

Program & Fee Guide

For Junior Day Students (Jr. K - Grade 7)



QUEEN MARGARET'S SCHOOL
UNIVERSITY PREPARATORY HIGH SCHOOL FOR GIRLS





QUEEN MARGARET'S SCHOOL

UNIVERSITY PREPARATORY HIGH SCHOOL FOR GIRLS



Welcome to Queen Margaret's School (QMS)

Our Junior School program continues to be an excellent program. Our last Fraser Institute ranking placed our Junior School in the top 7% of schools in British Columbia and number one in the Cowichan Valley. Our program 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 program buildings on our half day Jr. Kindergarten 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' work, 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 educational choice that best suit your child's personal interests, 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 child/ren will discover space to thrive, and the opportunity to discover and utilize their full potential. *The benefits will last a lifetime.*

Sincerely,

A handwritten signature in cursive script that reads "Pat Rowantree".

Ms. Pat Rowantree
Head of School

Small, Safe and Close to it all

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 Enrollment</i>	320
<i>Senior School</i>	160
<i>Junior School</i>	160
<i>Countries Represented</i>	18
<i>International Students</i>	75
<i>Boarding Students</i>	108
<i>Day Students</i>	212
<i>Faculty and Staff</i>	115
<i>Average Class Size</i>	18
<i>Student/Faculty Ratio</i>	9:1



Pillars of QMS – Educational Philosophy & Practice

Academic Program

Our focus is on learning as our principle enterprise for all members of our community – academic learning and all other learning that takes place through curricular and co-curricular activities, as well as through living in a diverse boarding community. Queen Margaret's School is dedicated to fostering academic success by preparing students for post-secondary education at a university or college.

Athletic and Equestrian Program

Queen Margaret's School provides exemplary curricular and co-curricular athletic and club programs that provide students with the opportunity for physical as well as academic development. Mandatory physical education for all students combined with an integrated Outdoor Education program, develop physical fitness and skills while enhancing sportsmanship and strengthening student self esteem. Our world class equestrian program offers riders of all skill levels a unique opportunity to experience and enhance their sportsmanship and stable management skills and knowledge.

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

Queen Margaret's School recognizes our obligation to affect positive change in our school, local and global communities. All students in grades 8-12 are required to complete 20 hours of community service each year. Our students are encouraged to contribute time and skills to such programs as the Cowichan Therapeutic Riding Association, the World Vision Foster Child program, the Cowichan Food Basket Society, and many other worthy organizations. Girls in Grades 10-12 have an opportunity to choose our Service Learning elective, which is designed as a self-directed study. Students also have the opportunity to participate in our annual Global Service Trip. The "Servite Fortiter" cup is awarded to the student who best exemplifies the spirit of service throughout the year, and it is one of the most coveted and prestigious awards presented by the school.



Co-Educational School for Girls, Kindergarten – Grade 7

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 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 to Grade Three) and the Intermediate Program (Grades Four to Seven).

Kindergarten to 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 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	Science	French
Music	Fine Arts	Physical Education

Language Arts, Math, Social Studies, Science and Physical Education are often integrated into connected learning themes in the primary grades. My Community and Me, The Seasons, The Sea, Fish, Dragons, BC Towns, and seasonal holidays, are a small sampling of such themes. 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 Seven 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 to Grade 7: Intermediate School

School in Grades 4 to 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

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 and an onsite Nurse and Health Centre to support the student's social and emotional needs to promote a healthy environment.

QMS is a preparatory school with 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

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 color are St. Michael's (Red), St. Gabriel's (Yellow), and St. Hugh's (Green).

Chapel

All students are expected to attend Chapel services twice a week. This beautiful fir log building was built over seventy five years ago and was recently designated as a Heritage building. The chapel welcomes and respects all faiths. It 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

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
Basketball, Grades 4-7
Jr. Drama Productions
Gardening Club
Art Exhibitions

Soccer, Grades 4-7
Girls Soccer, Grades 6- 7
Field Hockey Grades 4 – 7
Private Music Lessons
Cross Country Running

Volleyball, Grades 6-7
Equestrian Program
"Save the Children" Fund
Floor Hockey
Peer Helpers Club

Equestrian Program

Equestrian Centre Riding Program

Learn To Ride (Grade 4 – 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 covered riding ring, stabling and paddocks for more than 40 horses, and a classroom dedicated to riders. Our riding facilities wrap themselves around a 130' x 240' competition sand ring with sound systems and lighting for night riding.

2010 - 2011 Fee Information

JUNIOR DAY STUDENTS (Kindergarten – Grade 7)

Grade Level	Annual Fees	Deposit & Payment Due Date
Kindergarten – Grade 3	\$7,950.00	\$1020.00 due upon acceptance; Final payment due by Aug. 1 or monthly payments August 1 – May 1
Grade 4 - 6	\$8,800.00	
Grade 7	\$9,700.00	

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) **\$500 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 horizons.
- 4) **\$220 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 Enrollment 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/SSI 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 daughter's space at QMS.

- 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 Enrollment Fee.**
- 2) **Equestrian Riders:** Train to Compete \$750 deposit; Learn to Ride \$100 Deposit.

EQUESTRIAN PROGRAM FEES (optional program for students in grade 4-7; in addition to tuition fee)

"Learn to Ride" Program*	Annual Fees
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 must be paid by pre-authorized debit or post-dated cheques. Payments are made in 10 equal installments at the beginning of each month from August 1 to May 1 inclusive. Included in the monthly fee calculation is a \$20 monthly service fee. Our accounting department will provide you details for enrolling in the monthly payment plan following your completed registration.

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 1st 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

The School recognizes that tuition and expenses can stretch a family's budget. Our **Bursary & Scholarship Program** was created to support our families by helping fund tuition and boarding expenses for North American 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 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 whether bursary, scholarship or combined.



The Core Values of Queen Margaret's School

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.



Queen Margaret's School
Admissions Office
660 Brownsey Avenue
Duncan, British Columbia
Canada V9L 1C2
Phone: 1 250 746-4185
Fax: 1 250 746-4187
Email: admissions@qms.bc.ca
Website: www.qms.bc.ca