

Project Plan Summary



Holy Spirit Catholic School

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Principal: Aoife Cahill

Project name:	APPLE Schools
Person responsible:	Cahill, Aoife
Purpose and timelines:	The purpose of this project is to utilize the funds provided by APPLE Schools for the development of healthy school communities.
Revenue to collect:	An annual donation from The APPLE Schools Foundation is made to our participating school locations based on previously submitted action plans.
Items/Services to be purchased:	The funding provided will be used in accordance to our APPLE Schools agreement towards healthy food, equipment, resources and supplies.
Surplus/Deficit Handling Plan:	All funds will be spent in the school year provided and reported back to APPLE schools on the annual Financial report. Unspent funds will be deducted from next year's funding or returned back to The APPLE Schools Foundation.
Project name:	Bottle Recycle
Person responsible:	Cahill, Aoife
Purpose and timelines:	Bottle recycling in school
Revenue to collect:	Bottles from the hallways and classrooms.
Items/Services to be purchased:	Will purchase items for calming room, wellness room and support various activities in school
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/guardians \$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 more computer mice. No surplus or deficit.
Project name:	Field Trips Gr 1
Person responsible:	Jenna Devries, Jan Tessier, Katie Workun
Purpose and timelines:	Fees are required to cover the cost of planned field trips, transportation and materials for Grade 1 students.
Revenue to collect:	The fees collected for this project will be spent on a cost recovery basis and have been estimated based on the expected cost. Some of the field trips may

include the following: Prairie Gardens, Building a Zoo, Fort Saskatchewan Museum, Senses, Chick Hatching etc.

Items/Services to be purchased:	Field trips, admission to facilities, transportation, facilitator instruction costs, and the purchase of supplies/equipment. Transportation costs are divided equally among all students in this grade level. Therefore, students who paid for the field trip and are absent the day of the trip will not be reimbursed transportation fees. Admission and material fees will be reimbursed where venues/presenters do not charge the school for the absence of the student.
Surplus/Deficit Handling Plan:	Amounts in excess of \$5.00 will be credit to the parent PowerSchool account and forwarded to the next school year. Any remaining funds will be used as part of the end of the year celebration for the class.

Project name:	Field Trips Gr 2
Person responsible:	Stephen Binder, Carrie Peterson, Stephanie Scott, Courtney Allen
Purpose and timelines:	Fees are required to cover the cost of planned field trips, transportation and materials for Grade 2 students.
Revenue to collect:	The fees collected for this project will be spent on a cost recovery basis and have been estimated based on the expected cost. Some of the field trips may include the following: Church Tour, Boats and Buoyancy, Glass Fusion, Soapstone Carving, Strathcona Museum.
Items/Services to be purchased:	Field trips, admission to facilities, transportation, facilitator instruction costs, and the purchase of supplies/equipment.. Transportation costs are divided equally among all students in this grade level. Therefore, students who paid for the field trip and are absent the day of the trip will not be reimbursed transportation fees. Admission and material fees will be reimbursed where venues/presenters do not charge the school for the absence of the student.
Surplus/Deficit Handling Plan:	Amounts in excess of \$5.00 will be credited to the parent PowerSchool account and forwarded to the next school year. Any remaining funds will be used as part of the end of the year celebration or to purchase a treat for the class at the end of the year. A letter will be sent at the beginning of the year to inform parents.

