

Gerald McShane School

Standards and Procedures

2025-2026



Dear K4 families,

The following document will explain and take you through the K4 program and the activities that compliment the program at Gerald McShane.

The Quebec Preschool Education Program:

The Ministry of Education Preschool program covers five competencies. For more information, please refer to the following two documents:

<https://cdn-contenu.quebec.ca/cdn-contenu/education/pfeg/prescolaire/Jeu-prescolaire-AN.pdf>

<https://cdn-contenu.quebec.ca/cdn-contenu/education/pfeg/prescolaire/PFEQ-information-parents-bulletin-prescolaire-VA.pdf>

Overview of Assessment and Evaluation:

The planning of assessment and evaluation is done in compliance with the **Preschool Cycle Program**.

The teacher uses their professional judgment to make decisions based on all the evidence gathered.

Some examples of the evidence that may be gathered to inform teaching practices and the learning process include, but are not limited to: anecdotal notes, conversations with the child, photos of the child at play, videos, or productions they may have created.

As set out in the Basic School Regulation, the student's results in preschool education are recorded as observations on the report card, showing, for each area of development, the status of the development of the competencies that were evaluated. The last report card of the year provides a summary showing the status of development the child has reached in each competency.

Teachers will communicate with families once a month regarding the progress of students experiencing learning or behavioral difficulties. The teacher will choose a suitable means of communication to provide families with this information.

OBSERVATIONS:

The student is making very good progress on the competency.

The student is making satisfactory progress on the competency.

The student is making progress on the competency but shows some difficulties.

The student is making progress on the competency but shows significant difficulties.

The areas of development and the competencies are presented below.

AREAS OF DEVELOPMENT	COMPETENCIES
Physical and motor	Increases physical and motor development
Emotional	Builds self-awareness
Social	Maintains harmonious relationships with others
Language	Communicates using oral and written language
Cognitive	Discovers the world around them

Reporting Dates:

First Communication: October 17th, 2025

Term 1: November 20th, 2025

A minimum of one competency will be reported on in Term 1.

Term 2: March 12th, 2026

A minimum of one competency will be reported on in Term 2.

Term 3: June 23rd, 2026

All five competencies will be reported on in term 3.

Dress Code: School dress code is white top and black bottoms. Only red, black or white sweaters are permitted to wear over their white tops. Please label all items of clothing including hats, gloves, etc.

Important Days: Please refer to the class schedules for more details.

Physical education: K4A ---- Mon. & Wed.
K4B ---- Tues. & Fri.

***Please note that the children will not be changing for Phys. Ed. due to the short duration of the class. We kindly ask that your child come to school dressed in a white T-shirt or Phys. Ed. T-shirt, comfortable black shorts or joggers, and running shoes on Phys. Ed. days. ***

Music: K4A ---- Tues. & Fri.

K4B ---- Mon. & Thurs.

During this period, the children will engage in songs and movement. They will discover new and fascinating instruments.

Art: K4A ---- Thursday

K4B ---- Wednesday

During this period, the children are introduced to various art techniques. They will create art by using several art materials.

Library: K4A & K4B ---- Tuesday

The students will visit the library every week and they will meet Ms. Nancy, our librarian. They will be allowed to borrow one English and one French book a week. Only children who return books will be allowed to borrow other ones. Reading stories with your children daily will allow your child to develop an interest in books and reading as well as expand their vocabulary.

Show and Tell: K4A ---- Friday

K4B ---- Friday

The children will be allowed to bring in one "show and tell" item. This will encourage the children to speak in front of others and use descriptive words. We will begin October 10.

Smart board: Each classroom has a smart board for students to use during class time with the teachers' supervision. They will explore educational sites and games.

Scholastic Book Order: If you choose to buy books, please order and pay online. Use our class code for our classroom to receive points.

[Book Clubs | Scholastic Canada](#)

K4-A Class Code: RC194521

K4-B Class Code: RC193351

My First School Book: This is a writing program called Handwriting Without Tears. We will work with this book throughout the year to reinforce letter, number, shape and colour recognition.

Absences: Please call the school (514) 321-1100 before 11:20 a.m. to let us know the reason for your child's absence. If you know your child will be absent, please write a note in the agenda or on Mozaik.

