

Project Plan Summary



Holy Redeemer Catholic School

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Principal: Peter Rachmistruk

Project name: Badminton
Person responsible: Dumont, Joseph
Purpose and timelines: When parents sign students up for program costs will be communicated.
Revenue to collect: Cash, cheque, acorn payment method
Items/Services to be purchased: Tournament fees, bussing costs, related expenses to badminton
Surplus/Deficit Handling Plan: Used at the end of program towards students participating in program

Project name: Basketball Team
Person responsible: Courtney St. Amand
Purpose and timelines: Money collected is used for the Basketball team to cover costs of league fee, transportation and possible tournaments. Communication through letter home and parents meeting -preseason
Revenue to collect: Parents cover costs
Items/Services to be purchased: League Fee, Bus transportation, tournament fees.
Surplus/Deficit Handling Plan: Money will be used for an end of the season activity.

Project name: Bookfair
Person responsible: Heather Corbin
Purpose and timelines: Stakeholders will have an option to purchase books.
Revenue to collect: Cash
Items/Services to be purchased: Money collected will be used towards the student body as a whole.
Surplus/Deficit Handling Plan: Money may be carried forward ear marked

Project name: Bottle Return
Person responsible: Peter Rachmistruk
Purpose and timelines: No funds Provided
Revenue to collect: Cash
Items/Services to be purchased: Student body as a whole, courtyard beautification.
Surplus/Deficit Handling Plan: Divided amongst all students evenly by the end of the year for field trips.

Handling Plan:

Project name: Curling
Person responsible: Kennaugh, Jessica
Purpose and timelines: Students who are participating in the curling bonspiel will receive information for parents regarding the event and associated costs.
Revenue to collect: Fees from parents
Items/Services to be purchased: League cost for curling, transportation, and food if students order
Surplus/Deficit Handling Plan: Any surplus from the funds will be used for a team wrap up event

Project name: Design Studies
Person responsible: Dumont, Joseph
Purpose and timelines: Parents will receive information on program related costs upon signing up student
Revenue to collect: Cash, cheque, acorn payment method
Items/Services to be purchased: Items directly related to program, materials, bussing costs,
Surplus/Deficit Handling Plan: Money will be used towards students registered in the program

Project name: Design Studies
Person responsible: Fahlman, Tim
Purpose and timelines: Parents are notified of cost of program before registering their child in program.
Revenue to collect: Online payment, cash, or cheque to the school.
Items/Services to be purchased: Materials, supplies, or directly related cost to program.
Surplus/Deficit Handling Plan: Any surplus will be used towards current year program/students.

Project name: Donations
Person responsible: Dubuc, Simone
Purpose and timelines: Funds will be provided on a donation basis
Revenue to collect: Cash, cheques
Items/Services to be purchased: Items that are ear marked for certain programs or items for the school will be used directly for that purpose. If not specified will be used at the discretion of principal.
Surplus/Deficit Handling Plan: A surplus may be carried over if that is the intention of the donor. No deficit

Project name: Drama 5/6
Person responsible: Dumont, Joe
Purpose and timelines: A letter was sent home to the parents stating the fees for this fine arts course.
Revenue to collect: Parents will be paying for this course via school fees for their child.
Items/Services to be purchased: Funds will be used to purchase props, parts of costumes, scripts and sets for any projects (plays, dance performances, presentations)
Surplus/Deficit Handling Plan: If there is a surplus of funds, they will be used towards rewarding the students

