

# Project Plan Summary



## Holy Spirit Catholic School

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**Principal:** Aoife Cahill

Project name:	Bottle Recycle-Special Ed Fund
Person responsible:	Cahill, Aoife
Purpose and timelines:	Bottle recycling in school
Revenue to collect:	Bottles in hallway and classroom
Items/Services to be purchased:	Will purchase items for calming room, wellness room and special ed needs educational resources for our special needs students
Surplus/Deficit Handling Plan:	Carry forward to next year to purchase larger items if needed. no deficit as no items will be bought unless we have enough funds collected.
Project name:	Computer Mouse
Person responsible:	Cahill, Aoife
Purpose and timelines:	Classroom letters, fee statements, Smore
Revenue to collect:	Fees from parents \$15.25
Items/Services to be purchased:	Computer mice available for students to purchase for use with Chromebook.
Surplus/Deficit Handling Plan:	No surplus expected. Any surplus goes to purchase of more computer mice. No surplus of deficit
Project name:	ECS Fees
Person responsible:	Erin Croft, Carole Johnston
Purpose and timelines:	Fees are required to be charged to students in order to cover cost of field trips and special activities
Revenue to collect:	Field trip fees will be charged per field trip at the time of the event Mother's day \$5.00 Father's Day \$3.00 Picture Development \$2.00 Halloween and other crafts \$11.00
Items/Services to be purchased:	Bussing, field trip program cost, craft materials
Surplus/Deficit Handling Plan:	Remaining funds will be given back to parents at the end of the year via a credit to the powerschool account or if small amount is left over it will be used to have a year end event
Project name:	Field Trips Gr 1
Person responsible:	Jenna Devries, Jan Tessier, Sheri Matheson
Purpose and timelines:	The field trips for 2020 - 2021 will be booked when they are in compliance with the directions of the Health and Safety standards of our School District and AHS during the COVID-19 pandemic.
Revenue to collect:	The source of revenue will be parents paying through their Power school

accounts. The parents are aware that there may need to be changes made depending on unforeseen circumstances. The parents' PowerSchool accounts will not be charged until a field trip is offered. Cultural Activities (optional) 20.00 Lets build a house virtual 14.00 RCMP History 4.50 Chicken farm

Items/Services to be purchased: The field trips may be virtual so there is one relating to a building unit in science and a variety of special cultural crafts and activities to date. If other opportunities arise then the parents will be notified.

Surplus/Deficit Handling Plan: As each field trip will be billed at the time it is booked, it is unlikely there will be any surplus funds. If there is a surplus, parents will be notified and if it is a very small amount it will be used to benefit the student within the school. Amounts in excess of 5.00 will be credit to the parent PowerSchool account and forwarded to the next school year.

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Project name: Field Trips Gr 2

Person responsible: Jill Stetsko, Stephen Binder, Carrie Peterson

Purpose and timelines: Fees will be charged to grade two parents. Letter is sent home to parents

Revenue to collect: Fees will be charged to grade two parents.

Items/Services to be purchased: Various field trips fees will be charged if and when field trips happen depending on covid protocols OLPH Church Tour In School workshop - small crawling animals In School workshop - Inuit Presentation - tbd In School workshop - soap stone carving Mother & Father's day Project (optional) \$10.00 Total cost TBD

Surplus/Deficit Handling Plan: If there is a deficit parents will be notified that additional funds are needed. If there is a surplus it will be used for classroom resources or year end activities if surplus is greater than 5.00 it will be a credit to PowerSchool account and carried forward to next school year.

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Project name: Field Trips Gr 3

Person responsible: Brenna Oswald, Kathy Yacyshyn, Vanessa Petersen

Purpose and timelines: Sept.2020- June 2021. Letter will be sent to parents in September outlining all the activities, projects, and fieldtrips and the breakdown of all the costs. Fees will be charged to parent power school account as it occurs due to covid

Revenue to collect: Fees charged to parents

Items/Services to be purchased: Money will pay for entrance fee for field trips, in-class presentations, and projects. Craft optional 10.00 Easter Eggs \$5.00 Royal Alberta Museum Virtual Field Trip \$1.75

Surplus/Deficit Handling Plan: Any surplus will be used for year end activity and if a deficit we will inform parents in a letter and ask for more money. Amounts in excess of 5.00 will be credit to the parent PowerSchool account and forwarded to the next school year.

