

QUEEN MARGARET'S SCHOOL

QMS

**Preschool & Junior Kindergarten Students
2018-2019**

**APPLICATION & TUITION
Information Booklet**



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

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

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

1. The Application Checklist

Application documents required before applications will be reviewed are:

- 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 application fee.
- Birth Certificate** - A copy of the student's birth certificate.
- Photograph** - A clear, colour, close-up digital photograph of the student.
- Citizenship Document** – For international families, a copy of the student's passport as well as Landed Immigrant or Permanent Resident documentation for parents and student, if applicable.

Please ensure that all required forms and documentation listed above are emailed to admissions@qms.bc.ca or faxed to (250) 746-4187.

- ***Incomplete application forms or missing documentation will delay the admissions process.***
- ***Applications are assessed in the order in which they are received.***
- ***Families are encouraged to apply early as ECE classes fill quickly.***

2. The Admissions Interview

Once the Admissions team has reviewed the completed application, the student's parent will be contacted to schedule a meeting with our ECE Managers or Admissions team members.

3. The Admissions Decision

Our Admissions department will contact families regarding the admissions decision once an assessment has taken place. All applications are subject to available space.

4. Registration

If accepted, a place is reserved for each student upon the return of a completed QMS Registration Agreement **and** the appropriate non-refundable deposit.

2018 - 2019 TUITION & FEE INFORMATION

ANNUAL PROGRAM FEES

Program Schedule	Morning Program Fees	Full Day with Afternoon Daycare Fees	Payment Schedule
Monday to Friday	\$6,250	\$10,750	\$200 non-refundable registration deposit due upon acceptance 1.5% discount if tuition balance received by August 1, 2018 OR monthly payments August 1, 2018 to May 1, 2019
Monday, Wednesday & Friday	\$3,750	\$6,450	
Tuesday & Thursday	\$2,500	\$4,300	
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)		

REGISTRATION PROCESS

1. A welcome letter and registration agreement will be sent upon acceptance.
2. Your child's enrolment is confirmed with the return of a **\$200 non-refundable registration deposit** and a signed **Registration Agreement**. These are both required to confirm your child's place at QMS.
3. The non-refundable registration deposit is credited toward your fees for the year.

2018 - 2019 FINANCIAL INFORMATION

PAYMENT OPTIONS

Tuition payments may be made by Canadian e-transfer, cheque, or credit card. Please note that credit card tuition payments will be charged a 3% transaction fee.

MONTHLY PAYMENT PLAN

Monthly tuition fee payments must be paid by pre-authorized debit or post-dated cheques. Payments are made in ten instalments at the beginning of each month from August 1, 2018 to May 1, 2019 inclusive.

2018 - 2019 PROGRAM SCHEDULE

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

8:15am	Centre opens
8:15-9:15am	All activity centres open for exploration/science, small and large motor activities and dramatic play
9:15-9:30am	Clean up. Children assist in putting the toys away.
9:30-9:45 am	Snack (<i>provided by QMS</i>)
9:45-10:15am	Group time, with activities including learning the calendar, alphabet, and 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 (<i>provided by QMS</i>)
12:00pm	Parent pick up for morning-only students

Either gym, library or music time also occur daily.

QMS Preschool & Junior Kindergarten - Afternoon Care

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

Please note students must be **three** years old by **December 31, 2018** for our Preschool Program.

Please note students must be **four** years old by **December 31, 2018** for our Junior Kindergarten Program.

Please contact our Admissions team at admissions@qms.bc.ca 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

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