Handling Plan:	for their efforts.
Project name:	Drama 7/8
Person responsible:	Richard Nicole
Purpose and timelines:	Letter was sent home with course fees.
Revenue to collect:	Parents will be paying for this course through their child's school fees, online through portal or at school office.
Items/Services to be purchased:	These funds will be used to pay for script and music for play, copyright costs, license cost, sets, props and parts of costumes.
Surplus/Deficit Handling Plan:	If there is a surplus, we will use it towards a reward for the students at the end of the production.
Project name:	ECS Field Trips
Person responsible:	Spilchak, Stephanie
Purpose and timelines:	Communication of field trips through letters home, email, and/ or electronic communication. Description of field trip and cost will be communicated to stakeholders.
Revenue to collect:	Cash, cheque, online acorn payment.
Items/Services to be purchased:	Field trip direct cost and transportation fees.
Surplus/Deficit Handling Plan:	Surplus will be used towards students by end of the year or refunded.
Project name:	Fabric Arts
Person responsible:	Nicole Richard
Purpose and timelines:	Parents are notified of cost of program before registering their child in program.
Revenue to collect:	Online payment, cash, or cheque to the school.
Items/Services to be purchased:	Materials, supplies, or directly related cost to program.
Surplus/Deficit Handling Plan:	Any surplus will be used towards current year program/students.
Project name:	Fine Arts Academy 5/6
Person responsible:	Richard, Nicole
Purpose and timelines:	Information will be provided to parents via school newsletter and parent council group.
Revenue to collect:	Fees from parents/guardians of students in the program
Items/Services to be purchased:	Materials and consumables for activities in the offered extension learning opportunities. For example, specialty art supplies, materials for guest instructors, yoga mats, materials for performances in dramatic productions, etc.
Surplus/Deficit Handling Plan:	Any remaining funds will used to purchase materials or transportation for end of year activities for the Fine Arts program.
Project name:	Fine Arts Academy 7/8
Person responsible:	Richard, Nicole
Purpose and timelines:	Information will be provided to parents via school newsletter and parent council group.
Revenue to collect:	Fees from parents/guardians of students in the program
Items/Services to	Materials and consumables for activities in the offered extension learning

be purchased: opportunities. For example, specialty art supplies, materials for guest instructors, yoga mats, materials for performances in dramatic productions, etc.

Surplus/Deficit Handling Plan: Any remaining funds will used to purchase materials or transportation for end of year activities for the Fine Arts program.

Project name: Foods Option

Person responsible: Jessica Kennaugh

Purpose and timelines: Parents were made aware of cost before enrolling their child in the course

Revenue to collect: user pay

Items/Services to be purchased: foods for recipes

Surplus/Deficit Handling Plan: make a group meal

Project name: French Program

Person responsible: Fiona Stocker

Purpose and timelines: If we receive funds in donation form we will communicate through School Newsletter.

Revenue to collect: Cash or cheque

Items/Services to be purchased: French program resources and or materials

Surplus/Deficit Handling Plan: Depending on donation specifications funds may be used toward program or carried over

Project name: Gardening

Person responsible: Richard, Nicole

Purpose and timelines: Parents are notified of cost of program before registering their child in program.

Revenue to collect: Online payment, cash, or cheque to the school.

Items/Services to be purchased: Materials, supplies, or directly related cost to program.

Surplus/Deficit Handling Plan: Any surplus will be used towards current year program/students.

Project name: Grade 1 Projects

Person responsible: Beliveau, Joclyn

Purpose and timelines: The purpose of the projects will be shared with parents via my classroom newsletter and curricular links highlighted. Parents are made aware of the costs at the beginning of the year.

Revenue to collect: The fees will be charged to the parents.

Items/Services to be purchased: The funds will cover the cost of the activity and bussing.

Surplus/Deficit Handling Plan: Any remaining funds will be used at the end of the year to purchase a treat for the class. A letter will be sent at the beginning of the year to inform parents.

Project name: Grade 2 Projects

Person responsible: Haston, Andrea

Purpose and timelines: The purpose and cost of the projects will be shared with parents at the beginning of the year and in class newsletters when field trips approach.