Project name:	Field Trips Gr 3
Person responsible:	Erin Croft, Kathy Yacyshyn, Vanessa Petersen
Purpose and timelines:	Fees are required to cover the cost of planned field trips, transportation and materials for Grade 3 students.
Revenue to collect:	The fees collected for this project will be spent on a cost recovery basis and have been estimated based on the expected cost. Some of the field trips may include the following: Community Land and People, Clay Hut, Awesome Bridges, Salto, Skating, Rocks and Minerals, Ukrainian Village.
Items/Services to be purchased:	Field trips, admission to facilities, transportation, facilitator instruction costs, and the purchase of supplies/equipment.. Transportation costs are divided equally among all students in this grade level. Therefore, students who paid for the field trip and are absent the day of the trip will not be reimbursed transportation fees. Admission and material fees will be reimbursed where venues/presenters do not charge the school for the absence of the student.
Surplus/Deficit Handling Plan:	Amounts in excess of \$5.00 will be credited to the parent PowerSchool account and forwarded to the next school year. Any remaining funds will be used as part of the end of the year celebration or to purchase a treat for the class at the end of the year. A letter will be sent at the beginning of the year to inform parents.

Project name:	Field Trips gr 4
Person responsible:	Lisa Hall, Brandy Smith, Jackie Comartin, Nicola Miller

Purpose and timelines:	Fees are required to cover the cost of planned field trips, transportation and materials for Grade 4 students.
Revenue to collect:	The fees collected for this project will be spent on a cost recovery basis and have been estimated based on the expected cost. Some of the field trips may include the following: Leadership retreat, Strathcona Waste Management Center, Clay for Kids, Grandma's House, Strathcona Wilderness Center. This fee does not include a ski trip.
Items/Services to be purchased:	Field trips, admission to facilities, transportation, facilitator instruction costs, and the purchase of supplies/equipment.. Transportation costs are divided equally among all students in this grade level. Therefore, students who paid for the field trip and are absent the day of the trip will not be reimbursed transportation fees. Admission and material fees will be reimbursed where venues/presenters do not charge the school for the absence of the student.
Surplus/Deficit Handling Plan:	Amounts in excess of \$5.00 will be credited to the parent PowerSchool account and forwarded to the next school year. Any remaining funds will be used as part of the end of the year celebration or to purchase a treat for the class at the end of the year. A letter will be sent at the beginning of the year to inform parents.

Project name:	Kindergarten Fees
Person responsible:	Carole Johnston
Purpose and timelines:	Fees are required to cover the cost of planned field trips, transportation and materials for Kindergarten students.
Revenue to collect:	The fees collected for this project will be spent on a cost recovery basis and have been estimated based on the expected cost. Some of the field trips may include the following: Safety City, Penguin Visit, Mindful Movements, Edmonton Valley Zoo.
Items/Services to be purchased:	Kindercooking fees, field trip admission fees, in class presentation fees and transportation required for these events. Transportation costs are divided equally among all students in this grade level. Therefore, students who paid for the field trip and are absent the day of the trip will not be reimbursed transportation fees. Admission and material fees will be reimbursed where venues/presenters do not charge the school for the absence of the student.
Surplus/Deficit Handling Plan:	Amounts in excess of \$5.00 will be credit to the parent PowerSchool account and forwarded to the next school year. Any remaining funds will be used as part of the end of the year celebration for the class.

Project name:	Message Pouches
Person responsible:	Desaulniers, Susan
Purpose and timelines:	Teacher communication and school fees in parent PowerSchool portal
Revenue to collect:	fee from parents in Kindergarten and any students in higher grades who are new to our school, may have lost theirs or it got damaged.
Items/Services to be purchased:	Message pouches cost \$11.25
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:	Nourish to Flourish
Person responsible:	Johnston, Carole
Purpose and timelines:	The purpose of this project is to track and reconcile funds for the Nourish to Flourish Grant provided by Ever Active.

