

# 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:** 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 Food Bank 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.

**Project name:** Gr. 1 Field Trip & Presentation

**Person responsible:** Michele Yuzdepski, Jordan Lakeman, Tara Kucy

**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.

Project name: Gr. 2 Field Trip & Presentation

Person responsible: Michele Yuzdepski, Stanna Kelava, Tara Kucy

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, Kiera O'Toole

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, Ukrainian 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.

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.

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 kindergarten parents in the amount of \$12.50 each in September. If a replacement is needed the same amount will be charged.

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: Library

Person responsible: Michele Yuzdepski, May-Lee Buban

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

Items/Services to be purchased: 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.

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: 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, hot lunches, skill building activities and special presentations on Health and Wellness.

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: Recorders

Person responsible: Lukie, Donamarie

Purpose and timelines: 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 \$15 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 timelines: 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 form 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: Student Agenda

Person responsible: Michele Yuzdepski

Purpose and timelines: Student Planners are required for each Gr. 1-4 student which are to be used for communicating between the teacher and parents.

Revenue to collect: \$15.00 Fee is charged to parents for the agenda and is the subsequent replacement cost for lost agendas.

Items/Services to be purchased: Student Planners

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 transferred into our General Account. 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: Student Leadership

Person responsible: Michele Yuzdepski, Nicole Cyca

Purpose and timelines: 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 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.