Revenue to collect: Cash, cheque, or acorn online payment

Items/Services to be purchased:	The funds will go towards admission and transportation.
Surplus/Deficit Handling Plan:	Any remaining funds will be used at the end of the year to purchase a treat for the class. A letter will be sent home inform parents.
Project name:	Grade 3 Projects
Person responsible:	Hamaliuk, Nicole
Purpose and timelines:	The purpose and cost of the projects will be shared with parents at the beginning of the year and in class newsletters when field trips approach.
Revenue to collect:	Cash, cheque, or acorn online payment
Items/Services to be purchased:	The funds will go towards admission and transportation.
Surplus/Deficit Handling Plan:	Any remaining funds will be used at the end of the year to purchase a treat for the class. A letter will be sent home to inform parents.
Project name:	Grade 4 Projects
Person responsible:	Akhtar, Yasmin
Purpose and timelines:	The purpose of all field trips will be communicated to parents through an outlined account on My Homework App and blog.
Revenue to collect:	Parents will be asked to provide funds for the cost of bus, entry fees and/or cost of program.
Items/Services to be purchased:	Bussing cost and entry fee, and/or cost of program.
Surplus/Deficit Handling Plan:	In the event there is a surplus, I will let parents know of the amount via a newsletter and/or My Homework App and blog.
Project name:	Grade 4 Projects
Person responsible:	Akhtar, Yasmin
Purpose and timelines:	The purpose and cost of the projects will be shared with parents at the beginning of the year and in class newsletters when field trips approach.
Revenue to collect:	Cash, cheque, or acorn online payment
Items/Services to be purchased:	The funds will go towards admission and transportation.
Surplus/Deficit Handling Plan:	Any remaining funds will be used at the end of the year to purchase a treat for the class. A letter will be sent home inform parents.
Project name:	Grade 5 Projects
Person responsible:	Richard, Nicole
Purpose and timelines:	The purpose and cost of the projects will be shared with parents at the beginning of the year and in class newsletters when field trips approach.
Revenue to collect:	Cash, cheque, or acorn online payment
Items/Services to be purchased:	The funds will go towards admission and transportation.
Surplus/Deficit Handling Plan:	Any remaining funds will be used at the end of the year to purchase a treat for the class. A letter will be sent home inform parents.
Project name:	Grade 6 Projects
Person responsible:	Kennaugh, Jessica
Purpose and timelines:	The purpose and cost of the projects will be shared with parents at the beginning of the year and in class newsletters when field trips approach.
Revenue to collect:	Cash, cheque, or acorn online payment

Items/Services to be purchased: The funds will go towards admission and transportation.
Surplus/Deficit Handling Plan: Any remaining funds will be used at the end of the year to purchase a treat for the class. A letter will be sent home inform parents.

Project name: Grade 7 Projects
Person responsible: St. Amand, Courtney
Purpose and timelines: The purpose and cost of the projects will be shared with parents at the beginning of the year and in class newsletters when field trips approach.
Revenue to collect: Cash, cheque, or acorn online payment
Items/Services to be purchased: The funds will go towards admission and transportation.
Surplus/Deficit Handling Plan: Any remaining funds will be used at the end of the year to purchase a treat for the class. A letter will be sent home inform parents.

Project name: Grade 8 Farewell
Person responsible: Fahlman, Tim
Purpose and timelines: Newsletter, emails, phone calls
Revenue to collect: Cash or cheque
Items/Services to be purchased: Farewell dinner, decorations, printing costs of tickets, meat fundraiser
Surplus/Deficit Handling Plan: This is a cost recovery project, there should be zero surplus.

Project name: Grade 8 Projects
Person responsible: Fahlman, Tim
Purpose and timelines: The purpose and cost of the projects will be shared with parents at the beginning of the year and in class newsletters when field trips approach.
Revenue to collect: Cash, cheque, or acorn online payment
Items/Services to be purchased: The funds will go towards admission and transportation.
Surplus/Deficit Handling Plan: Any remaining funds will be used at the end of the year to purchase a treat for the class. A letter will be sent home inform parents.

