

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





Admissions Process for the Queen Margaret's School Preschool and Junior Kindergarten Programs

Welcome!

Choosing the right school for your child is a challenging task. A school forms their attitude to learning, their skill set, their foundation of knowledge, and their artistic and athletic abilities that enrich and define them as individuals. The right school provides a good circle of friends that will follow them through life, and cultivates a moral compass to help guide their way. We want to help you with this process by providing the following instructions regarding application to Queen Margaret's School.

Please remember that space in some class may be limited, so early application is recommended. Don't be shy about applying. An application is an expression of interest, not a commitment. Upon acceptance, you child's enrolment will be confirmed with the school's receipt of your Registration Agreement and deposit.

Discover at QMS

Visit our Campus

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

Rebecca McKay, Assistant Director of Admissions
Hayley Picard, Communications Coordinator
Sandy Potter, Admissions Assistant

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

We are excited about our Preschool and Junior Kindergarten programs and we are eager to meet you and your child. Our Program Coordinator for the Preschool and Junior Kindergarten 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 feel all children deserve the right to feel safe, secure, respected and valued as they meet and exceed their developmental goals. We are committed to providing your child with a nurturing and stimulating environment that will foster their own unique development as they prepare for Kindergarten.

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

QMS Preschool & Junior Kindergarten

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

QMS Afternoon Care

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

**All times may vary as the program evolves*

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

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 \$3,990.00/year*

Monday/Wednesday/Friday Program \$2,394.00/year*

Tuesday/Thursday Program \$1,596.00/year*

**these fees are for the 2011-2012 school year and are subject to change in November 2011.*

Morning Preschool Program

Nicole Paras-Charlton, Teacher, QMS ECE Program

Angela Kennedy, Teacher, QMS ECE Program

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 \$3,390.00/year*

Monday/Wednesday/Friday Program \$2,034.00/year*

Tuesday/Thursday Program \$1,356.00/year*

**these fees are for the 2011-2012 school year and are subject to change in November 2011.*

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 monthly or in full annually. A \$30 monthly service fee will apply. The service fee applies to each family, not per child.

(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

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.



Explore at QMS

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APPLICANT & FAMILY INFORMATION
Vancouver Island, Duncan B.C.

Please attach candidate's photo here (required)

Please submit this application with:

- an up-to-date photograph
- \$100 non-refundable application fee
- copy of two most recent school reports
- copy of birth certificate or copy of passport (International Students) and
- copy of landed immigrant papers (if applicable)

Application Date: / / Month/Day/Year Entering Grade: Beginning September: Year

Day Student Boarding Student (Gr 7 - 12 only) Female Male

Student Name:

Date of Birth: Family Name First Name Middle Age in September: Preferred Name

Place of Birth: Month Day Year Home Language Spoken:

Is the student a Canadian Citizen? Yes No If Yes, please provide proof of citizenship. If No, please state citizenship:

Is the student a Landed Immigrant? Yes No If Yes, please provide proof of landed immigrant status for both applicant and parents.

Are the parents permanent residents of British Columbia? Yes No If Yes, where?

Parent/Legal Guardian 1 Father Mother Legal Guardian Parent/Legal Guardian 2 Father Mother Legal Guardian

Title: Mr. Mrs. Dr. Ms. Other:

Name: First Last Name: First Last

Address: Street Address: Street

City Province/State City Province/State

Home Phone: Postal/Zip Code Country Home Phone: Postal/Zip Code Country

Home Fax: Country/City/Area Codes Home Fax: Country/City/Area Codes

Cell or Alternate Contact No.: Country/City/Area Codes Cell or Alternate Contact No.: Country/City/Area Codes

Email: Email:

Occupation/Position: Occupation/Position:

Employer/Company Name: Employer/Company Name:

Bus. Phone: Country/City/Area Codes Fax: Country/City/Area Codes

Family Information (Please designate a primary mailing address for correspondence regarding this application).

Father Mother Both Other:

Billing Information Father Mother Both Other:

Parent Information Married Divorced Separated Father Deceased Mother Deceased Other:

Student lives with Both Parents Father Mother Grandparent Guardian Other

Name Name Name Name

If parents are divorced or separated, who has legal custody of the applicant? (Copy of custodial documents are required if divorce or separation is involved).

School Enrollment Information (Please forward the school recommendation forms to your current school).

Current School: Telephone:

Contact Teacher's Name: Number of Years at School:

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 | T 250 746-4185 | F 250 746-4187 or visit us at

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?

Blank line for answer to question 1

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?

Blank line for answer to question 2

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

Blank line for answer to question 3

4. Has your child ever received any academic or psychological evaluations or assessments outside of their school? If yes please provide details and attach a copy of their testing results.

No Yes

Blank line for answer to question 4

5. Has your child received/is your child receiving academic tutoring? May we contact the tutor for details of material covered?

No Yes Subject area(s):

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?

Blank line for answer to question 8

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.