

# Project Plan Summary



## Madonna Catholic School

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Sherwood Park, AB  
T8A 3N3

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**Principal:** Karen Antoniuk

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Project name: Advent Concert Collection  
 Person responsible: Antoniuk, Karen  
 Purpose and timeliness: Information was sent home via SMORE December 15th, 2022 and in the Advent Concert Program as well.  
 Revenue to collect: Cash collection at OLPH Church  
 Items/Services to be purchased: All money received will be forwarded to the Basket of Blessings Campaign at CSS  
 Surplus/Deficit Handling Plan: No surplus

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Project name: APPLE Schools  
 Person responsible: Gauthier, Kim & Pineau, Tracey  
 Purpose and timeliness: The purpose of this project is to utilize the funds provided by APPLE Schools for the development of healthy school communities.  
 Revenue to collect: An annual donation from The APPLE Schools Foundation is made to our participating school locations based on previously submitted action plans.  
 Items/Services to be purchased: The funding provided will be used in accordance to our APPLE Schools agreement towards healthy food, equipment, resources and supplies.  
 Surplus/Deficit Handling Plan: All funds will be spent in the school year provided and reported back to APPLE schools on the annual Financial report. Unspent funds will be deducted from next year's funding or returned back to The APPLE Schools Foundation.

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Project name: Bend the Rules  
 Person responsible: Antoniuk, Karen  
 Purpose and timeliness: Information will be shared in the weekly SMORE and information will be sent to teachers to send home with students.  
 Revenue to collect: Donations of \$1.00 per item chosen from the Bend the Rules form available through the Parent Portal from Dec 6 to Dec 15th  
 Items/Services to be purchased: No items or services to purchase for this event.  
 Surplus/Deficit Handling Plan: All donations received will be donated to Laurana House Catholic Social Services Sign of Hope

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Project name: Field Trip 1N  
 Person responsible: Noel, Kathy  
 Purpose and timeliness: The purpose of this program is to collect fees for students to participate in Grade 1N field trips and activities. A letter will be sent home with a detailed breakdown of activities and their associated costs. Activities examples are: Museum field trip, cookie decorating, Gallery 501, T-Pet in school workshops.

Revenue to collect: The fees collected for this project will be spent on a cost recovery basis and will be estimated based on the expected costs. The combined total fee will not exceed the board approved maximum of \$250.00 for local activities.

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

Surplus/Deficit Handling Plan: If fees collected are not sufficient to cover the activity costs a "Field Trip Shortfall" fee may be added to your student's account to cover the deficit. Surplus will be credited back to the students' account. Student credit balances at year end of \$2.00 or less will be used to support our Madonna Chalice Child.

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Project name: Field Trip 1SP

Person responsible: Mattia Perri & Cheryl Stadnick

Purpose and timelines: The purpose of this program is to collect fees for students to participate in Grade 1SP field trips and activities. A letter will be sent home with a detailed breakdown of activities and their associated costs. Activities may include a Museum visit, cookie decorating or a T-Pet in school session.

Revenue to collect: The fees collected for this project will be spent on a cost recovery basis and will be estimated based on the expected costs. The combined total fee will not exceed the board approved maximum of \$250.00 for local activities. .

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

Surplus/Deficit Handling Plan: If fees collected are not sufficient to cover the activity costs a "Field Trip Shortfall" fee may be added to your student's account to cover the deficit. Surplus will be credited back to the students' account. Student credit balances at year end of \$2.00 or less will be used to support our Madonna Chalice Child.

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Project name: Field Trip 2L

Person responsible: LaRose, Stephanie

Purpose and timelines: The purpose of this program is to collect fees for students to participate in Grade 1 field trips and activities. A letter will be sent home with a detailed breakdown of activities and their associated costs. Activities may include an Inuit Connection Presentation or a Telus World of Science visit for example.

Revenue to collect: The fees collected for this project will be spent on a cost recovery basis and will be estimated based on the expected costs. The combined total fee will not exceed the board approved maximum of \$250.00 for local activities.

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

Surplus/Deficit Handling Plan: If fees collected are not sufficient to cover the activity costs a "Field Trip Shortfall" fee may be added to your student's account to cover the deficit. Surplus will be credited back to the students' account. Student credit balances at year end of \$2.00 or less will be used to support our Madonna Chalice Child.

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Project name: Field Trip 2S

Person responsible: Stankey, Alyssa

Purpose and timelines: The purpose of this program is to collect fees for students to participate in Grade 1S field trips and activities. A letter will be sent home with a detailed breakdown of activities and their associated costs. Activities may include an Inuit Connections Presentation or a visit to the Telus World of Science.

