

Project Plan Summary



Madonna Catholic School

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Principal: Arlene Littlemore

Project name:	Agenda
Person responsible:	Roberts, Lori
Purpose and timelines:	Agendas are purchased by the school and provided to students in Brighter Beginnings, grade 2 and grade 3. The purpose of the agenda is to provide a communication tool for parents and the school.
Revenue to collect:	Fee for cost of agenda is charged to students in ACORN.
Items/Services to be purchased:	The cost of the agenda including shipping.
Surplus/Deficit Handling Plan:	Used for students in need or deficit will be carried forward/absorbed by the school.

Project name:	Alien In Line Skating
Person responsible:	Littlemore, Arlene
Purpose and timelines:	A letter will be sent home to parents explaining the Alien In Line Skating Program and the fee required.
Revenue to collect:	PSC has been asked to support this project financially and any shortfall will be collected from students.
Items/Services to be purchased:	The costs of the facilitator and equipment for this week long learn to inline skate program.
Surplus/Deficit Handling Plan:	Remaining funds will be used towards another school wide activity for students.

Project name:	Apple Schools
Person responsible:	Hinger, Cathy
Purpose and timelines:	A letter was sent to the business community requesting donations to support healthy nutrition and physical activities at Madonna Catholic School i.e. Baseball Fundamentals or When Soccer Comes to School.
Revenue to collect:	Donations from businesses
Items/Services to be purchased:	Healthy foods and activites/equipment for all students at Madonna Catholic School.
Surplus/Deficit Handling Plan:	Carried forward to next year.

Project name:	Art/Special Project 1K
Person responsible:	Kuchmak, Cheryl
Purpose and timelines:	Parents will be notified weekly/monthly about classroom activities and special projects that will require art materials.
Revenue to collect:	A set one time fee is applied to the accounts of grade 1K students in ACORN in September which is estimated to cover the school year.

Items/Services to be purchased:	Items needed for special projects and everyday classroom materials (i.e. rewards, name tags, Mother's/Father's Day projects) will be purchased.
Surplus/Deficit Handling Plan:	Any surplus will go towards a year end party. Any deficit will be absorbed by the classroom teacher.
Project name:	Art/Special Project 1N
Person responsible:	Noel, kathy
Purpose and timelines:	Parents will be notified weekly/monthly about classroom activities and special projects that will require are materials.
Revenue to collect:	A set one time fee is applied to the accounts of grade 1N students in ACORN in September which is estimated to cover the school year.
Items/Services to be purchased:	Materials will be purchased for special projects and classroom materials (i.e. rewards, name tags, Mother's/Father's Day projects)/
Surplus/Deficit Handling Plan:	Any surplus will go towards a year end party and any deficit will be absorbed by the classroom teacher.
Project name:	Coca Cola Bottling Commission
Person responsible:	Roberts, Lori
Purpose and timelines:	A commission cheque is received from Coca Cola based on sales through water/juice machine.
Revenue to collect:	A commission cheque will be sent to Madonna Catholic School by Coca Cola.
Items/Services to be purchased:	Funds will be used to supplement student costs for field trips, art supplies and school supplies as required.
Surplus/Deficit Handling Plan:	Any balance would be carried forward to be used for students next year.
Project name:	Donation - Discretionary
Person responsible:	Roberts, Lori
Purpose and timelines:	Parents are offered the option to donate to students in need through field trip/event information letters sent home with students throughout the school year. The donated funds received are applied to field trip and school event fees for students of families experiencing financial difficulties.
Revenue to collect:	Donations are received from parents.
Items/Services to be purchased:	Will be applied to field trip/school events costs as needed by students throughout the school year.
Surplus/Deficit Handling Plan:	Any balance will be carried forward to the next school year.
Project name:	ECS
Person responsible:	Jacobs, Janine
Purpose and timelines:	Parents are informed at the beginning of the year that fee requested will cover all kindergarten field trips and in class presentations.
Revenue to collect:	A fee will be applied to students' account in ACORN based on estimated costs of planned field trip/events.
Items/Services to be purchased:	Program costs and transportation costs to programs.
Surplus/Deficit Handling Plan:	Any surplus will be used for year end celebration.
Project name:	Field Trip 1K
Person responsible:	Kuchmak, Cheryl

Purpose and timelines:	An explanation of the purpose of each field trip/project will be communicated to the parent as well as how it relates to the curriculum and what students are currently learning in 1K.
Revenue to collect:	A fee will be applied to the students' account in ACORN based on estimated costs of planned field trip/events.
Items/Services to be purchased:	Admission fees/transportation fees.
Surplus/Deficit Handling Plan:	Surplus will be used toward other classroom projects.

