

Project Plan Summary



St. Patrick Catholic School

4816 - 53rd Avenue
Camrose, AB
T4V 0Y2

Phone: 780-672-2177

Fax: 780-672-1818

Principal: Michelle Nanias

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| Project name: | Breakfast Club |
| Person responsible: | West, Cristina |
| Purpose and timelines: | The purpose of this project is to provide a healthy breakfast snack for students at the start of the school day from September through June. The program relies heavily on the generosity of local business and parent donations. The request for donations is communicated (in time of need) in our weekly bulletin (smore). |
| Revenue to collect: | The money collected in this project is from donations from parents, community members and the President's Choice Children's Charity Program. |
| Items/Services to be purchased: | The items purchased are prepacked breakfast snack items such as cheese strings, granola bars and yogurt tubes. |
| Surplus/Deficit Handling Plan: | Funds from the President's Choice Children's Charity Grant are used up every year. Any remaining funds (parent/community donations) will be carried forward into the next school year to cover September startup costs. |

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| Project name: | Cross Country Running |
| Person responsible: | Ernst, Jason |
| Purpose and timelines: | The purpose of this project is to collect fees for students to participate in cross country racing events. A letter will be sent home with a detailed breakdown of the events and associated costs. |
| Revenue to collect: | The fee collected for this project in the amount of \$35.00 will be spent on a cost recovery basis and has been estimated based on the expected costs. Fees will be charged as the activity/field trip occur. Letters will be sent home with details and associated costs. |
| Items/Services to be purchased: | Fees for this project will be used to pay for race entries and bussing. |
| Surplus/Deficit Handling Plan: | No surplus anticipated. Surplus/deficit if nominal will be carried forward to next school year. |

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|---------------------------------|---|
| Project name: | Cultural Fee |
| Person responsible: | Michelle Nanias |
| Purpose and timelines: | The purpose of this project is to collect a fee for students to participate in whole school initiatives throughout the year. Events will be posted in the weekly bulletin and school website. |
| Revenue to collect: | The fee collected for this project is \$5.00 per student from Kindergarten to grade 4. |
| Items/Services to be purchased: | Fees for this project could be used to pay for faith, cultural, and music/drama presentations. Fees may also be used to purchase Spirit/Spin the Wheel prizes for students. |
| Surplus/Deficit | Any surplus may be used for, but not limited to, student prizes or a year end |

Handling Plan: activity.

Project name: Field Trips - Grade 1

Person responsible: Grade 1 Teachers

Purpose and timelines: The purpose of this project is to collect fees for students to participate in grade one field trips and activities. A letter will be sent home with details of the field trip activity and the associated costs.

Revenue to collect: The fees collected for this project will be spent on a cost recovery basis and has been estimated based on the expected costs.

Items/Services to be purchased: Fees for this project will be used to pay for admission fees, transportation costs and/or enhanced supplies.

Surplus/Deficit Handling Plan: Any surplus may be used for, but not limited to, end of year activity or gifts for students. There should not be a deficit in this project.

Project name: Field Trips - Grade 2

Person responsible: Grade 2 Teachers

Purpose and timelines: The purpose of this project is to collect fees for students to participate in grade two field trips and activities. A letter will be sent home with details of the field trip activity and the associated costs.

Revenue to collect: The fees collected for this project will be spent on a cost recovery basis and has been estimated based on the expected costs.

Items/Services to be purchased: Fees for this project will be used to pay for admission fees, transportation costs and/or enhanced supplies.

Surplus/Deficit Handling Plan: Any surplus may be used for, but not limited to, end of year activity or gifts for students. There should not be a deficit in this project.

Project name: Field Trips - Grade 3

Person responsible: Grade 3 Teachers

Purpose and timelines: The purpose of this project is to collect fees for students to participate in grade three field trips and activities. A letter will be sent home with details of the field trip activity and the associated costs.

Revenue to collect: The fees collected for this project will be spent on a cost recovery basis and has been estimated based on the expected costs.

Items/Services to be purchased: Fees for this project will be used to pay for admission fees, transportation costs and/or enhanced supplies.

Surplus/Deficit Handling Plan: Any surplus may be used for, but not limited to, end of year activity or gifts for students. There should not be a deficit in this project.

Project name: Field Trips - Grade 4

Person responsible: Grade 4 Teachers

Purpose and timelines: The purpose of this project is to collect fees for students to participate in grade four field trips and activities. A letter will be sent home with details of the field trip activity and the associated costs.

