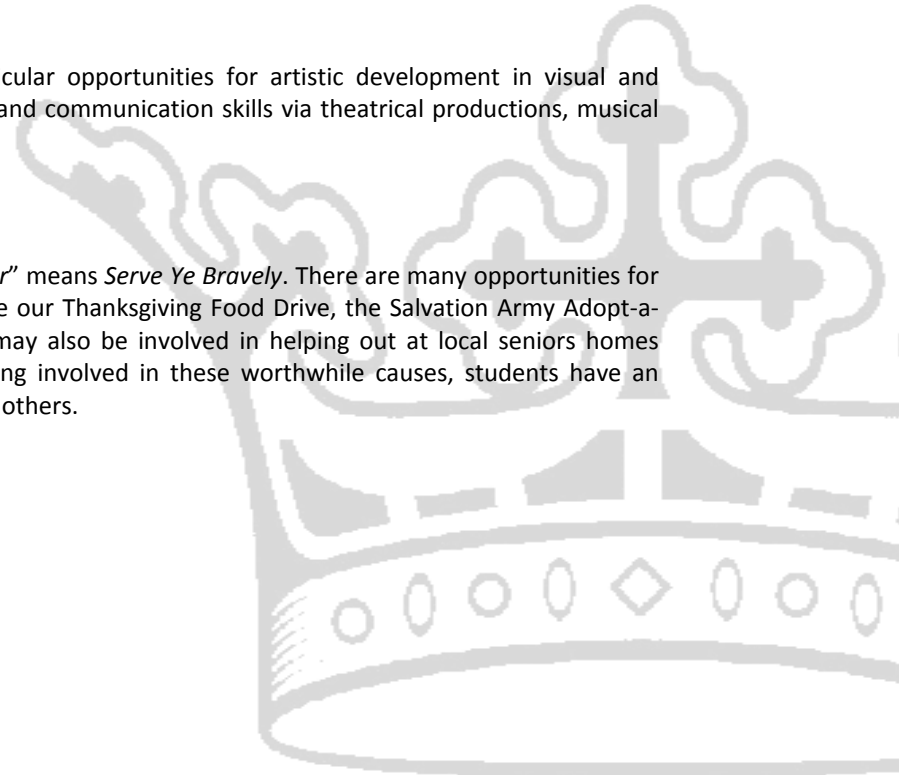
Through our curricular and co-curricular athletic and club program, we provide students with the opportunity for physical and social, as well as academic development. Mandatory physical education for all Junior School students, combined with an integrated Outdoor Education Program, develop physical fitness and provide for skill development while enhancing sportsmanship and building self-esteem. Student participation on teams helps build interpersonal skills while strengthening school spirit. The Junior athletic program is managed by our Junior Athletic Director, emphasizes physical fitness and the life-long enjoyment of physical activities. Many of our students participate in the Equestrian Program which is scheduled during regular PE classes and is offered to students in Grades 4-12.

## **The Fine Arts Program**

Our comprehensive Fine Arts program provides students with curricular and co-curricular opportunities for artistic development in visual and performing arts. Our goal is to enhance self-confidence, creative expression, aesthetics and communication skills via theatrical productions, musical recitals and competitions, and art exhibitions.

## **Community Service**

At QMS we have a long-standing tradition of service to others. Our motto “*Servite Fortiter*” means *Serve Ye Bravely*. There are many opportunities for Junior School Students to be involved in service-related activities. Some of these include our Thanksgiving Food Drive, the Salvation Army Adopt-a-Family Program at Christmas, and fundraising for our QMS Foster Children. Students may also be involved in helping out at local seniors homes through a bird feeder maintenance program or by singing for a worthy cause. By being involved in these worthwhile causes, students have an opportunity to help out and to become more aware of their ability to improve the lives of others.



# Co-Educational Junior School (Kindergarten through Grade 7)

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## Kindergarten through Grade 7

At QMS we not only deliver the Provincial Curriculum, but also provide many learning opportunities that are not offered in most public schools. We provide French and Japanese instruction from Kindergarten to Grade 7 and have a music specialist who provides an extensive and enriched music program for all of our Junior School students. We provide an Information Technology specialist who teaches our students about computers, how to use a wide variety of software programs, and about the proper, safe and ethical use of the Internet. We have an art specialist for our Grade 4-7 students. We provide an extensive Outdoor Education program that extends from the Kindergarten year on to Grade 12.

