

# Project Plan Summary



## Our Lady Of The Angels Catholic School

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**Principal:** Michele Yuzdepski

**Project name:** ECS Field Trips & Presentations

**Person responsible:** Caitlin Maclean, Michele Yuzdepski

**Purpose and timelines:** Fees are required to go on field trips and to bring in educational presentations to support student learning which are directly related to the Kindergarten curriculum. In October, parents will be sent home a letter with the breakdown of the admission/presentation fees and bussing fees to date for each field trip/presentation. Additional field trips will be communicated as they come forward.

**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 costs. Fees are paid online through PowerSchool. Transportation costs are divided equally among all students. Therefore, students who paid for the field trip and are absent the day of the trip may be reimbursed all fees except any transportation costs.

**Items/Services to be purchased:** Field trip admission fees, in class presentation fees, and bussing required for these events.

**Surplus/Deficit Handling Plan:** If there are surplus funds remaining at the end of the school year, in the amount of \$5.00 or less per student, it will be transferred to our Foster Children Sponsorship account to subsidize the yearly annual sponsorship fees for our foster child. Any Surplus funds in the amount of \$5.00 or more per student will be reimbursed to the student by way of a credit to your fees account in PowerSchool. Any Deficit will be covered by transferring funds from our General Account.

**Project name:** Enhanced Programming & Learning

**Person responsible:** Yuzdepski, Michele

**Purpose and timelines:** This fee is a cost recovery fee for materials, equipment and supplies needed for additional and enhanced programming opportunities which support student learning through various programs. More time may be dedicated to enhanced learning opportunities based on projects themselves. All learning activities will be curricular connected with opportunities to dig deeper in areas of passions and interests.

**Revenue to collect:** Parents will contribute to Power Option costs for this enhanced programming. Families are charged \$10.00/year.

**Items/Services to be purchased:** Materials, equipment and supplies needed to offer an activity by an OLA staff member. Some elements may be consumable, others may be re-usable by other classes.

**Surplus/Deficit Handling Plan:** Surplus will be used to replenish items and purchase additional equipment. Any Deficit will be covered by transferring funds from our General Account.

**Project name:** General

Person responsible: Yuzdepski, Michele

Purpose and timelines: This account is for all money received that is not for a specific item.

Revenue to collect: Money received from LifeTouch for our picture rebate and from returning recyclables for deposit the refund.

Items/Services to be purchased: It is used to pay for school event expenses and/or projects that are not paid for by the PSC nor collected from parents - eg. Choir wind-up party, Choir Festival costs, Choir Field Trip expenses, Gr. 4 Bible Presentation celebration, Learning Commons and MakerSpaces.

Surplus/Deficit Handling Plan: Remaining funds at the end of the year will be used to offset any shortfalls in our School Generated Accounts.

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Project name: Gr. 1 Field Trip & Presentation

Person responsible: Michele Yuzdepski, Andrea Perry, Emily Harris

Purpose and timelines: Fees are required to go on field trips and to bring in educational presentations to support student learning which are directly related to the Grade One curriculum. Parents will be sent home a letter with the breakdown of admission/presentation fees and bussing fees for each field trip/presentation as well as a fee statement showing the total fees required. The fee includes the following field trips and presentations (to date and are not limited to the following): Clay for Kids, Hands of Science, Telus World of Science, Edmonton Valley Zoo and Ukrainian Village.

Revenue to collect: Fees charged to parents on a cost recovery basis, a breakdown of the fees, which includes admission and bussing is provided to parents.

Items/Services to be purchased: Field trip admission fees, in class presentation fees, and bussing required for these events. Transportation costs are divided equally among all students. Therefore, students who paid for the field trip and are absent the day of the trip may be reimbursed all fees except any transportation costs.

Surplus/Deficit Handling Plan: If there are surplus funds remaining at the end of the school year, in the amount of \$5.00 or less per student, it will be transferred to our Foster Children Sponsorship account to subsidize the yearly annual sponsorship fees for our 3 foster children. Any Surplus funds in the amount of \$5.00 or more per student will be reimbursed to the student by way of a credit to your fees account in PowerSchool. Any Deficit will be covered by transferring funds from our General Account.