Revenue to collect: The fees collected for this project will be spent on a cost recovery basis and has been estimated based on the expected costs.

Items/Services to be purchased: Fees for this project will be used to pay for admission fees, transportation costs and/or enhanced supplies.

Surplus/Deficit Handling Plan: Any surplus may be used for, but not limited to, end of year activity or gifts for students. There should not be a deficit in this project.

Project name: Fundraising Activities

Person responsible: Michelle Nanias

Purpose and timelines: The purpose of the fundraising project is to collect money for charitable organizations such as Terry Fox, Lent-A-Hand, various bake sales etc. A letter will be sent home to parents to notify them of the fundraising event or details will be posted in the school newsletter.

Revenue to collect: Funds are collected from parents and students who wish to participate.

Items/Services to be purchased: A donation will be made to the appropriate organization on which the monies were raised. In/Out transaction. There should be no surplus or deficit.

Surplus/Deficit Handling Plan: In/Out transaction. There should be no surplus or deficit.

Project name: General

Person responsible: Michelle Nanias

Purpose and timelines: This project is defined to be all other projects that do not fall into the other categories.

Revenue to collect: As required

Items/Services to be purchased: As required

Surplus/Deficit Handling Plan: Any surplus or deficit will be carried over into the next school year and distributed according to the need of the school/students.

Project name: Junior Entry Legacy Program

Person responsible: Michelle Nanias

Purpose and timelines: Funds provided by the Camrose Education Foundation to enhance programming for the existing Pre-Kindergarten program.

Revenue to collect: No revenue will be collected.

Items/Services to be purchased: Items needed to enhance the Pre-Kindergarten program. Example: furniture, technology, improved infrastructure and supplies.

Surplus/Deficit Handling Plan: All surplus will be carried forward to the next school year for programming purposes until the funds are exhausted.

Project name: Kindergarten Fees

Person responsible: Bellamy, Nola

Purpose and timelines: The purpose of this project is to generate funds for kindergarten class activities and field trips. This will be communicated through a letter sent to parents at the beginning of the year detailing all expenses.

Revenue to collect: Fees will be charged as the activity/field trip occur. Letters will be sent home with details and associated costs.

Items/Services to be purchased: Fees for this project will be used to pay for field trip admission, busing costs, supplies and year end activities.

Surplus/Deficit Handling Plan: All surplus monies will be spent on student year end activities and/or supplies.

Project name: Library Book Fair and Lost/Damaged Books

Person responsible: Dueck, Linda M.

Purpose and timelines: The purpose of this project is to collect money received from Scholastic Book Fairs and lost or damaged library books. Scholastic Book Fairs - event will be advertised in our weekly bulletin (smore) and a letter will be sent home to parents for notification. Lost/Damaged Books - an invoice will be sent home to notify parent of lost or damaged library book.

Revenue to collect: Scholastic Book Fair revenue is from parents who purchase books during the book fair. Lost/Damaged Book revenue will be collected to replace lost or

damaged library books.

Items/Services to be purchased: Books and other materials for the library.

Surplus/Deficit Handling Plan: Surplus will be used to purchase books and other materials for the library.

Project name: Milk Program (optional)

Person responsible: Secretary

Purpose and timelines: The purpose of this project is to collect monies from milk orders. Milk orders will be available online to purchase 4 times in the school year and will be communicated in the weekly bulletin (smore).

Revenue to collect: The monies collected for this project will pay for chocolate or white milk. Empty milk cartons will be returned for refund to the bottle depot and funds will be deposited into this account.

Items/Services to be purchased: Chocolate and White Milk \$1.00/milk Milk Carton Recycling - revenue will be deposited into this account.

Surplus/Deficit Handling Plan: Funds will be spent on needs in the school as determined by the administration. Approx. \$1000.00 will be held in this project for the purchase of a fridge if needed.

Project name: Nature Kindergarten

Person responsible: Nola Bellamy

Purpose and timelines: The purpose of this project is to collect fees for students to participate in Nature Kindergarten. Through Nature Kindergarten, our intention is to connect children to nature, thereby fostering rich learning experiences, ecological literacy, and healthy living. With the role-modeling and nature of wise and skilled educators who understand the power of play and child-directed learning, children can grow in resilience and compassion to contribute positively to a more sustainable world.