Revenue to collect: The fees collected for this project will be spent on a cost recovery basis and will be estimated based on the expected costs. The combined total fee will not exceed the board approved maximum of \$250.00 for local activities.

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

Surplus/Deficit Handling Plan: If fees collected are not sufficient to cover the activity costs a "Field Trip Shortfall" fee may be added to your student's account to cover the deficit. Surplus will be credited back to the students' account. Student credit balances at year end of \$2.00 or less will be used to support our Madonna Chalice Child.

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Project name: Field Trip 3/4G

Person responsible: Gauthier, Kim

Purpose and timelines: The purpose of this program is to collect fees for students to participate in Grade 1 field trips and activities. A letter will be sent home with a detailed breakdown of activities and their associated costs. Activities may include Telus World of Science or a Camp Van Es Retreat.

Revenue to collect: The fees collected for this project will be spent on a cost recovery basis and will be estimated based on the expected costs. The combined total fee will not exceed the board approved maximum of \$250.00 for local activities.

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

Surplus/Deficit Handling Plan: If fees collected are not sufficient to cover the activity costs a "Field Trip Shortfall" fee may be added to your student's account to cover the deficit. Surplus will be credited back to the students' account. Student credit balances at year end of \$2.00 or less will be used to support our Madonna Chalice Child.

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Project name: Field Trip 3V

Person responsible: Vukovic, Francie

Purpose and timelines: The purpose of this program is to collect fees for students to participate in Grade 3V field trips and activities. A letter will be sent home with a detailed breakdown of activities and their associated costs. Activities may include a Rocks & Minerals Program, a Gallery@501 trip as examples. The activities included are: In school Rocks & Minerals Program, Gallery@501

Revenue to collect: The fees collected for this project will be spent on a cost recovery basis and will be estimated based on the expected costs. The combined total fee will not exceed the board approved maximum of \$250.00 for local activities.

Items/Services to be purchased: Fees for this project could be used to pay for admission fees, transportation costs, enhanced supplies, educational presentation.

Surplus/Deficit Handling Plan: If fees collected are not sufficient to cover the activity costs a "Field Trip Shortfall" fee may be added to your student's account to cover the deficit. Surplus will be credited back to the students' account. Student credit balances at year end of \$2.00 or less will be used to support our Madonna Chalice Child.

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Project name: Field Trip 4P

Person responsible: Podoborzny, Kendra

Purpose and timelines: The purpose of this program is to collect fees for students to participate in Grade 4 field trips and activities. A letter will be sent home with a detailed breakdown of activities and their associated costs. Some of these activities might include a retreat to Camp Van Es or a trip to Telus World of Science.

Revenue to collect: The fees collected for this project will be spent on a cost recovery basis and will be estimated based on the expected costs. The combined total fee will not exceed the board approved maximum of \$250.00 for local activities.

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

Surplus/Deficit Handling Plan: If fees collected are not sufficient to cover the activity costs a "Field Trip Shortfall" fee may be added to your student's account to cover the deficit. Surplus will be credited back to the students' account. Student credit balances at year end of \$2.00 or less will be used to support our Madonna Chalice Child.

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Project name: Full Day Kindergarten  
 Person responsible: Roberts, Lori  
 Purpose and timelines: The purpose of this program is to offer Kindergarten students the opportunity to attend programming five days a week, full days at their community school.  
 Revenue to collect: Tuition for this program in the amount of \$425.00 per month will be collected through a Powerschool payment plan.  
 Items/Services to be purchased: The fees collected are used to provide staffing for this optional program.  
 Surplus/Deficit Handling Plan: Any surplus accumulated in the project will be held to sustain the program in low enrollment years. Surplus funds may also be used to develop and advance Kindergarten programming.

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Project name: Gr. K-4 School Activities  
 Person responsible: Antoniuk, Karen  
 Purpose and timelines: The purpose of this program is to collect fees for students to participate in school wide activities. Communication will be sent home through the school newsletter /Smore.  
 Revenue to collect: The activity fees collected for this project will be spent on a cost-recovery basis and has been estimated based on expected costs.  
 Items/Services to be purchased: Fees for this project could be used to pay for educational presentations and events that the school will attend and put on, such as: Musical Theater Alien In-line Skating Winter- Festivities Les Bucherones French Heritage Day Year-End Field Trip Advent Wreath Making Literacy Night Cultural Dinner  
 Surplus/Deficit Handling Plan: After all activities are complete, any funds remaining in the amount of \$5.00 or more per student will be credited back to the student account. Any surplus amount less than \$5.00 per student will be used to support our Madonna Chalice Child.