Agenda: The agenda is a daily communication tool. Please check agenda for notes and initial it. Let us know of any schedule changes concerning your child, such as pick-up, bus or daycare routines.

TEAMS App: Please make sure to join our class on TEAMS as it is a way to stay connected. Use your child's email and password to login; found on the first page of the agenda.

Mozaik App: Please create an account with your email address and add your child/children. Mozaik parent portal is used to report absences and/or early dismissals, reports cards and tax receipts.

Birthday Invitations: In order to alleviate hurt feelings, we will only distribute birthday invitations if ALL children in the class have been included. If you wish to only invite a few friends, please handout invitations outside of school or by email. We understand that their birthday is a special event, however, please refrain from bringing in any snacks/desserts for the class, due to various allergies.

K4A--10 children

K4B--7 children

E-Mail: Most memos will be sent via e-mail. Please let the office know if you are not receiving any e-mails.

Change of clothes: Please provide an extra set of clothes (school colours) for your child in a plastic bag that has been labeled with your child's name. The bag will remain in school and will be returned only if clothes have been changed.

Snacks: Gerald McShane tries to be an allergen-free environment. We encourage all families to avoid packing foods that contain any nut products (trail mix, peanut butter, hazelnut spread etc.)

The children have two snacks during the day. Please provide a refillable water bottle and placemat for your child.

- **Morning Snack:** The children should have a fruit, vegetable, yogurt or cheese.
- **Afternoon snack:** If possible, please limit the amount of chocolate, chips, candy, cookies or fruit roll-ups.

If you order Hot Lunches (can be done on the EMSB website through Mini Bistro), please include two snacks from home.

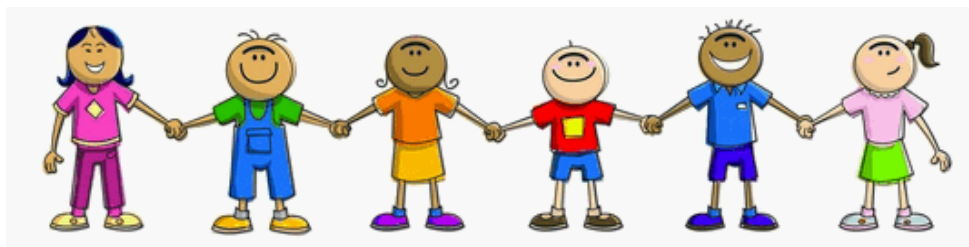
Recess: Morning recess is from 10:00 a.m.-10:20 a.m., lunch recess is from 11:55 p.m.-12:15 p.m. and afternoon recess from 1:15 p.m.-1:35 p.m. Students will be playing in the preschool yard.

Things to practice at home: Getting dressed, zipping jackets, bathroom hygiene as well as tidying up their workspace.

Themes of the year: Please note that this list may be modified.

Back to School, Fire Safety, All About Me, Fall, Thanksgiving, Halloween, Winter, Christmas, Valentine's Day, Cabane à sucre, 100 days of school, Nutrition, Spring, Easter, End of School, Summer

Gerald McShane website: www.emsb.qc.ca/geraldmcshane and follow our Facebook and Instagram pages for photos and updates.



You can contact us at the school: 514-321-1100, by email or by writing a note in your child's agenda.

We are looking forward to working with you and your child as they enter a new chapter in their lives—big school! The goal of this full-day K4 program is to provide your child with positive and meaningful connections to school and we are sure we can achieve it!

Thank you in advance for your cooperation.

To many happy days,

Ms. Melissa & Ms. Pammy

mroma@emsb.qc.ca placroce@emsb.qc.ca

4 year old kindergarten teachers

AREAS OF DEVELOPMENT, COMPETENCIES, FOCUSES OF DEVELOPMENT AND KEY FEATURES⁴

Areas of development and competencies	Focuses of development	Key features
Physical and Motor Development Increases physical and motor development	Motor skills	<ul style="list-style-type: none"> › Explores sensory perceptions › Develops body awareness › Uses gross motor skills › Uses fine motor skills › Explores the concept of space › Explores the concept of time › Discovers lateral dominance › Explores different ways of moving
	Healthy lifestyle habits	<ul style="list-style-type: none"> › Explores the world of food › Explores different ways of relaxing › Adopts practices associated with good personal hygiene › Learns about safety
Emotional Development Builds self-awareness	Self-knowledge	<ul style="list-style-type: none"> › Recognizes own needs › Recognizes own characteristics › Expresses own emotions › Regulates own emotions
	Self-confidence	<ul style="list-style-type: none"> › Explores own autonomy › Responds with confidence