The provincial curriculum is organized into two categories at the elementary level: The Primary Program (Kindergarten through Grade 3) and the Intermediate Program (Grades 4 through 7).

## Kindergarten through Grade 3: Primary School

Our Kindergarten students enjoy a full-day program. During an initial period of adjustment that lasts between one and two weeks, students quickly become accustomed to spending a full day at school. Kindergarten students spend a significant part of their day engaged in structured 'play'. They learn about their new environment and our expectations for behaviour, acquiring social skills, developing communication strategies, and developing their curiosity to appreciate the world around them. Students in Kindergarten receive a snack in the morning and afternoon, hot lunch at midday and will often have a nap or some quiet time during the day.

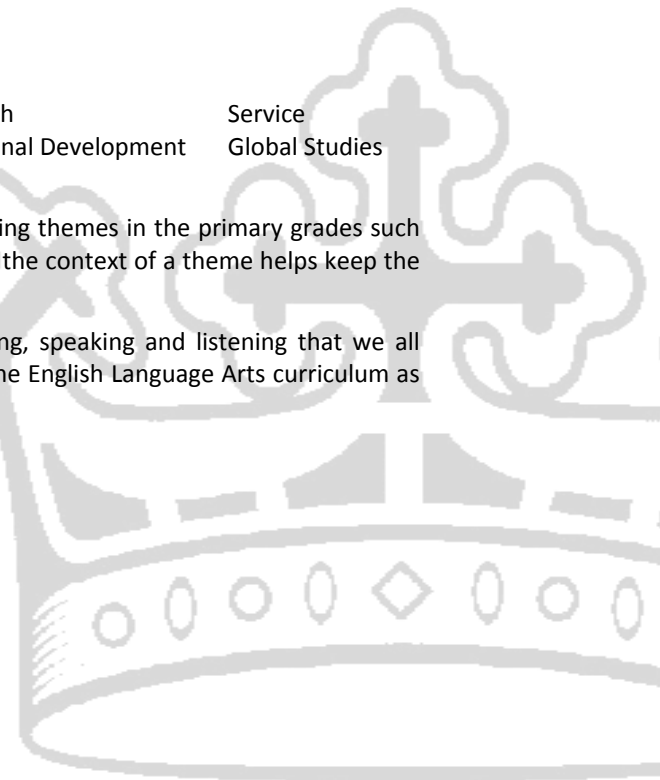
## Core courses in the Primary curriculum include:

Language Arts	Information Technology	Social Studies	Math	French	Service
Music	Fine Arts (Art/Band/Choir)	Physical Education	Science	Personal Development	Global Studies

Language Arts, Math, Social Studies, Science and Physical Education are often integrated into connected learning themes in the primary grades such as: My Community and Me, The Seasons, The Sea, Fish, Dragons, BC Towns and seasonal holidays. Teaching in the context of a theme helps keep the learning relevant, and the students engaged in their learning.

Development of the proper use of language is the focus in primary education. It is through reading, writing, speaking and listening that we all communicate. Appropriate development with language is an excellent indicator of future success at school. The English Language Arts curriculum as taught at QMS expands students' abilities to:

- communicate effectively in written, spoken, and visual forms
- develop positive attitudes toward learning the effective use of the English language
- make connections to other areas of study and life outside the classroom
- use language to assist them to think critically and creatively
- appreciate their own culture and the culture of others
- use technology



Our teachers use a balanced literacy approach which includes read aloud, shared reading, guided reading, independent reading, modeled writing, writer's workshop, shared writing, guided writing, and independent writing. These approaches can take on many guises from journal writing to research reports, from novel studies to choral readings. Teachers at each grade level choose developmentally appropriate approaches to literacy.

The Social Studies curriculum is designed to bring out the community values necessary to be a contributing citizen in our society. A focus on communities, beginning with the family and extending to all of Canada, helps a student become aware of the structure of our society and his or her place in it.

In the Primary years, students develop the knowledge, skills, and attitudes necessary for scientific literacy through four major processes: working scientifically, communicating scientifically, using science, and acting responsibly. An important part of learning about science is 'doing science'. Our primary teachers build on our students' natural curiosity about the world. They take them out into the forest, out to farms and the surrounding community to observe, collect samples and data. Students begin to recognize that life on earth is interrelated and co-dependent.