Project name: Grants
Person responsible: Dubuc, Simone
Purpose and timelines: Grant Applications
Revenue to collect: Cash, Cheque
Items/Services to be purchased: Items or services purchased will be used as per grant.
Surplus/Deficit Handling Plan: No surplus or deficit unless grant states.

Project name: Holy Redeemer Running Club
Person responsible: Smith, Shara
Purpose and timelines: Race fees, bussing costs (if applicable) and cost of running club t-shirt (if applicable) is sent home in a letter to the parents.
Revenue to collect: Parents are paying for their child's fees.
Items/Services to be purchased: Race costs, bussing cost, t-shirt costs

be purchased:

Surplus/Deficit Handling Plan: In the event of surplus funds, these will be used towards a wind-up/end of season gathering.

Project name: Junior University

Person responsible: Dumont, Joseph

Purpose and timelines: Information will be provided to parents via school newsletter and parent council group.

Revenue to collect: Fees from parents/guardians for program

Items/Services to be purchased: Materials and consumables for activities in the offered extension learning opportunities. For example, specialty art supplies, materials for guest instructors, etc.

Surplus/Deficit Handling Plan: Any remaining funds will used to purchase materials for end of year activities for the Junior University program.

Project name: Kinder Plus

Person responsible: Rachmistruk, Peter

Purpose and timelines: Newsletters, emails, phone calls

Revenue to collect: Monthly tuition of \$200 a month for a total of \$2000 for 10 month school year.

Items/Services to be purchased: Instructional wage cost

Surplus/Deficit Handling Plan: This is a cost recovery fee, there should be zero surplus.

Project name: Kindergarten In-School and Out-of-School Fieldtrips

Person responsible: Stephanie Spilchak

Purpose and timelines: Parents will be notified beforehand via newsletter. Information relayed will include the nature of activity, the curriculum connection, and logistics.

Revenue to collect: A total of \$200/per student will be collected as part of the yearly ECS fees. This amount was relayed to parents in the breakdown of fees.

Items/Services to be purchased: Bussing and Activity Fees

Surplus/Deficit Handling Plan: Any remaining funds will be put toward a class-wide year end activity.

Project name: Le Creperie

Person responsible: Joly-Davis, Lynne

Purpose and timelines: A note will be sent home advising the parents about the year end field trip for French 7/8.

Revenue to collect: User pay

Items/Services to be purchased: Busing and meal

Surplus/Deficit Handling Plan: French cookbooks for the classroom

Project name: Locks

Person responsible: Peter Rachmistruk

Purpose and timelines: A Note will be sent home to Parents.

Revenue to collect: Cash or cheque at the school. credit card or debit for acorn payments

Items/Services to be purchased: Lock deposit for lockers
Surplus/Deficit Handling Plan: deposit will be returned upon lock return, no deficit.

Project name: Music Program
Person responsible: Grudzinski, Larry
Purpose and timelines: Parents will be aware via a note sent home about costs associated with Music Program
Revenue to collect: Parents to pay
Items/Services to be purchased: Admission plus cost of bus
Surplus/Deficit Handling Plan: Any surplus will be used toward student year end activities

Project name: Pre K Field Trips
Person responsible: Boyle, Andrea
Purpose and timelines: The purpose and cost of the projects will be shared with parents at the beginning of the year and in class newsletters when field trips approach.
Revenue to collect: Cash, cheque, or acorn online payment
Items/Services to be purchased: The funds will go towards admission and transportation.
Surplus/Deficit Handling Plan: Any remaining funds will be used at the end of the year to purchase a treat for the class. A letter will be sent home to inform parents.

Project name: Rec and Leadership 5/6
Person responsible: Kennaugh, Jessica
Purpose and timelines: Information will be provided to parents via school newsletter and parent council group.
Revenue to collect: Fees from parents/guardians of students in the program
Items/Services to be purchased: Materials and consumables for activities in the offered extension learning opportunities. For example, specialty PE equipment or supplies, materials for guest instructors, transportation to Recreation events, etc.
Surplus/Deficit Handling Plan: Any remaining funds will used to purchase materials or transportation for end of year activities for the Recreation and Leadership Program.