Revenue to collect: The fee collected for this project in the amount of \$50.00 will be spent on transportation and supplies.

Items/Services to be purchased: Fees for this project will be used to pay for transportation and supplies.

Surplus/Deficit Handling Plan: Surplus/deficit if nominal will be carried forward to next year.

Project name: Pre-Kindergarten

Person responsible: Michelle Nantias

Purpose and timelines: The purpose of this project is to collect Pre-Kindergarten tuition fees. This will be communicated through an account statement sent to the parents at the beginning of the school year. Fees can be paid in full or in monthly installments which are due the first of every month.

Revenue to collect: The fee collected for this project is \$2950.00 for the school year.

Items/Services to be purchased: Tuition fees need to cover Teacher, Educational Assistance wages and enhanced activities/supplies.

Surplus/Deficit Handling Plan: All surplus monies will be used for, but not limited to, year end activities for students or program supplies. A deficit will be covered by the Junior Entry Legacy Program Plan.

Project name: School Council Fundraising

Person responsible: Michelle Nantias

Purpose and timelines: Project will be used in the event of fundraising purposes only.

timelines:

Revenue to collect: Cash or cheques (in/out transactions)

Items/Services to be purchased: Monies used for school council initiatives.

Surplus/Deficit Handling Plan: Money will be balanced, any surplus money will be directed to the St. Pat's parent advisory committee.

Project name: St. Pat's Saints Sports Clubs

Person responsible: Doll, Greg

Purpose and timelines: Saints Sport Club opportunities will be provided to students throughout the duration of the school year. When athletics programming requires funds to be collected a detailed sign up form and letter will be sent home with athletes outlining all the important and necessary information.

Revenue to collect: Athletes families will be responsible for providing the necessary funds to cover associated costs.

Items/Services to be purchased: Services and items purchased will vary depending on the club activities. Examples of some of these costs include but are not limited to busing, facility booking, entry fees, team apparel, equipment rentals etc.

Surplus/Deficit Handling Plan: Surplus and deficit funds and will be carried forward and tied to the associated Saints Sports Club in future calendar years. Collected fees will be adjusted accordingly the following year.

Project name: Staff Fund

Person responsible: Cathy Dacey

Purpose and timelines: Communication to staff via, email and staff meeting notices. GIFT FUND: Monies will be collected from staff for life events: marriage, births, deaths etc. COFFEE FUND: Monies will be collect from the staff who drink coffee.

Revenue to collect: Monies will be collected directly from staff members only.

Items/Services to be purchased: GIFT FUND: monies used to purchase flowers, greeting cards, gift basket, fruit basket etc. COFFEE FUND: monies used to purchase coffee supplies such as coffee, cream, milk etc.

Surplus/Deficit Handling Plan: Monies will be carried over to the next school year.

Project name: Student Fees (Yearbook, Agenda, and Kanga Pouch)

Person responsible: Michelle Nantias

Purpose and timelines: The purpose of this project is to collect fees for for the following items: Yearbook - fees will be invoiced to all students at the beginning of the school year. Agenda - fees will be invoiced to all grade 1 to 4 students at the beginning of the school year. Kanga Pouches - fees will be invoiced to all Kindergarten students at the beginning of the school year.

Revenue to collect: The fees collected for this project are as follows: Yearbook - \$10.00 - fees will be invoiced to all students, but parents have the option to opt out by contacting the school office. Agenda - \$10.00 Kanga Pouch - \$11.00 - parents in other grades can purchase replacement pouches if needed.

Items/Services to be purchased: Fees for this project will be used to purchase yearbooks, agendas and kanga pouches.

Surplus/Deficit Handling Plan: Surplus funds will be used to purchase extra pouches and cover shipping costs. There should not be a deficit as fees are charged to cover the cost of items plus shipping.

Project name: Swimming Lessons

Person responsible: Michelle Nanias

Purpose and timelines: The purpose of this project is to collect fees for students to participate in swimming lessons. Students in grades 1-4 will participate in one week of swimming lessons. (No fee charged in 2020-2021 due to Covid-19 school re-entry guidelines).

Revenue to collect: Associated costs are included in school fees to cover one week swimming lesson and transportation costs.

Items/Services to be purchased: Funds will be used to pay for registration/instructional fees as well as transportation costs.

Surplus/Deficit Handling Plan: There should be no surplus/deficit. Cost recovery only.