

# Project Plan Summary



## Holy Redeemer Catholic School

53117 - Range Road 222

Ardrossan, AB

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**Phone:** 780-922-4522

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**Principal:** Ed Kucy

**Project name:** Bookfair  
**Person responsible:** Scoggins, Tracy  
**Purpose and timelines:** Purchase of books  
**Revenue to collect:** Cash, cheque, debit/credit card machine supplied by Scholastics  
**Items/Services to be purchased:** Money collected will be used towards the student body as a whole by purchasing books for the Library and classrooms.  
**Surplus/Deficit Handling Plan:** Cost recovery, there will be no surplus.

**Project name:** Donations  
**Person responsible:** Kucy, Ed  
**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:** ECS Field Trips and Classroom Projects  
**Person responsible:** Spilchak, Stephanie  
**Purpose and timelines:** Parents are notified at the beginning of the year any cost relating to course/option/academy by signing an agreement acknowledging their acceptance of course and fee expectations.  
**Revenue to collect:** Cash, cheque, online payments through PowerSchool/RYCOR (fees are posted at the beginning of the school year or when roasters are completed)  
**Items/Services to be purchased:** All costs associated with a Field Trip which can include transportation, admission in to venue, cost of presenter for in school Field Trips. Consumable supplies for the classroom projects.  
**Surplus/Deficit Handling Plan:** Cost recovery. If there is a surplus, funds will go towards a year end activity of a \$300 max. Any left over funds will be refunded or credited to each student.

**Project name:** Grade 1 Field Trips & Class Projects  
**Person responsible:** McMaster, Rachel  
**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 Field Trips and Classroom Projects
Person responsible:	Brouwer, Nikki
Purpose and timelines:	Parents are notified at the beginning of the year any cost relating to course/option/academy by signing an agreement acknowledging their acceptance of course and fee expectations.
Revenue to collect:	Cash, cheque, online payments through PowerSchool/RYCOR (fees are posted at the beginning of the school year or when roasters are completed)
Items/Services to be purchased:	All costs associated with a Field Trip which can include transportation, admission in to venue, cost of presenter for in school Field Trips. Consumable supplies for the classroom projects.
Surplus/Deficit Handling Plan:	Cost recovery. If there is a surplus, funds will go towards a year end activity.
Project name:	Grade 3 Field trips and Classroom Projects
Person responsible:	Twohey, Jenna
Purpose and timelines:	Parents are notified at the beginning of the year any cost relating to course/option/academy by signing an agreement acknowledging their acceptance of course and fee expectations.
Revenue to collect:	Cash, cheque, online payments through PowerSchool/RYCOR (fees are posted at the beginning of the school year or when roasters are completed)
Items/Services to be purchased:	All costs associated with a Field Trip which can include transportation, admission in to venue, cost of presenter for in school Field Trips. Consumable supplies for the classroom projects.
Surplus/Deficit Handling Plan:	Cost recovery. If there is a surplus, funds will go towards a year end activity.
Project name:	Grade 4 Field Trips and Classroom Projects
Person responsible:	Cossey, Tess
Purpose and timelines:	Parents are notified at the beginning of the year any cost relating to course/option/academy by signing an agreement acknowledging their acceptance of course and fee expectations.
Revenue to collect:	Cash, cheque, online payments through PowerSchool/RYCOR (fees are posted at the beginning of the school year or when roasters are completed)
Items/Services to be purchased:	All costs associated with a Field Trip which can include transportation, admission in to venue, cost of presenter for in school Field Trips. Consumable supplies for the classroom projects.
Surplus/Deficit Handling Plan:	Cost recovery. If there is a surplus, funds will go towards a year end activity.
Project name:	Grade 5 Field Trips and Classroom Projects
Person responsible:	Richard, Nicole
Purpose and timelines:	Parents are notified at the beginning of the year any cost relating to course/option/academy by signing an agreement acknowledging their acceptance of course and fee expectations.
Revenue to collect:	Cash, cheque, online payments through PowerSchool/RYCOR (fees are posted at the beginning of the school year or when roasters are completed)

Items/Services to be purchased: All costs associated with a Field Trip which can include transportation, admission in to venue, cost of presenter for in school Field Trips. Consumable supplies for the classroom projects.

Surplus/Deficit Handling Plan: Cost recovery. If there is a surplus, funds will go towards a year end activity.

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Project name: Grade 6 Field Trips and Classroom Projects

Person responsible: Kennaugh, Jessica

Purpose and timelines: Parents are notified at the beginning of the year any cost relating to course/option/academy by signing an agreement acknowledging their acceptance of course and fee expectations.

Revenue to collect: Cash, cheque, online payments through PowerSchool/RYCOR (fees are posted at the beginning of the school year or when roasters are completed)

Items/Services to be purchased: All costs associated with a Field Trip which can include transportation, admission in to venue, cost of presenter for in school Field Trips. Consumable supplies for the classroom projects.

Surplus/Deficit Handling Plan: Cost recovery. If there is a surplus, funds will go towards a year end activity.

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Project name: Grade 7 Field Trips and Classroom Projects

Person responsible: Sarnecki, Emilie

Purpose and timelines: Parents are notified at the beginning of the year any cost relating to course/option/academy by signing an agreement acknowledging their acceptance of course and fee expectations.

Revenue to collect: Cash, cheque, online payments through PowerSchool/RYCOR (fees are posted at the beginning of the school year or when roasters are completed)

Items/Services to be purchased: All costs associated with a Field Trip which can include transportation, admission in to venue, cost of presenter for in school Field Trips. Consumable supplies for the classroom projects.

Surplus/Deficit Handling Plan: Cost recovery. If there is a surplus, funds will go towards a year end activity.

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Project name: Grade 8 Farewell

Person responsible: Willis Dengler, Kristine

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.

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Project name: Grade 8 Field Trips and Classroom Projects

Person responsible: Willis Dengler, Kristine

Purpose and timelines: Parents are notified at the beginning of the year any cost relating to course/option/academy by signing an agreement acknowledging their acceptance of course and fee expectations.

Revenue to collect: Cash, cheque, online payments through PowerSchool/RYCOR (fees are posted at the beginning of the school year or when roasters are completed)

Items/Services to be purchased: ll costs associated with a Field Trip which can include transportation, admission in to venue, cost of presenter for in school Field Trips. Consumable supplies for

the classroom projects.

Surplus/Deficit Handling Plan: Cost recovery. If there is a surplus, funds will go towards a year end activity.

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Project name: Grants

Person responsible: Kucy, Ed

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.

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Project name: Nature Kindergarten

Person responsible: Spilchak, Stephanie

Purpose and timelines: Parents are notified at the beginning of the year any cost relating to course/option/academy by signing an agreement acknowledging their acceptance of course and fee expectations.

Revenue to collect: Cash, cheque, online payments through PowerSchool/RYCOR (fees are posted at the beginning of the school year or when roasters are completed)

Items/Services to be purchased: All costs associated with a Field Trip which can include transportation, admission in to venue, cost of presenter for in school Field Trips. Consumable supplies for the classroom projects. Staff wages.

Surplus/Deficit Handling Plan: Cost recovery program, should there be a surplus, it will go towards a year end activity