Areas of development and competencies	Focuses of development	Key features
Social Development Maintains harmonious relationships with others	Sense of belonging	<ul style="list-style-type: none"> › Shows openness to others › Participates in group activities › Collaborates with others
	Social skills	<ul style="list-style-type: none"> › Gradually complies with rules of conduct › Creates connections with others › Regulates own behaviour › Resolves conflicts
Language Development Communicates using oral and written language	Oral language	<ul style="list-style-type: none"> › Interacts verbally and non-verbally › Demonstrates understanding › Expands own vocabulary › Explores different kinds of statements › Develops phonological awareness
	Written language	<ul style="list-style-type: none"> › Interacts with written language › Recognizes some reading and writing conventions › Discovers some functions of writing › Knows the letters of the alphabet⁵
Cognitive Development Discovers the world around them	Thinking skills	<ul style="list-style-type: none"> › Acquires new knowledge relating to the subject areas (mathematics, arts education, social sciences, science and technology) › Uses reasoning skills › Uses imagination
	Strategies	<ul style="list-style-type: none"> › Takes action › Explores different actions › Explains the actions taken

K4A Class

Teacher: Melissa Roma

Zaim	Morgan
Elena	Danilo
Elizabeth	Laila
Sienna	Davide
Cataleya	Emilio

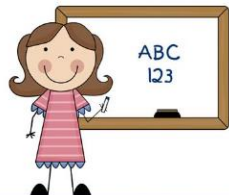
K4B Class

Teacher: Pammy Lacroce

Asiye	Francesco
Jayden	Aria
Liam	Simona
Jameson	

Classroom Rules

We listen to the
teachers



We help keep our
classroom clean



We are nice to
others



We play safely



Classroom Regulations

1. Morning entry in the preschool yard begins at 7:50 a.m. Students enter the building and wait on the bench.
2. They place their belongings at their cubby, their agenda in a basket and wash their hands.
3. Morning Circle (calendar, songs, weather, story)
4. Activity/Centers
5. Snack and Recess
6. Activity/Free Play
7. Lunch & Recess
8. Relaxation
9. Snack & Recess
10. Mystery Student (Each morning, a child is chosen to be the mystery student. If the child has made good choices and followed classroom rules throughout the day, he/she chooses a prize from the mystery student prize box at the end of the day.)
11. Students are dismissed accordingly.

*** * Stop and Think Chair:** This is used when a child makes a poor choice or does not follow classroom routines and rules.

A discussion follows about what they could have done instead. * *

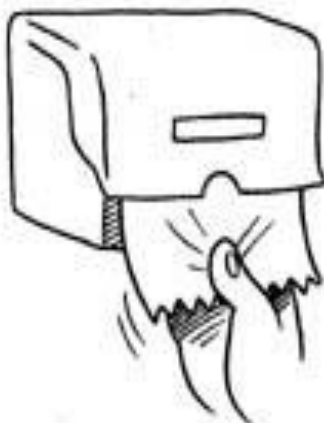
START →



1. Wet hands



6. Turn off taps with towel



5. Towel dry

HAND WASHING STEPS



2. Soap
(20 seconds)



3. Scrub backs of hands, wrists, between fingers, under fingernails.



4. Rinse

The Nothing Poem



When children come home
At the end of the day,
There's a question they're asked
As they scurry to play.

"Tell me, what did you do in school today?"

"Nothing. I did nothing today!"

Perhaps nothing means that I played with blocks.
Tied my own shoes, or found beautiful rocks.
Maybe the monarchs hatched today.
Or maybe I found a new friend to play.

Maybe today was the very first time
My scissors followed a very straight line.
Perhaps I learned a new song,
and sang all the words,
Or I touched a feather from the strangest of birds.

When you're in preschool and your heart has wings,
"Nothing" can mean some wonderful things!

- Author Unknown