Revenue to collect:	The money received in this project will be provided by Ever Active to be used as outlined in the Nourish to Flourish Grant paperwork.
Items/Services to be purchased:	Funds for this project could be used to pay for a dishwasher and installation, wagons, a grow tower, body image lab presentation, food tasting and other wellness initiatives.
Surplus/Deficit Handling Plan:	All funds will be spent according to the Grant application budget and will be provided to Ever Active Schools in the final report. Any excess spending over and above the original grant will need to be covered by school budget funds.
Project name:	PC Nutrition Grant
Person responsible:	Cahill, Aoife
Purpose and timelines:	Smore, School Council
Revenue to collect:	PC Nutriton Grant
Items/Services to be purchased:	Funds for student snacks
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/month to run the program. Field trip costs are charged in addition. \$2000.00 per student with a one time payment or even monthly payments Fees
Revenue to collect:	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 help cover the cost of the staff for the pre K program
Surplus/Deficit Handling Plan:	There should be no surplus or deficit
Project name:	PREK/Kindergarten Class Projects
Person responsible:	Lakeman, Jordan
Purpose and timelines:	The purpose of this project is to collect fees for students to participate in PreK/K field trips and to bring in educational presentations to support student learning which is directly related to the Early Childhood Program and Kindergarten curriculum for the 2022-2023 school year.
Revenue to collect:	The fees collected for this project will be spent on a cost recovery basis and have been estimated based on the expected cost. Fees are paid online through PowerSchool.
Items/Services to be purchased:	Field trip admission fees and in class presentation fees for these events. Admission and material fees will be reimbursed where venues/presenters do not charge the school for the absence of the student.
Surplus/Deficit Handling Plan:	Amounts in excess of \$5.00 will be credit to the parent PowerSchool account and forwarded to the next school year. Any remaining funds will be used as part of the end of the year celebration for the class.
Project name:	School Council
Person responsible:	Aoife Cahill, Susan Desaulniers
Purpose and timelines:	Approved funds are spent through out the year on behalf of School Council. School Council reimburses the school as receipts are provided.

Revenue to collect:	School Council reimburses the school as receipts are provided.
Items/Services to be purchased:	During monthly School Council meetings School Council and Administration discuss items that may need to be purchased for the school. Items may include items for families in need, variety of items for school wide functions and presentation, staff function, classroom expenses for teachers, etc.
Surplus/Deficit Handling Plan:	If there is a surplus the money will be rolled towards the next school wide initiative (start up) fund for the following year. Deficit-do not intend to run into deficit
Project name:	Social Justice
Person responsible:	Cahill, Aoife
Purpose and timelines:	Our school will participate in various social justice activities such as but not limited to, Terry Fox run and Lurana Shelter. Information will be posted in the weekly newsletter.
Revenue to collect:	Special fundraising activities put on by the students and staff. Examples include Toonies for Terry, Toonies for Teens: Christmas Bureau and Baskets of Joy.
Items/Services to be purchased:	All funds will be donated to the projects/charities as communicated for each individual fundraiser.
Surplus/Deficit Handling Plan:	Remaining funds at the end of the year will remain in this account for the next year donations.
Project name:	Swimming
Person responsible:	Comartin, Jackie
Purpose and timelines:	The purpose of this project is to collect fees for students to participate in Grade 1-4 Swimming Lessons. Additional communication will be sent home when times have been confirmed for the spring.
Revenue to collect:	The fee collected for this project in the amount of \$60.00 will be spent on a cost recovery basis and has been estimated based on the expected costs.
Items/Services to be purchased:	Cost of swimming lessons + transportation. Fees for this project could be used to pay for admission & lessons at the County swimming pool and bus transportation.
Surplus/Deficit Handling Plan:	After the activity is completed any funds remaining in the amount of \$5.00 or more per student will be reimbursed to the student via a credit to the student account in PowerSchool. Any surplus amount of less than \$5.00 per student will be transferred to our General account. If fees collected are not sufficient to cover the activity costs a "Swimming Shortfall" fee may be added to your students account to cover the project's deficit.
Project name:	Yearbook
Person responsible:	Cahill, Aoife
Purpose and timelines:	Smores, Emails and notes in school and agendas School Year book to be delivered September or October 2023
Revenue to collect:	\$30 per Yearbook and is 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
Project name:	Young Author's
Person responsible:	Smith, Brandy
Purpose and timelines:	letter to parents/families of potential students.

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

Items/Services to
be purchased: Students attending the conference.

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