



QUEEN MARGARET'S SCHOOL

Preschool & Junior Kindergarten

2019-2020 Application & Fee Information



OUR EARLY CHILDHOOD (ECE) PROGRAMS

Preschool *(must be 3 years old by December 31 of the enrolment year)*

Based on the BC Early Learning Framework, our youngest students enjoy a busy day with time to wonder, explore and create. Weekly themes provide a context for story-telling, arts and crafts, music and physical activities that develop large and small motor skills. Field trips for experiential learning add to the adventure.

Junior Kindergarten *(must be 4 years old by December 31 of the enrolment year)*

Our Junior Kindergarten provides a nurturing environment that encourages students to be active learners and accept new challenges. Students engage in early literacy, math, art, music and physical activities, setting the foundation for life-long learning.

Our small and personalized environment establishes meaningful connections with caregivers, other children, families and community as we prepare our students to move forward into their primary years with confidence.

APPLICATION PROCESS

All application documents below are required to be completed and/or uploaded at qms.openapply.com before applications will be considered complete for review.

Incomplete application forms or missing documentation will delay the admissions process.

Families are encouraged to apply early as some classes fill quickly.

Please feel welcome to connect with us at admissions@qms.bc.ca for assistance with this process.

The Application Checklist

The following Application Checklist is provided to guide you through the application process

1. FORMS TO BE UPLOADED TO QMS.OPENAPPLY.COM

- QMS Admission Application Form** - Completed in full by the Parent/Guardian. This form must include agency details (if applicable) and credit card information for the \$150 application fee.
- Birth Certificate** - A copy of the student's birth certificate (for Canadian citizens only)
- Photograph** - A clear, colour, close-up digital photograph of the student.
- Citizenship Document – For STUDENTS born outside of Canada** – A COPY of the student's passport must be provided. A copy of the student's Canadian Permanent Resident/Landed Immigrant documentation must also be provided to qualify for Canadian fees.
- Citizenship Document – For PARENTS born outside of Canada** - A COPY of the parent's Canadian Permanent Resident/Landed Immigrant documentation OR a copy of their valid Work or Study Visa must be provided to qualify for Canadian fees.

2. THE ADMISSIONS INTERVIEW

Once the Admissions team has reviewed the **completed** application, the student's parent or guardian will be contacted to schedule a meeting with our ECE Manager and/or Admissions Director. For new day students who have recently arrived in Canada, an assessment of English proficiency may be required.

3. THE ADMISSIONS DECISION

Our Admissions department will notify all applicants of their decision when assessment has been successfully completed. All applications are subject to available space.

4. REGISTRATION

If accepted:

1. A welcome letter, registration agreement and summary of fees will be sent upon acceptance.
2. The Student's enrolment is confirmed with the return of a **non-refundable deposit** and a signed **Registration Agreement**. These are both required to confirm the student's place at QMS.
3. The non-refundable deposit is credited toward your fees for the year.

VISAS AND CONDITIONS FOR INTERNATIONAL STUDENTS

International STUDENTS – Students who do not possess Canadian or US citizenship must arrive at the school with a Student Visa and a passport that is valid for the duration of the school year. For most students, this will be through June of the following year. *Please note visas can take up to 12 weeks to process, please apply early.*

International PARENTS – To qualify for Canadian fees, a parent must provide a copy of a valid Permanent Resident/Landed Immigrant document or a Work or Study Permit that is valid for the duration of the school year. A partial year permit will not qualify for domestic fees.

TUITION & FEE INFORMATION

ANNUAL PROGRAM FEES

Program Schedule	Full Day 8:15 AM – 5:00 PM Includes additional afternoon Daycare fees	Mornings 8:15 AM – 12:00 PM	Payment Schedule
Monday to Friday	\$12,000	\$7,000	\$150 non-refundable registration deposit, due upon acceptance 1.5% discount on morning fees if tuition balance is received by August 1, 2018 OR monthly payments August 1, 2019 to May 1, 2020.
Monday, Wednesday & Friday	\$7,200	\$4,200	
Tuesday & Thursday	\$4,800	\$2,800	
Additional Costs Not Included in Tuition and Daycare Fees Above:	\$150 Application Fee (non-refundable at time of application) \$200 Campus Renewal Fee \$150 Uniform (estimated cost for required items)		

FINANCIAL INFORMATION

PAYMENT OPTIONS

Tuition payments may be made by Canadian e-transfer, cheque, or credit card. Payment made in full by credit card will not receive the 1.5% pre-pay discount. Monthly payments made by credit card are subject to a 3% convenience fee.

MONTHLY PAYMENT PLAN

Monthly tuition fee payments must be paid by pre-authorized debit or post-dated cheques. Payments are made in ten equal instalments at the beginning of each month from August 1, 2019 to May 1, 2020 inclusive. Monthly payments subject to a \$30 per month administration fee. Monthly payments made by credit card are subject to an additional 3% convenience fee.

Please find below a sample outline of our students' day in the Preschool and Junior Kindergarten programs:

DAILY SCHEDULE – Monday to Friday

QMS Preschool & Junior Kindergarten - Morning Program

8:15 AM	Centre opens.
8:15-9:15 AM	All activity centres' open for exploration/science, small and large motor activities and dramatic play.
9:15-9:30 AM	Clean up. Children assist in putting the toys away.
9:30-9:45 AM	Snack (<i>provided by QMS</i>).
9:45-10:15 AM	Group time, with activities including learning the calendar, alphabet, and numbers; group discussions, theme related stories, music, and movement.
10:15-10:45 AM	Craft time.
10:45-11:30 AM	Outside play.
11:30 -12:00 PM	Lunch (<i>provided by QMS</i>).
12:00 PM	Parent pick up for morning-only students.

Either gym, library or music time also occur daily!

QMS Preschool & Junior Kindergarten - Afternoon Care

12:00-12:30 PM	Group time, with activities including stories, songs and games.
12:30-2:00 PM	Rest time/Quiet activities such as puzzles, games, and play dough.
2:15-2:45 PM	Snack (<i>provided by QMS</i>). Children assist in preparation and clean up.
2:45 PM	Outside time with group games and activities.
5:00 PM	Centre closes

Please note students must be **three** years old by **December 31, 2019** for our Preschool Program.

Please note students must be **four** years old by **December 31, 2019** for our Junior Kindergarten Program.

Please connect with our Admissions team at admissions@qms.bc.ca or your agency representative if you have questions regarding the application process.

Thank you for your interest in our Queen Margaret's School community.



Connect^{at} QMS

admissions@qms.bc.ca

www.qms.bc.ca



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