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Project name: Gr. 2 Field Trip & Presentation

Person responsible: Michele Yuzdepski, Stanna Kelava, Tara Kucy, Andrea Perry

Purpose and timelines: Fees are required to go on field trips and to bring in educational presentations to support student learning which are directly related to the Grade Two curriculum. Parents will be sent home a letter with the breakdown of admission/presentation fees and bussing fees for each field trip/presentation as well as a fee statement showing the total fees required. The fee includes the following field trips and presentations (to date and are not limited to the following): Clay for Kids, Hands on Science, Telus World of Science, Edmonton Valley Zoo and Ukrainian Village.

Revenue to collect: Fees charged to parents on a cost recovery basis with a breakdown of the fees. Transportation costs are divided equally among all students. Therefore, students who paid for the field trip and are absent the day of the trip may be reimbursed all fees except any transportation costs.

Items/Services to be purchased: Field trip admission fees, in class presentation fees, and bussing required for these events.

**Surplus/Deficit Handling Plan:** If there are surplus funds remaining at the end of the school year, in the amount of \$5.00 or less per student, it will be transferred to our Foster Children Sponsorship account to subsidize the yearly annual sponsorship fees for our 3 foster children. Any Surplus funds in the amount of \$5.00 or more per student will be reimbursed to the student by way of a credit to your fees account in PowerSchool. Any Deficit will be covered by transferring funds from our General Account.

**Project name:** Gr. 3 Field Trip & Presentation

**Person responsible:** Michele Yuzdepski, Jenna Tichkowsky

**Purpose and timelines:** Fees are required to go on field trips and to bring in educational presentations to support student learning which are directly related to the Grade Three curriculum. Parents will be sent home a letter with the breakdown of admission/presentation fees and bussing fees for each field trip/presentation as well as a fee statement showing the total fees required. The fee includes the following field trips and presentations (to date and are not limited to the following): Teachers Pet, Ukranian Village, Edmonton Symphony.

**Revenue to collect:** Fees charged to parents on a cost recovery basis, a breakdown of the fees which includes admission and bussing is provided to parents.

**Items/Services to be purchased:** Field trip admission fees, in class presentation fees and bussing required for these events. Transportation costs are divided equally among all students. Therefore, students who paid for the field trip and are absent the day of the trip may be reimbursed all fees except any transportation costs.

**Surplus/Deficit Handling Plan:** If there are surplus funds remaining at the end of the school year, in the amount of \$5.00 or less per student, it will be transferred to our Foster Children Sponsorship account to subsidize the yearly annual sponsorship fees for our 3 foster children. Any Surplus funds in the amount \$5.00 or more per student will be reimbursed to the student by way of a credit to your fees account in PowerSchool. Any Deficit will be covered by transferring funds from our General Account.

**Project name:** Gr. 4 Field Trip & Presentation

**Person responsible:** Michele Yuzdepski, Nicole Cyca

**Purpose and timelines:** Fees are required to go on field trips and to bring in educational presentations to support student learning which are directly related to the Grade Four curriculum. Parents will be sent home a letter with the breakdown of admission/presentation fees and bussing fees for each field trip/presentation as well as a fee statement showing the total fees required. The fee includes the following field trips and presentations (to date and are not limited to the following): Teachers Pet, Fort Saskatchewan Heritage Precinct, Elk Island Park, Sunridge Ski Hill, Millennium Place.

**Revenue to collect:** Fees charged to parents on a cost recovery basis, a breakdown of the fees which includes admission and bussing is provided to parents.

**Items/Services to be purchased:** Field trip admission fees, in class presentation fees, and bussing required for these events. Transportation costs are divided equally among all students. Therefore, students who paid for the field trip and are absent the day of the trip may be reimbursed all fees except any transportation costs.

**Surplus/Deficit Handling Plan:** If there are surplus funds remaining at the end of the school year, in the amount of \$5.00 or less per student, it will be transferred to our Foster Children Sponsorship account to subsidize the yearly annual sponsorship fees for our foster children. Any Surplus funds in the amount of \$5.00 or more per student will be reimbursed to the student by way of a credit to your fees account in

PowerSchool. Any Deficit will be covered by transferring funds from our General Account.