Mathematics is another essential area of the curriculum. Students begin by exploring numbers and counting, making patterns, examining and handling objects and shapes, solving problems, and making graphs. The foundations of arithmetic are introduced and by the end of Grade 3, students are familiar with the basic operations (+, -, x, ÷).

At QMS all children in Kindergarten through Grade 7 receive instruction in French from a specialist teacher. The focus at the primary level is to develop an awareness and appreciation of the French culture and to learn basic vocabulary, songs, and greetings. We also offer an introduction to the Japanese language and culture. An exchange teacher from Japan helps to facilitate this program.

Our music program provides extensive instruction reading rhythms and notes, singing, conducting, and in music appreciation. Students perform at school concerts and in community festivals.

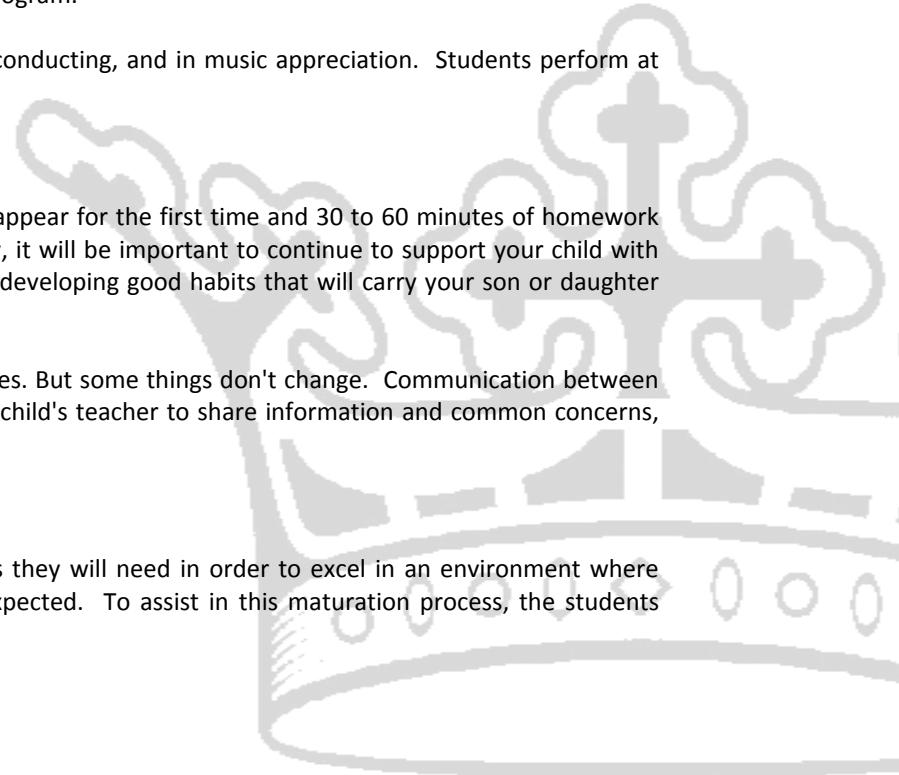
#### **Grade 4 through Grade 7: Intermediate School**

School in Grades 4 through 7 is quite different than in the Primary years. Letter grades appear for the first time and 30 to 60 minutes of homework becomes a reality. Although we expect that students in Grade 4 can read independently, it will be important to continue to support your child with homework help. A quiet place to do homework at a regular time will go a long way to developing good habits that will carry your son or daughter through high school and on into university.

In the Intermediate years, your child will undergo a number of physical and social changes. But some things don't change. Communication between home and school remains of utmost importance. You should continue to talk with your child's teacher to share information and common concerns, and to work together in ways that further your child's development and learning.

#### ***Grade 7 Transition Year***

We prepare our Grade 7 students for life as a senior student. We give them the tools they will need in order to excel in an environment where organization, motivation, collaboration, and independence of habit and thought are expected. To assist in this maturation process, the students receive instruction from more teachers than ever before.



## Promoting your Child's Success at QMS

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It is our fundamental belief that a successful education requires a three-way partnership between student, parents and the School. Parents and teachers are encouraged to develop open lines of communication in order to address any questions or areas of concern at the earliest possible state.

### **Student Support Services**

Queen Margaret's School offers Student Support Services that include academic advising, counseling services, an onsite Nurse and a Health Centre to support the student's social and emotional needs to promote a healthy environment.