Project name: Rec and Leadership 7/8
Person responsible: St. Amand, Courtney
Purpose and timelines: Information will be provided to parents via school newsletter and parent council group.
Revenue to collect: Fees from parents/guardians of students in the program
Items/Services to be purchased: Materials and consumables for activities in the offered extension learning opportunities. For example, specialty PE equipment or supplies, materials for guest instructors, transportation to Recreation events, etc.
Surplus/Deficit Handling Plan: Any remaining funds will used to purchase materials or transportation for end of year activities for the Recreation and Leadership Program.

Project name: Recorders
Person responsible: Grudzinski, Larry
Purpose and timelines: Music instrument for grade 3 and 4 . letter will be sent to parents

Revenue to collect: \$5.88 to be paid by parents

Items/Services to be purchased: Recorders

Surplus/Deficit Handling Plan: Any surplus funds will be used for items for students to use in music class.

Project name: Robotics Program

Person responsible: Tim Fahlman

Purpose and timelines: A letter describing cost associated with program will be sent home to parents.

Revenue to collect: Cash, cheque, acorn payment method

Items/Services to be purchased: Items, and services directly related to the program, transportation costs

Surplus/Deficit Handling Plan: Any surplus will be divided amongst children unless otherwise specified by a donor.

Project name: Science Conference

Person responsible: Fahlman, Tim

Purpose and timelines: A letter will go home to parents communication cost of conference and transportation

Revenue to collect: Cash, cheque, acorn payment method

Items/Services to be purchased: Cost directly related to conference attendance fee and transportation

Surplus/Deficit Handling Plan: No surplus

Project name: Spirit Wear

Person responsible: Peter Rachmistruk

Purpose and timelines: Stakeholders will have option to buy school clothing.

Revenue to collect: Cash, cheque

Items/Services to be purchased: Clothing,

Surplus/Deficit Handling Plan: No surplus

Project name: Sports Performance

Person responsible: Dumont, Joseph

Purpose and timelines: No fees will be collected for this project

Revenue to collect: N/A

Items/Services to be purchased: Sports related activities, materials, equipment, to benefit school as a whole.

Surplus/Deficit Handling Plan: Surplus will be spend on items/service.

Project name: Stained Glass

Person responsible: Joly-Davis, Lynne

Purpose and timelines: Parents are notified of cost of program before registering their child in program.

Revenue to collect: Online payment, cash, or cheque to the school.

Items/Services to be purchased: Materials, supplies, or directly related cost to program.

Surplus/Deficit Handling Plan: Any surplus will be used towards current year program/students.

Project name: Track and field

Person responsible: Dubuc, Simone

Purpose and timelines: A letter will be sent home with parents describing any cost to track and field participants

Revenue to collect: Cash, cheque, acorn payment method

Items/Services to be purchased: Funds will be used for cost of track and field and transportation

Surplus/Deficit Handling Plan: No surplus unless stated by donor

Project name: Volleyball

Person responsible: Tim Fahlman/Jessica Kennaugh

Purpose and timelines: A letter will go home to parents of students participating describing costs associated with program

Revenue to collect: Cash, cheque, acorn payment method

Items/Services to be purchased: Funds will be used for transportation and registration fees for games-tournaments.

Surplus/Deficit Handling Plan: No surplus unless stated by donor

Project name: Volleyball Team

Person responsible: Tim Fahlman/Jessica Kennaugh

Purpose and timelines: Volleyball team costs will be communicated to parents through a letter home in addition to the parent meeting before the start of the season

Revenue to collect: parents are paying for the fees.

Items/Services to be purchased: League fee, Bus costs, Tournament Entry fee, Possible T-shirt, End of season event

Surplus/Deficit Handling Plan: Money will be used to cover costs of season end activity/party