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Project name: Hot Lunch Program

Person responsible: Yuzdepski, Michele

Purpose and timelines: Funds are raised through the sale of pre-ordered on-line hot lunches, which provide every student in Gr. K-4 the opportunity to have hot lunch in OLA School during that year. Information and instructions to order will be communicated to parents by letter or email prior to the program start up.

Revenue to collect: Revenue is collected from the Hot Lunch orders submitted by parents online through PowerSchool.

Items/Services to be purchased: Hot lunch orders purchased and pre-ordered by parents.

Surplus/Deficit Handling Plan: Remaining funds at the end of the year will remain in that account for expenses in future years or to make a lump sum payment to offset any shortfalls experienced throughout the year, and they will also support families in need in collaboration with OLA School Council.

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Project name: Kanga Pouches

Person responsible: Yuzdepski, Michele

Purpose and timelines: Kanga Pouches are used by students to take home notes, agendas, reading books, etc. This will ensure materials are protected to and from school, especially from water bottles and lunches. Parents are sent home a supply list for the upcoming year which includes the request of a Kanga Pouch and the cost. Parents have the option of whether or not to purchase one for their child. Kanga Pouches are available for purchase at the school office.

Revenue to collect: Fees charged to parents in the amount of \$8.50 each in September, as they were preordered at the old price. Fees charged to parents in October will be in the amount of \$9.50 as the reorder price is accordingly to new pricing for this year.

Items/Services to be purchased: Kanga Pouches

Surplus/Deficit Handling Plan: There should be no surplus or deficit as fees are charged on a cost recovery basis. However, any surplus funds will be used to purchase more Kanga Pouches. Any deficit will be covered by funds in the general account and a Journal Entry transfer will be made to bring the account to zero.

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Project name: Learning Commons & Makerspace

Person responsible: Yuzdepski, Michele

Purpose and timelines: Funds are raised through fundraising projects/events and donations. Events will be communicated to the parents by letters and emails sent home through the school advising them of the fundraiser and the intended use of the revenue. Donation requests are also solicited through the weekly newsletter.

Revenue to collect: Sale proceeds from the fundraising projects/events and money collected from donations. Donated items are also being accepted.

Items/Services to be purchased: All funds and donations will be used to enhance our Learning Commons and expand our Makerspace potential.

Surplus/Deficit Handling Plan: Remaining funds at the end of the year will remain in the account for expenses in future years and replacement of supplies/furniture.

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Project name: Library

Person responsible: Michele Yuzdepski, May-Lee Buban

Purpose and timelines: Book Fair and Lost or Damaged Library Material Fines. Students are send

timelines:	home with a flyer advertising the Book Fair and it is also advertised to parents in the weekly newsletter. Lost or Damaged Library Fines are invoiced out to parents and a statement is sent home with the student.
Revenue to collect:	Funds are collected during our annual Book Fair for books purchased, and funds are collected from staff and students for damaged or lost library materials. Revenue collected during the Book Fair goes directly to the book vendor to cover their inventory costs. In return, we receive credit towards new resources for our library and classrooms. Funds collected for lost or damaged library materials goes directly to purchasing replacement materials.
Items/Services to be purchased:	
Surplus/Deficit Handling Plan:	In the event of a surplus, library books will be purchased.

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Project name:	Library Bags
Person responsible:	Yuzdepski, Michele
Purpose and timelines:	Each child will receive, at the start of the school year, a protective plastic bag for their library book loans. This will ensure library materials are protected to and from school, especially from water bottles and lunches.
Revenue to collect:	On a cost-recovery basis for subsequent bags, as the first one is provided as part of the school supplies.
Items/Services to be purchased:	Protective plastic bags.
Surplus/Deficit Handling Plan:	Any surplus funds will be used to purchase library bags for the following school year. Any deficit will be covered by funds in the general account and a Journal Entry transfer will be made to bring the account to zero.