QMS has rigorous academic expectations. Some students will experience difficulties with their learning process, and where possible, assistance will be arranged to help overcome such difficulties. It should be noted that parents/guardians might be requested to provide the school with a professional evaluation from a certified Educational Psychologist if we do not have the capacity to provide for your child's needs.

### **Homework**

Depending upon the academic needs of each student, extracurricular circumstances, and time of the year, homework assignments can vary. Daily homework ranges based on the grade level and daily reading activities are actively encouraged. All teachers welcome comments or questions from parents and are eager to clarify expectations and discuss ways to help reduce anxieties related to homework completion.

## Daily School Operations

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### **The House System**

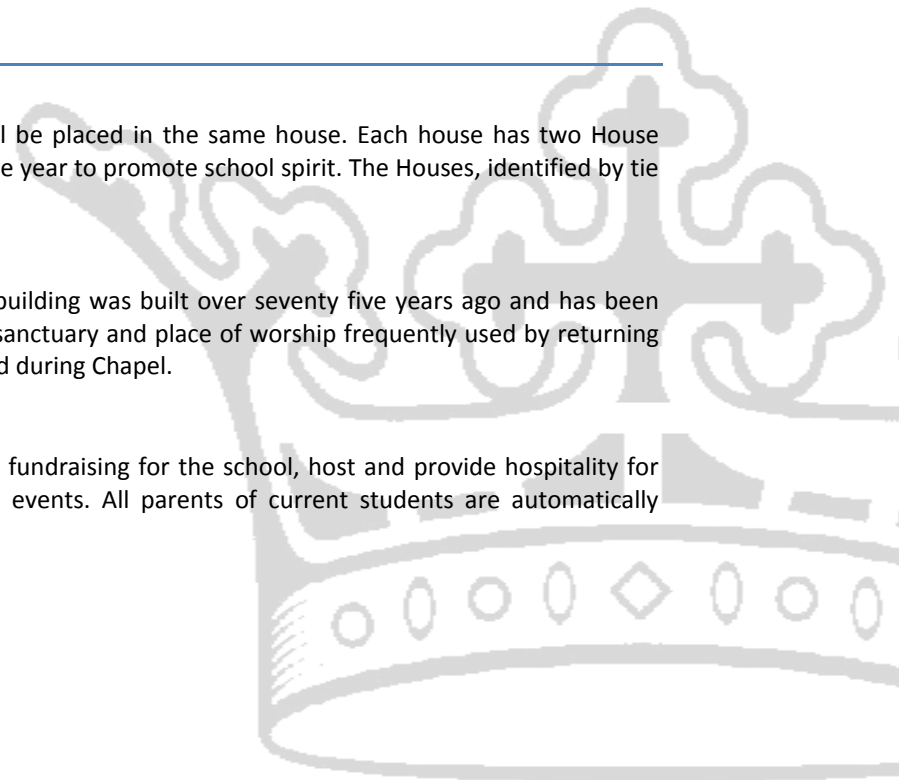
Each student is assigned to one of the three Houses for "life" and family members will be placed in the same house. Each house has two House Captains who are a part of Student Council that organizes various activities throughout the year to promote school spirit. The Houses, identified by tie colour are St. Michael's (Red), St. Gabriel's (Yellow), and St. Hugh's (Green).

### **Chapel**

All students are expected to attend Chapel services once a week. This beautiful fir log building was built over seventy five years ago and has been designated as a Heritage building. The Chapel welcomes and respects all faiths and is a sanctuary and place of worship frequently used by returning Alumnae. Moral, spiritual and ethical issues of relevance to today's students are presented during Chapel.

### **QMS Parent Community**

Our Parents' Association plays a vital part of our school community. Parents assist with fundraising for the school, host and provide hospitality for school events, and connect parents with the school through the Parents' Association events. All parents of current students are automatically members of the Association, which meets monthly when the school is in session.



## Extra-Curricular Activities

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At QMS, we acknowledge that a student’s personal development and growth can be enriched in many ways, one of which includes making a commitment and contribution to the wider school community. As a result, students must enroll in at least ONE sport and a second sport or club each term. Students are to display respect for others and sportsmanship in all activities. We expect each student to take advantage of the many opportunities and to participate in a variety of extracurricular activities throughout the school year.