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Project name: Grab & Go Breakfast  
 Person responsible: Antoniuk, Karen  
 Purpose and timelines: Donations have been provided from community vendors looking to sponsor this program for feeding children as a food "top up" resource for students. Students can supplement their breakfast or their lunch using this food.  
 Revenue to collect: The funds collected for this project will be solely from community vendor donations.  
 Items/Services to be purchased: Funds for this project could be used to pay for Grab and go food such as cheese strings, Yogurt Tubes, Granola Bars and fresh fruit.  
 Surplus/Deficit Handling Plan: If money runs out before the end of the year, the program will be closed at that time. If there is a surplus of funds left over at the end of June 2023, those funds will be carried forward for next school year.

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Project name: Message Pouch  
 Person responsible: Roberts, Lori  
 Purpose and timelines: A message pouch is used by students as a means to carry papers back and forth between home and school. This pouch is re-used by students yearly after initial purchase in Kindergarten.

Revenue to collect: The fee collected for this project in the amount of \$13.50 will be spent on a cost recovery basis and has been estimated based on expected costs.

Items/Services to be purchased: Fees for this project will be used to pay for purchase of message pouches.

Surplus/Deficit Handling Plan: As this is a cost recovery fee, any unforeseen surplus/deficit will be transferred to the General School Account.

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Project name: Parent Fundraiser for Drumheller

Person responsible: Podoborozny, Kendra

Purpose and timelines: The purpose of this fundraiser program is to raise funds to support the Grade 4 Field Trip to Drumheller this school year. Communication will be through the virtual meeting October 13th with parents of all grade 4 students and events will be shared with school community through the weekly SMORE newsletter and the MCS website. Event examples are: Bake Sale Nov 2nd & 3rd

Revenue to collect: The monies collected will by donations collected from events like: Bake Sale Donations Bottle Drive Bingo & Baskets Family Night

Items/Services to be purchased: Donations will be used to supplement the cost of the Drumheller field trip for the grade 4 students.

Surplus/Deficit Handling Plan: All monies will be used for the Drumheller field trip. If there are extra monies over and above the cost per student for this trip, they will be used to provide an extra item during this trip. The "extra item" will be determined by the amount of funds available but examples may be a pizza, or a Drumheller T-shirt.

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Project name: Recorder

Person responsible: Podoborozny, Kendra

Purpose and timelines: A recorder is needed by students in grade 3 and 4 for music. A letter is sent home to parents of children needing to purchase a recorder advising parents of the cost.

Revenue to collect: A cost recovery fee of \$9.65 to cover the cost of the recorder purchase will be charged to the parent on the students ACORN account.

Items/Services to be purchased: The recorders will be purchased with the funds on a cost recovery basis.

Surplus/Deficit Handling Plan: Surplus/deficit - If surplus of fees as a result, refunds will be credited to students account to reflect actual cost. If deficit, students will be charged the additional cost if school is unable to cover small balance.

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Project name: Staff Social Committee

Person responsible: Pineau, Tracy

Purpose and timelines: Email and staff meeting communication

Revenue to collect: A voluntary donation by staff Nov. 5th \$50.00 full time staff \$24 part-time staff

Items/Services to be purchased: Gifts for staff, for major milestones or in time of need. as per plan Sunshine Fund Plan 2022-2023

Surplus/Deficit Handling Plan: balance to be carried forward for staff use for year party

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Project name: Staff Sunshine for Student Families

Person responsible: Pineau, Tracy

Purpose and timelines: through email and staff meetings

Revenue to collect: Voluntary contribution from staff \$20 by Nov. 5th.

Items/Services to be purchased: For families in need items will vary: gifts cards, mass cards, food hampers, care pkgs etc.

Surplus/Deficit Handling Plan: balance to be carried forward for staff use for year party

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Project name: Swimming Lessons Grd 1 to 4

Person responsible: Winunow, Agnes

Purpose and timelines: A letter is sent home with students to inform parents of the swimming program dates/times and costs. It is also put on the school website and SMORE.

Revenue to collect: Fee of swimming lessons and cost of the bus to be applied to students' accounts in ACORN for parents to pay.

Items/Services to be purchased: Cost of Swim for Life Swim Program as per Strathcona County Recreation and bus costs by transportation. Swim for Life Lessons \$46.00 each and bus \$14.00 for 8 lessons = \$60

Surplus/Deficit Handling Plan: The surplus would be applied to offset swimming lesson costs for grade 1 to 4 students who are in financial need. Deficit will be covered by the school.