Project name:	Field Trip 1N
Person responsible:	Noel, Kathy
Purpose and timelines:	An explanation of the purpose of each field trip/project will be communicated to the parent as well as how it relates to the curriculum and what students are currently learning in 1N.
Revenue to collect:	A fee will be applied to the students' account in ACORN based on estimated costs of planned field trip/events.
Items/Services to be purchased:	Admission fees/transportation fees.
Surplus/Deficit Handling Plan:	Surplus will be used toward other classroom projects.

Project name:	Field Trip/Special Projects 2L
Person responsible:	LaRose, Stephanie
Purpose and timelines:	An explanation of the purpose of each field trip/project will be communicated to the parent as well as how it relates to the curriculum and what students are currently learning in 2L.
Revenue to collect:	A fee will be applied to the students' account in ACORN based on estimated costs of planned field trip/events.
Items/Services to be purchased:	Supplies needed for special projects/admission fees/transportation fees.
Surplus/Deficit Handling Plan:	Surplus will be used toward other classroom projects.

Project name:	Field Trip/Special Projects 2T
Person responsible:	Thompson, Kimberly
Purpose and timelines:	An explanation of the purpose of each field trip/project will be communicated to the parent as well as how it relates to the curriculum and what students are currently learning in 2T.
Revenue to collect:	A fee will be applied to the students' account in ACORN based on estimated costs of planned field trip/events.
Items/Services to be purchased:	Supplies needed for special projects/admission fees/transportation fees.
Surplus/Deficit Handling Plan:	Surplus will be used toward other classroom projects

Project name:	Field Trip/Special Projects 3NP
Person responsible:	Nay, Laurel
Purpose and timelines:	An explanation of the purpose of each field trip/project will be communicated to the parent as well as how it relates to the curriculum and what students are currently learning in 3NP.

Revenue to collect: A fee will be applied to the students' account in ACORN based on estimated costs of planned field trip/events.

Items/Services to be purchased: Supplies needed for special projects/admission fees/transportation fees.

Surplus/Deficit Handling Plan: Surplus will be used toward other classroom projects.

Project name: Field Trip/Special Projects 4HD

Person responsible: Hinger, Cathy

Purpose and timelines: An explanation of the purpose of each field trip/project will be communicated to the parent as well as how it relates to the curriculum and what students are currently learning in 4LH.

Revenue to collect: A fee will be applied to the students' account in ACORN based on estimated costs of planned field trip/events.

Items/Services to be purchased: Supplies needed for special projects/admission fees/transportation fees

Surplus/Deficit Handling Plan: Surplus will be used toward other classroom projects.

Project name: Field Trip/Special Projects 4S

Person responsible: Starko, Stephanie

Purpose and timelines: An explanation of the purpose of each field trip/project will be communicated to the parent as well as how it relates to the curriculum and what students are currently learning in 4S.

Revenue to collect: A fee will be applied to the students' account in ACORN based on estimated costs of planned field trip/events.

Items/Services to be purchased: Supplies needed for special projects/admission fees/transportation fees.

Surplus/Deficit Handling Plan: Surplus will be used toward other classroom projects.

Project name: Field Trips 3L

Person responsible: Lampka, Laura

Purpose and timelines: An explanation of the purpose of each field trip/project will be communicated to the parent as well as how it relates to the curriculum and what students are currently learning in 3L.

Revenue to collect: A fee will be applied to the students' account in ACORN based on estimated costs of planned field trip/events.

Items/Services to be purchased: Supplies needed for special projects/admission fees/transportation fees

Surplus/Deficit Handling Plan: Surplus will be used toward other classroom projects.

Project name: General

Person responsible: Littlemore, Arlene

Purpose and timelines: To be used for non-specific items as they arise over the year.

Revenue to collect: Fees to parent.

Items/Services to be purchased: Items as communicated with parents.

Surplus/Deficit

Handling Plan: Any balance will be carried forward to the next school year.