Track & Field	Soccer, Grades 4-7	Volleyball, Grades 6-7	Golf
Basketball, Grades 4-7	Girls Team Soccer, Grades 6-7	Equestrian Program	Squash
Jr. Drama Productions	Field Hockey, Grades 4-7	Public Speaking	Archery
Gardening Club	Private Music Lessons	Floor Hockey	Cross Country Running
Art Exhibitions	Cross Country Running	Peer Helpers Club	Swimming
Chess Club	Lunch Time Intramural Sports		

## Equestrian Program

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### Equestrian Centre Riding Program

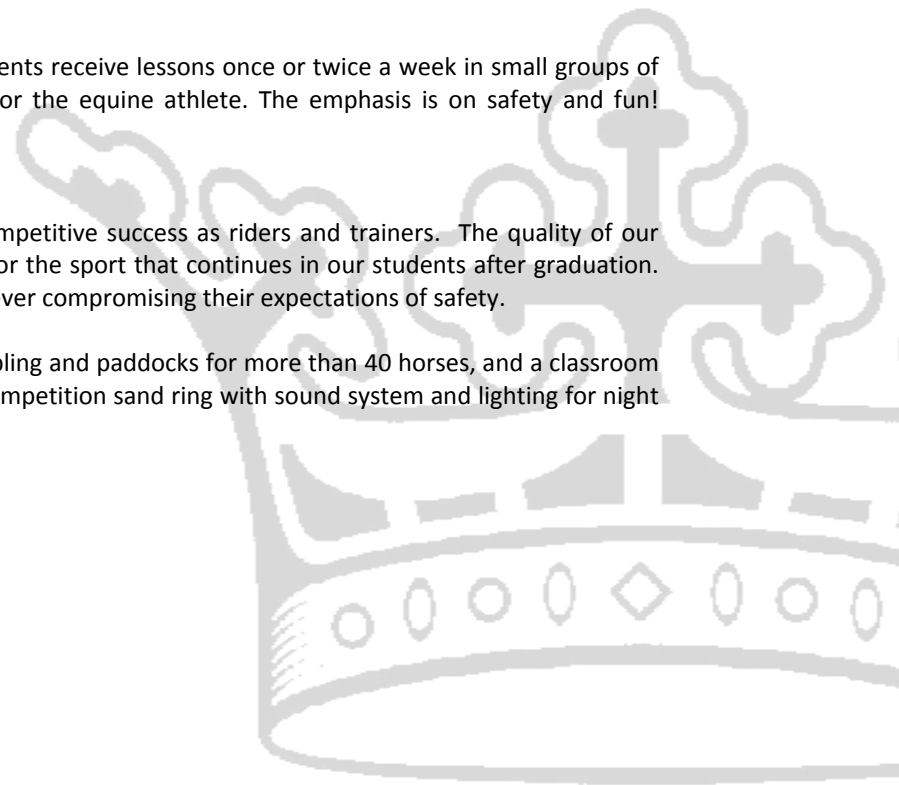
#### Learn To Ride (Grade 4 through 12)

This optional riding program is for students who wish to ride for fun. Learn to Ride students receive lessons once or twice a week in small groups of students with similar ability levels. Students also learn stable management and care for the equine athlete. The emphasis is on safety and fun! Students may choose to compete on-campus and at local shows.

#### Staff & Facilities

Our Equestrian Staff include Equine Canada certified coaches with a track-record of competitive success as riders and trainers. The quality of our coaching can be measured in our long history of successes in the ring, and the passion for the sport that continues in our students after graduation. Our coaching professionals balance desire for achievement with the joy of riding, while never compromising their expectations of safety.

The Shirley Burr Equestrian Centre features a new Olympic-sized indoor riding arena, stabling and paddocks for more than 40 horses, and a classroom dedicated to riders. Our outdoor riding facilities wrap themselves around a 130’ x 240’ competition sand ring with sound system and lighting for night riding.



