

QUEEN MARGARET'S SCHOOL

QMS

Information/Application Package  
**Preschool & Junior Kindergarten Students**  
**2012-2013**

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

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



## Welcome to the Early Childhood Education (ECE) Program at Queen Margaret's School

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Choosing the right school for your children is a challenging task. A school influences their attitude to learning, their foundation of knowledge, and their artistic and athletic abilities. The right school provides a circle of friends that will follow them through life, and will cultivate a moral compass to help guide their way.

Queen Margaret's School's Early Childhood Education (ECE) programs are designed for three and four year old boys and girls. We offer nurturing and play based programs enriched with a wide variety of developmentally appropriate activities that promote social, physical, intellectual, creative and emotional development.

### **Preschool (three year-olds)**

Our Preschool Program offers your early learner a chance to explore all developmental areas in a safe and nurturing environment. Weekly themes are enriched through arts and crafts, music and movement, story telling, small and large motor activities, dramatic experiences and fieldtrips.

### **Junior Kindergarten (four year-olds)**

Our Junior Kindergarten Program continues to build on the skills learned in Preschool in a fun, more structured environment. Children are introduced to an early literacy program in preparation for Kindergarten. Learning is structured through play promoting developmentally appropriate academic and social activities so children can experience success and mastery.

Queen Margaret's School believes that all children are unique and deserve the right to feel safe, respected and encouraged as they reach their goals in the process of learning.

*Discover* at QMS

### **Visit our Campus**

To set up a time to see us, call the Admissions Office at **250 746-4185**.

Admissions Office

660 Brownsey Avenue

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## Welcome to the Queen Margaret's Preschool and Junior Kindergarten Program

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We are excited about our Preschool and Junior Kindergarten programs and are eager to meet you and your child. Our Program Coordinator for the ECE Programs is Ms. Stacy Paton. Stacy has been in the field of Early Childhood Education for more than fifteen years and has thoroughly enjoyed a variety of opportunities related to the preschool years.

For ten years, Stacy has also been a parent at Queen Margaret's School and knows firsthand that we have a supportive environment in which your children will grow and learn. We are committed to providing your children with a nurturing and stimulating environment that will foster their own unique development as they prepare for Kindergarten.

Below please find a sample outline of our students' day in the Preschool and Junior Kindergarten Programs.

### QMS Preschool & Junior Kindergarten

- 8:15am Centre opens
- 8:15-9:15am All activity centres open for exploration/science, small and large motor activities and dramatic play area)
- 9:15-9:30am Clean up (*children assist in putting the toys away*)
- 9:30-9:45 am Snack time (*provided by QMS*)
- 9:45-10:15am Group time (*calendar, alphabet, numbers, group discussions, theme related stories, music and movement*)
- 10:15-10:45am Craft time
- 10:45-11:30am Outside play
- 11:30-12:00pm Lunch (*provided by QMS*)
- 12:00pm Pick up

### QMS Afternoon Care

- 12:00-12:30pm Group time (*stories, songs and games*)
- 12:30-2:00pm Rest time /Quiet activities (*puzzles, games, play dough*)
- 2:15-2:45pm Snack time provided by QMS (*children assist in preparation and clean up*)
- 2:45pm Outside time (*group games and activities*)
- 5:00 pm Center closes

Please note students must turn **three** years old by **December 31, 2012** for entry into our 2012-2013 Preschool Program.

Please note students must turn **four** years old by **December 31, 2012** for entry into our 2012-2013 Junior Kindergarten Program.



## 2012-2013 Preschool and Junior Kindergarten Program Information

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### Morning Junior Kindergarten Program

**Stacy Paton**, Coordinator & Teacher, QMS ECE Program

**Margo Smith**, Teacher, QMS ECE Program

Time: 8:15am-12:00pm

Monday to Friday (lunch & snack included)

Costs (September – June)

**Monday-Friday Program** \$4,250.00/year

**Monday/Wednesday/Friday Program** \$2,550.00/year

**Tuesday/Thursday Program** \$1,700.00/year

### Morning Preschool Program

**Nicole Paras-Charlton**, Teacher, QMS ECE Program

**Angela Kennedy**, Teacher, QMS ECE Program

**Monday-Friday Program** \$4,100.00/year

**Monday/Wednesday/Friday Program** \$2,460.00/year

**Tuesday/Thursday Program** \$1,640.00/year

### Afternoon Daycare *(this is an optional program for families requiring afternoon daycare)*

**Shireen Kazempour**, Daycare Coordinator

**Angela Kennedy**, Teacher, QMS ECE Program

Time: 12:00pm-5:00pm

Monday to Friday (includes snack)

Cost (September – June)

**Monday-Friday Program** \$3,400.00/year

**Monday/Wednesday/Friday Program** \$2,040.00/year

**Tuesday/Thursday Program** \$1,360.00/year

### Other Fees for Preschool and Junior Kindergarten:

Application Fee: \$100

Campus Renewal Fee: \$150 *(due at the time of acceptance and to be submitted with the signed Registration Agreement)*

*Fees can be paid in full annually or in monthly installments. (A monthly service fee of \$30 per family will apply).*

(QMS Preschool License # LSHP6QPUHG)

***Please indicate on your application which programming option you are applying for (i.e. five day, three day or two day program option).***



## Admissions Process

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Complete and send the following documents to initiate the application process. Parents/Guardians should complete the attached application in full. Partial applications will delay the admissions process. Applications should be received early in the year and are subject to available space.