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Project name:	Milk Program
Person responsible:	Yuzdepski, Michele
Purpose and timelines:	Funds are raised through the sale of pre-ordered milk, which provides every student in Gr. K-4 the opportunity to have milk with their lunch on chosen days throughout the school year. It will be communicated to the parents by letter or email, containing program information and ordering instructions.
Revenue to collect:	Revenue is collected from the milk orders submitted by parents.
Items/Services to be purchased:	All excess proceeds will be used to support fine arts presentations, the school music program, religious enhancement projects, bussing expenses and field trip fees of students from families experiencing financial hardship.
Surplus/Deficit Handling Plan:	Remaining funds at the end of the year will remain in that account for expenses in future years or to make a lump sum payment to offset any shortfalls experienced throughout the year.

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Project name:	PSC General
Person responsible:	Yuzdepski, Michele
Purpose and timelines:	Funds are raised through fundraising projects/events in order to support various programs in OLA school during that year. All events will be communicated to the parents either by letters or emails advising them of the fundraiser and the intended use of the revenue.
Revenue to collect:	Sale proceeds from the fundraising projects/events.
Items/Services to be purchased:	All funds allocated to Health and Wellness will be used to support projects that enhance the physical health and well being of the students, including, but not limited to the apple program, milk program, hot lunches, skill building activities and special presentations on Health and Wellness.
Surplus/Deficit	Remaining funds at the end of the year will remain in that account for expenses

Handling Plan: in future years or to make a lump sum payment to offset any shortfalls experienced throughout the year.

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Project name: Recorders

Person responsible: Lukie, Donamarie

Purpose and timeliness: Fees will be charged to parents for children in grade 3 and 4, which is used to support the Gr. 3 and Gr. 4 music curriculum. A note will be sent home advising them of the fee.

Revenue to collect: A cost recovery fee of \$9 will be charged to all Grade 3 & 4 students participating in the Music program.

Items/Services to be purchased: Recorders to enhance music program.

Surplus/Deficit Handling Plan: As this is a cost recovery fee no surplus or deficit is expected.

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Project name: School Lunch Program

Person responsible: Yuzdepski, Michele

Purpose and timeliness: The Ft. Saskatchewan Food Gatherers provide funds to pay for lunches and snacks for students who are in need. We call this process "The Caring Corner".

Revenue to collect: Donation made by the Ft. Saskatchewan Food Gatherers Society. Receipts from purchases made for this program are submitted to the Food Gatherers for reimbursement.

Items/Services to be purchased: Healthy snacks and lunches.

Surplus/Deficit Handling Plan: Remaining funds at the end of the year will remain in this account for the next year. As this is a cost recovery, there is not remaining funds anticipated.

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Project name: Social Justice Projects

Person responsible: Yuzdepski, Michele

Purpose and timeliness: Our school, will participate in various social justice activities such as but not limited to, supporting sponsor children and working with Lurana Shelter. A note is sent home advising parents of each of the fundraising events.

Revenue to collect: Special fundraising activities put on by the students and staff. Examples include VIP Parking and Christmas Concert Seats Raffle, Break the Rules

Items/Services to be purchased: All funds will be donated to the projects/charities as communicated for each individual fundraiser, with the largest being Lurana Shelter.

Surplus/Deficit Handling Plan: Remaining funds at the end of the year will remain in that account to sponsor expenses for our foster child in future years or to make a lump sum payment to purchase a special item.

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Project name: Student Leadership

Person responsible: Michele Yuzdepski, Nicole Cyca

Purpose and timeliness: Project is to create leadership capacity in students, while supporting the goals and community spirit of the school. Funds are provided from fundraising projects that are advertised in our school weekly newsletter as well as by notes going home with students.

Revenue to collect: Special fundraising activities put on by the students of the Leadership group, in the current school year, as well as excess funds raised in the previous school year from their fundraising projects.

Items/Services to be purchased: Funds will be used to include but not limited to the purchase of clothing for the Leadership group members, fees for retreats and various celebration expenses.

Surplus/Deficit Handling Plan: Remaining funds at the end of the year will remain in that account to be used as

Handling Plan: a start-up fund for the program in the next school year.

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Project name: Terry Fox

Person responsible: Yuzdepski, Michele

Purpose and timelines: Fundraiser for The Terry Fox Foundation in which donations are collected.

Revenue to collect: Donations collected by students.

Items/Services to be purchased: All donations are sent to The Terry Fox Foundation.

Surplus/Deficit Handling Plan: No surplus or deficit at the end of the project, as all funds collected are forwarded to The Terry Fox Foundation.