# 2011 - 2012 Fee Information

## JUNIOR DAY STUDENTS (Kindergarten – Grade 7)

Grade Level	Annual Fees	Deposit & Payment Due Date
Kindergarten – Grade 3	\$8,200.00	\$1020.00 due upon acceptance; Final payment due by Aug. 1 or monthly payments August 1 – May 1
Grade 4 - 6	\$8,975.00	
Grade 7	\$9,900.00	

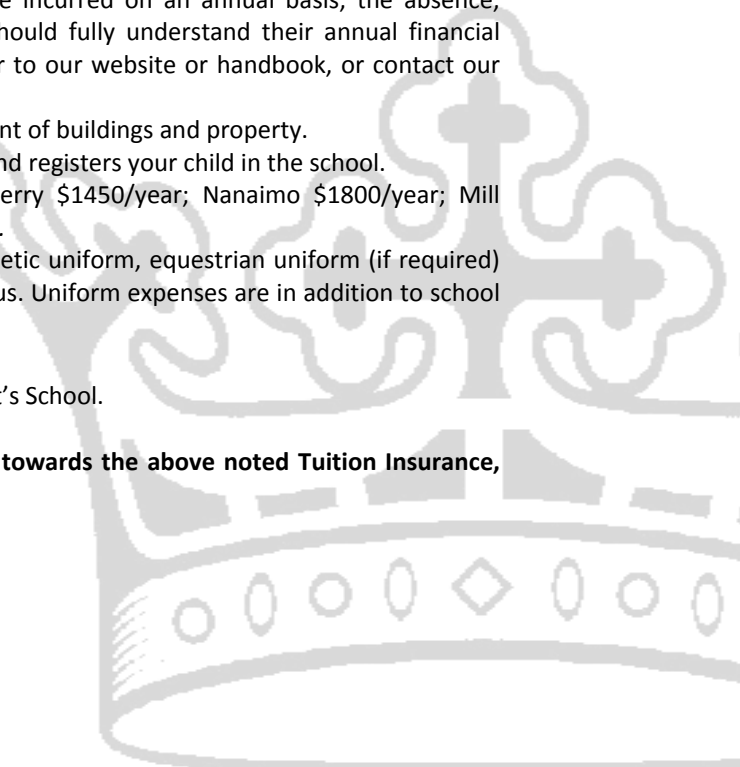
**Annual Fees include:** tuition, textbook rental and a QMS society membership which entitles one parent to vote at the QMS Annual AGM.

**Other Costs for New Students:** The fees below are in addition to the above noted tuition amounts.

- 1) **\$100 Non-refundable Application Fee:** Due at the time of application.
- 2) **\$475 Hot Lunch Fee:** Our mandatory Hot Lunch Program providing all students with daily nutritious lunchtime meals.
- 3) **\$125 (K-4)/\$200(4-7) Junior School Activity Fee:** All students participate in educational field trips that build confidence and broadens their horizons.
- 4) **\$250 Tuition Insurance Fee:** Tuition Insurance is a program which provides protection for the parents & the School if, for any reason, a student does not complete the school year. Commitments for salaries and maintenance are incurred on an annual basis; the absence, dismissal or withdrawal of a student does not reduce these operating expenses. Parents should fully understand their annual financial obligation for tuition and other fees. For detailed Tuition Insurance Information, please refer to our website or handbook, or contact our Director of Finance or Admissions Office.
- 5) **\$300 Campus Renewal Fee** This fee assists the school in the continual renewal and refurbishment of buildings and property.
- 6) **\$500 New Enrolment Fee:** This fee supports the expansion of the school’s learning resources, and registers your child in the school.
- 7) **Bus Service:** (If applicable) Ladysmith \$1750/year; Chemainus/Crofton/Salt Spring Island Ferry \$1450/year; Nanaimo \$1800/year; Mill Bay/Cobble Hill/Shawnigan \$7/use. *Please note: Siblings receive a 50% reduction in bussing fees.*
- 8) **Uniform:** New and used uniform items, including Centennial (formal) and casual uniform, athletic uniform, equestrian uniform (if required) and several optional items, are available at the School Shop located in Founder’s Hall on campus. Uniform expenses are in addition to school fees and are estimated to be **\$800**.

**Non Refundable Deposit:** Due at the time of acceptance to hold your child’s space at Queen Margaret’s School.

- 1) **\$1020.00 Non-refundable deposit** is required for new day students. **This deposit is credited towards the above noted Tuition Insurance, Campus Renewal and New Enrolment Fee.**
- 2) **Equestrian Riders:** Train to Compete \$750 deposit; Train to Ride \$250 Deposit.



**EQUESTRIAN PROGRAM FEES (optional program for students in Grades 4 through 7; in addition to tuition fee)**

<b>“Train to Ride” Program*</b>	<b>Annual Fees</b>
One Riding Lesson/week	\$1300
Two Riding Lessons/week	\$2600

**Monthly Payment Plan**

A monthly payment plan is available for tuition fees for day students. Monthly tuition fee payments can be paid by pre-authorized debit, pre-authorized credit card or post-dated cheques. Payments are made in 10 equal instalments at the beginning of each month from August 1 to May 1 inclusive. Included in the monthly fee calculation is a \$30 monthly service\*. Our accounting department will provide you details for enrolling in the monthly payment plan following your completed registration.