- Applicant and Family Information Form - The parent/guardian completes this form including as much detail as possible for the school.
- Parent/Guardian Questionnaire - The parent/guardian completes this questionnaire providing as much detail as possible for the school.
- Non-Refundable Application and Assessment Fee - Payment of **\$100.00** by cheque, credit card or money order due at time of application.
- Copy of the child's birth certificate, evidence of citizenship (passport or landed immigrant papers, if applicable) and small photograph.

### The Admissions Visit

Parents will be contacted to schedule an appointment to view the Preschool and/or Junior Kindergarten Classroom, tour the Campus and meet with both the ECE instructors and an Admissions Staff member.

### Admissions Decisions

The Admissions Office will notify all applicants of its decision upon receipt of all application materials above. Acceptance is subject to available space. A place is reserved for your child after you return the Registration Agreement that accompanies the acceptance, along with the appropriate non-refundable deposit.



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## Further Information

### a) Siblings

Name:	Age:	Grade:	School:
Name:	Age:	Grade:	School:
Name:	Age:	Grade:	School:

### b) Names of relatives or friends who are alumnae or current families of the school

Name:	Relationship	Years in Attendance
1.		
2.		

### c) How did you hear about QMS?

If you are applying for placement for your child in the **Queen Margaret's School Early Childhood Education (ECE) Program**, please circle the age appropriate program name and check your program selection for morning instruction and (if applicable) afternoon daycare:

#### Preschool or Junior Kindergarten AM Program

- 5 day AM Program: Monday - Friday
- 3 day AM Program: Monday, Wednesday, Friday
- 2 day AM Program: Tuesday, Thursday

#### Preschool or Junior Kindergarten PM Daycare

- 5 day PM Program: Monday - Friday
- 3 day PM Program: Monday, Wednesday, Friday
- 2 day PM Program: Tuesday, Thursday

## Admissions Agreement

I UNDERSTAND THE FOLLOWING:

- a) This application does not guarantee acceptance to Queen Margaret's School;
- b) This application, and enrollment if applicable, is subject to the parent/guardian providing full disclosure to the school or it's agent of any academic, emotional and/or behaviour factors that would affect the student's academic progress, success in the classroom and/or life at the school. Misrepresentation or omission may result in denial of admission or termination of enrollment;
- c) Upon acceptance, the student and her/his parents or guardians agree to comply with rules and policies of the school;
- d) If provided below, I authorize Queen Margaret's School to apply the \$100 Application and Assessment Fee to my credit card;
- e) The Head of the School reserves the right to request the withdrawal of any student.

CREDIT CARD (for \$100 Application & Assessment)      VISA      MASTER CARD      EXPIRY \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

SIGNATURE OF PARENT/GUARDIAN      DATE \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ (DAY/MONTH/YEAR)

SIGNATURE OF PARENT/GUARDIAN      DATE \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ (DAY/MONTH/YEAR)

WE ARE DELIGHTED TO CONSIDER YOUR CHILD AND SUPPORT IN THE APPLICATION PROCESS.      PLEASE NOTE: It is mandatory to have signatures of both parents, or both legal guardians

QUESTIONS? | Contact our **Admissions Team** at [admissions@qms.bc.ca](mailto:admissions@qms.bc.ca) | T 250 746-4185 | F 250 746-4187 or visit us at

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



Student Name:

Family Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle \_\_\_\_\_ Preferred Name \_\_\_\_\_

Applying to Grade:

Beginning September \_\_\_\_\_ as a Student at Queen Margaret's School.

Year \_\_\_\_\_

Name of Person Completing this Form:

Relationship:

Dear Parent/Guardian:

Changing schools can be challenging for a child of any age. To facilitate the admissions process and transition to our school, please take the time to provide us with the following details about the student applying to Queen Margaret's. It is imperative that we understand your child's academic, physical, social and emotional needs - to help them to settle into a new school and support them in their progress. Failure to disclose relevant information about this child may result in denial of admission or enrollment.

1. What are you looking for in a new school for your child?

\_\_\_\_\_

2. What strengths does your child bring that will help them to be successful at Queen Margaret's School? What challenges do you think they will face?

\_\_\_\_\_

3. Are there any educational, physical, or emotional issues that might affect your child's success in or out of the classroom?

\_\_\_\_\_

4. Has your child ever received any academic or psychological evaluations or assessments outside of their school?  No  Yes  
If yes please provide details and attach a copy of their testing results.

\_\_\_\_\_

5. Has your child received/is your child receiving academic tutoring?  No  Yes Subject area(s):

May we contact the tutor for details of material covered?  No  Yes Tutor's name:

Contact Information:

6. Has the child/is the child presently receiving any Academic/Social/Family/Emotional Counselling?

No  Yes, Purpose: \_\_\_\_\_  
7. Does your child want to attend Queen Margaret's School?  No  Yes

8. Why is the child leaving their present school?

\_\_\_\_\_

SIGNATURE OF PARENT/GUARDIAN

DATE \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (DAY/MONTH/YEAR)

THANK YOU FOR YOUR CANDID & CONFIDENTIAL COMMENTS. PLEASE HAVE YOUR CHILD COMPLETE THE STUDENT QUESTIONNAIRE AND RETURN THIS COMPLETED FORM WITH YOUR APPLICATION FORM.