Project name: Homework App Grade 4

Person responsible: Roberts, Lori

Purpose and timelines: It will be listed in the school fees and explained to the parents at the start of the school year.

Revenue to collect: The partial cost of \$3.50 is to be charged to each grade 4 student in 2016/2017.

Items/Services to be purchased: The cost of the App will be purchased.

Surplus/Deficit Handling Plan: Surplus or deficit will be applied to year end event.

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.

Revenue to collect: A fee paid by parents of children who receive a pouch.

Items/Services to be purchased: The message pouch is purchased with the funds paid.

Surplus/Deficit Handling Plan: Any surplus/deficit will be carried forward to the next year.

Project name: Noon Hour Supervisor

Person responsible: Littlemore, Arlene

Purpose and timelines: A fee is required to cover the salary of Noon Hour Supervisors and is applied to students' accounts in grades 1 through 4 in September.

Revenue to collect: Fee charged to parents. (Estimate based on previous year actual cost)

Items/Services to be purchased: Cost of wages for Noon Hour Supervisors.

Surplus/Deficit Handling Plan: Surplus/deficit to be carried over to next year.

Project name: Recorder

Person responsible: Dyck, Karen

Purpose and timelines: A recorder is needed by students in grade 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 fee 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.

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

Project name: Social Committee

Person responsible: Kuchmak, Cheryl

Purpose and timelines: This is an opening balance carried forward from the Sunshine Fund run for staff with monies collected from staff.

Revenue to collect: Opening balance from staff who were in charge as per bank stmt

Items/Services to be purchased: going away/retirement/special occasion flowers and small gifts when ill

Surplus/Deficit Handling Plan:	balance to be carried forward
Project name:	Supplies/Consumable on Hand
Person responsible:	Roberts, Lori
Purpose and timelines:	A small supply of extra consumables as determined by teachers are kept at the school for new students to purchase as they enroll throughout the school year.
Revenue to collect:	The cost of the supplies/consumables used by a student will be charged to their account in ACORN.
Items/Services to be purchased:	The cost of the supply/consumable as specified by the students teacher will be covered.
Surplus/Deficit Handling Plan:	Will be carried forward to the next school year.
Project name:	Swimming Lessons Grd 1 to 4
Person responsible:	Hinger, Cathy
Purpose and timelines:	A letter is sent home with students to inform parents of the swimming program dates/times and costs.
Revenue to collect:	Fee of Red Cross Program and bus to be applied to students' accounts in ACORN for parents to pay.
Items/Services to be purchased:	Cost of Red Cross Swim Program as per Strathcona County Recreation and bus costs by transportation.
Surplus/Deficit Handling Plan:	Surplus would be applied to other school activities provided for grade 1 to 4 students or students in need.
Project name:	Terry Fox Run
Person responsible:	Kuchmak, Cheryl
Purpose and timelines:	The project is communicated to the students and parents through the school newsletter and the school website.
Revenue to collect:	Participants are asked to donate \$1.00 to participate in the run in the school field
Items/Services to be purchased:	All donations will be forwarded to the Terry Fox Foundation.
Surplus/Deficit Handling Plan:	None anticipated - all monies will be donated
Project name:	Write-On Stationery Commission
Person responsible:	Roberts, Lori
Purpose and timelines:	Parents are offered the option through our June newsletter/school website of ordering school supplies through this company. Madonna Catholic School receives a commission based on the total order value.
Revenue to collect:	Commission cheque received from Write-On Stationery Supplies.
Items/Services to be purchased:	Funds are used to supplement student costs for field trips, art supplies and school supplies as required.
Surplus/Deficit Handling Plan:	Any balance would be carried forward to the next school year.
Project name:	Xmas Concert
Person responsible:	Dyck, Karen
Purpose and	The project will be communicated through our weekly SMORE email to parents prior to the Christmas Concert on December 20th, 2016. A sign will be

timelines:	put out with the donation container as well stating where the donated monies will be used.
Revenue to collect:	A silver collection will be taken the night of the Christmas Concert December 20th, 2016.
Items/Services to be purchased:	The music for the Christmas Concert will be purchased.
Surplus/Deficit Handling Plan:	A surplus of funds would be used to support the music program for all students at Madonna Catholic School. A deficit would be covered by the school.