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Project name: Field Trips gr 4

Person responsible: Andrea Haston, Michele Yuzdepski, Lisa Hall, Paula Stecyk

Purpose and timelines: Note to parents by teacher

Revenue to collect: 100% parent charge for bussing, presenters, session 1881 House F.T.-\$12.00 Teachers Pet Science activity \$15.00 Royal Alberta Museum \$3.00 Other Field trip fees will be charged per field trip at the time of the event

Items/Services to be purchased: program activity and cost of bus transportation Cost of visit for 1881 House and Bus. Cost of presenter and materials for Teacher Pet. 1881 Heritage House. Teaches students what it was like to go to school in AB in the past and what it

was like to live off the land. February 28-29. Science Building Activity Teacher's Pet. End of May.

Surplus/Deficit Handling Plan: a letter will be sent home to inform parents of any deficit or surplus. Surplus will be used if applicable for year end fun activities at the school if significant we will apply a credit to the powerschool account. If there is a deficit we will request more funds or remove a field trip parents notified through class dojo and school email Amounts in excess of 5.00 will be credit to the parent powerschool account and forwarded to the next school year.

Project name: Message Pouches

Person responsible: Posavec, Brigitte

Purpose and timelines: School fees in parent portal

Revenue to collect: \$10.00 fee from parents in ECS and any students in higher grades who may have lost theirs or it got damaged.

Items/Services to be purchased: Message pouches

Surplus/Deficit Handling Plan: Surplus used to purchase extras and cover cost of shipping. In case of deficit if pouches are more expense cost would increase. We are only charging to cover cost of item plus shipping.

Project name: PC Nutrition Grant

Person responsible: Cahill, Aoife

Purpose and timelines: Smore

Revenue to collect: PC Nutriton Grant

Items/Services to be purchased: Funds for student meals

Surplus/Deficit Handling Plan: No surplus or deficit expected

Project name: PreK Tuition Fee

Person responsible: Cahill, Aoife

Purpose and timelines: Parents are notified when registering that the cost is 2000.00 for the year 200.00 a month to support the program. Field trip costs are charged separately

Revenue to collect: \$2000.00 per student with a one time payment or even monthly payments Fees are expected to be paid in full at beginning of the program or in even monthly instalments at the beginning of the month

Items/Services to be purchased: To partly cover the cost of the teacher for the pre K program

Surplus/Deficit Handling Plan: There should be no surplus or deficit

Project name: Student Council

Person responsible: Carrie Peterson,

Purpose and timelines: . If they wish to opt out of paying the fee, they need to email our office staff to remove the fee from their school fees. Families have been notified about this through email through our what's heating up.

Revenue to collect: Normally an optional charge to parents but no charge this year due to covid and less opportunities to bring in special events Some funds raised with various fund raising activities Will bring back fees at a later date.

Items/Services to Pays for leadership activities and supports whole school initiatives throughout

be purchased: the year. School Dances, fundraiser , speakers , sports teams , support various field trips, speakers and events for different grade levels.

Surplus/Deficit Handling Plan: IF there is a surplus the money will be rolled towards the next fundraising initiative (start up) fund for the following year. Deficit-do not intend to run into deficit

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Project name: Yearbook

Person responsible: Jill Stetsko

Purpose and timelines: Smores, Emails and notes in school and agendas School Year book to be delivered September or October 2021

Revenue to collect: \$25.00 from parents. Optional to purchase

Items/Services to be purchased: One school year book

Surplus/Deficit Handling Plan: cost of extra year books needed for school and office and library

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Project name: Young Author's

Person responsible: Smith-Ferrante, Brandy

Purpose and timelines: letter to parents

Revenue to collect: 50% student fee \$15.00 per student 50% school paid \$15.00 per student

Items/Services to be purchased: conference

Surplus/Deficit Handling Plan: No surplus/Deficit only charge fees of conference. any remaining funds would not be applicable as fees are paid prior to conference . No refunds