*\*The service fee applies to each family.*

**Statement of Account**

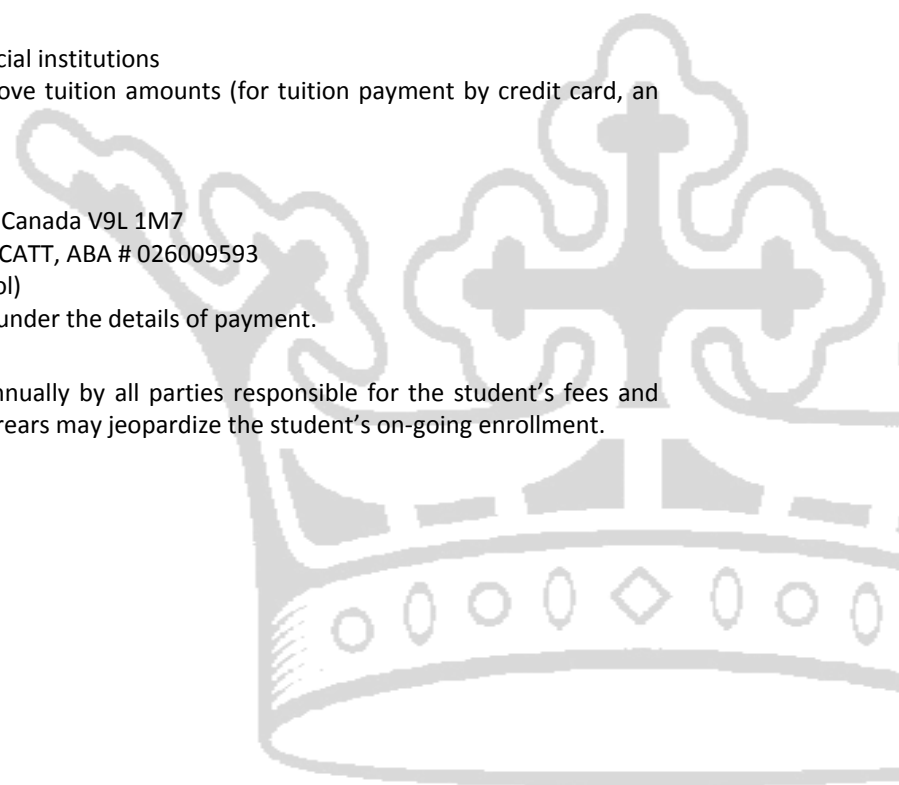
A monthly statement of account will be issued to parents via email or mail. Payment terms are 30 days (2% interest charged thereafter, compounded annually).

***Queen Margaret’s School accepts the following forms of payment:***

- i) Canadian or US cash, cheque or money order
- ii) Payment through online banking at most major Canadian financial institutions
- iii) Credit card (VISA, MC, AMEX) for additional fees over and above tuition amounts (for tuition payment by credit card, an additional 3% service fee will be charged)
- iv) Direct wire transfer to:  
Canadian Imperial Bank of Commerce,  
116 Station Street, Duncan, British Columbia, Canada V9L 1M7  
Bank # 010, Transit # 00240, Swift Code: CIBCCATT, ABA # 026009593  
Account # 76-04610 (Queen Margaret’s School)  
Please ensure your daughter’s name is listed under the details of payment.

**Responsibility for Payment**

A Registration / Financial Agreement Form, a contract of obligation, must be signed annually by all parties responsible for the student’s fees and returned with the registration deposit before the first day of school. Accounts falling in arrears may jeopardize the student’s on-going enrollment.



### Notes on Fee Information:

1. A 1.5% tuition discount applies to full payment of fees by August 1<sup>st</sup> for day students.
2. Families with two children concurrently enrolled will receive a 20% discount off the tuition of the younger child. A 30% discount off the tuition applies to the 3rd child and a 50% discount for the fourth and subsequent children in the lowest grades. The sibling discount applies to the tuition portion of boarding fees only.
3. The BC Provincial Government currently provides an annual grant to the School for qualifying British Columbia students. The fees above include this grant (where applicable). Parents should be aware that if the amount of the grant, as determined by the BC Government, should change, the school may have to adjust fees without notice.
  - i) To qualify as a BC student, the parent or legal guardian\* of the student must be a Canadian Citizen, Landed Immigrant or otherwise legally admitted to Canada; and have permanent residency in BC. Sufficient proof of residency must be provided.
  - ii) To qualify as a North American student, the parent or legal guardian\* of the student must have permanent residency in Canada or the US.
  - iii) To qualify as an International student, the parent or legal guardian\* is not a permanent resident of Canada or the USA.

\* Legal guardian is a court appointed guardian under the of the Family Relations Act of British Columbia

## Financial Assistance

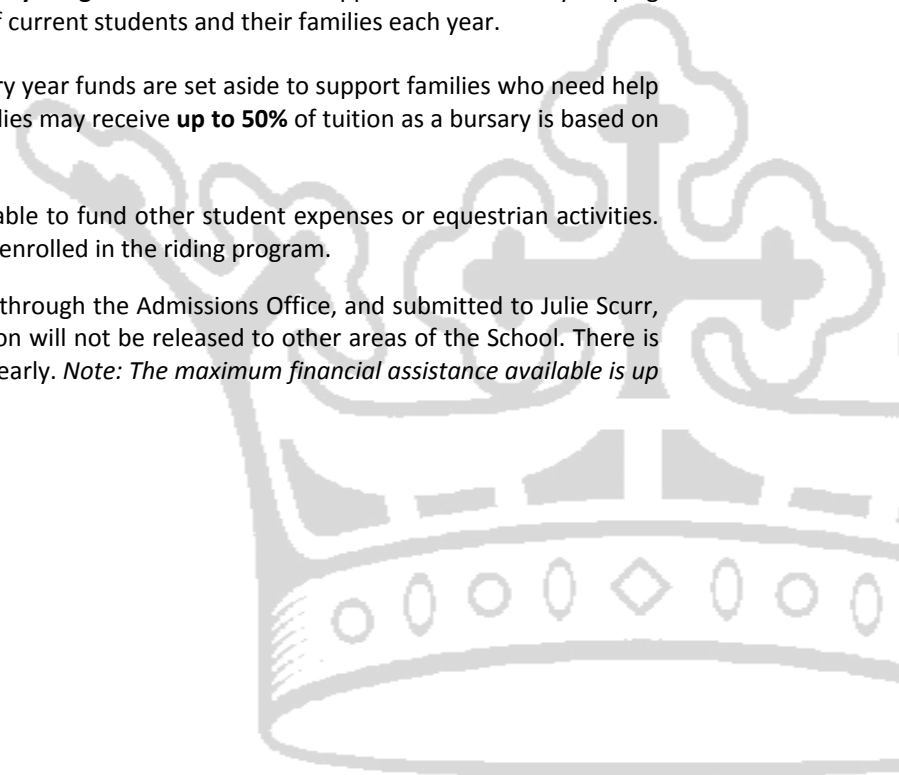
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The School recognizes that tuition and expenses can stretch a family's budget. Our **Bursary Program** was created to support our families by helping fund tuition for day and North American Boarding students. It helps approximately 30% of current students and their families each year.

**Bursaries** are awarded on the basis of financial need, rather than academic standing. Every year funds are set aside to support families who need help to bridge the gap between school fees and what their family is able to pay. Qualified families may receive **up to 50%** of tuition as a bursary is based on a sliding scale.

Bursary awards are to *assist* with tuition and boarding fees only. Bursaries are not available to fund other student expenses or equestrian activities. Any awarded amounts will be reduced by the amount of any equestrian fees for students enrolled in the riding program.

The Application for Financial Assistance Form is a written financial declaration, available through the Admissions Office, and submitted to Julie Scurr, our Director of Finance. All applications are held in confidence and application information will not be released to other areas of the School. There is no specific deadline for bursary applications, however we do encourage families to apply early. *Note: The maximum financial assistance available is up to 50% of tuition.*



*Discover* at QMS



Admissions Office

660 Brownsey Avenue

Duncan, British Columbia, Canada V9L 1C2

T (250) 746-4185 | F (250) 746-4187 | [admissions@qms.bc.ca](mailto:admissions@qms.bc.ca)

[www.qms.bc.ca](http://www.qms.bc.ca)

