

Project Plan Summary



École Our Lady of Perpetual Help Catholic School

273 Fir Street
Sherwood Park, AB
T8A 2G7

Phone: 780-467-5631

Fax: 780-467-1786

Principal: Julie Lafrance-Coon

Project name:	5 & 6 Science Option
Person responsible:	Taylor, Sinead
Purpose and timelines:	All information regarding this option is sent home in the spring for the parents and students to select their options.
Revenue to collect:	Funds are collected from the school fees.
Items/Services to be purchased:	The money will be used to purchase materials for science activities and experiments.
Surplus/Deficit Handling Plan:	Any surplus will go to purchase items which will be used throughout the course of the option class. Ex. - class sets of scissors, beakers, etc...

Project name:	5/6 Art Option
Person responsible:	Miller, Chandra
Purpose and timelines:	A letter describing the option and its cost was sent home in the spring to parents.
Revenue to collect:	An option fee will be collected from the parents along with the school fees.
Items/Services to be purchased:	Art supplies, such as paper, paints, pastels, clay, books and artist's canvas will be purchased with the funds.
Surplus/Deficit Handling Plan:	Should there be a surplus, the money will be used to put on an art exhibit, to which all of the stakeholders will be invited.

Project name:	AB Foundation of the Arts
Person responsible:	Lafrance-Coon, Julie
Purpose and timelines:	A grant application is filed with AB Foundation of the Arts. This information is communicated to stakeholders during School Council Meetings.
Revenue to collect:	AB Foundation for the Arts

Items/Services to be purchased: If the school is successful in receiving this grant, the money is used to pay an artist in residence who will work on a project with the students in our school.

Surplus/Deficit Handling Plan: All of this grant would be used for this purpose.

Project name: Agendas for students

Person responsible: Lafrance-Coon, Julie

Purpose and timelines: School agendas are ordered every year for each student. This item is indicated in the school supply list and is part of the school fees.

Revenue to collect: Money for this will come from the school fees.

Items/Services to be purchased: The money will be used to purchase the agendas.

Surplus/Deficit Handling Plan: We do not anticipate any surplus from this event and we will have enough money from our school fees to pay for this. Any surplus would be used to support student life activities.

Project name: Art Option - Jr. High

Person responsible: McCoy, Sonia

Purpose and timelines: This is an option class offered to our students in grades 7 and 8.

Revenue to collect: Money for this will come from the school fees paid by parents whose children have chosen this option class.

Items/Services to be purchased: The money will be used to pay for art material such as: watercolor, tempera paint, oil pastels, sketching pencils, charcoal, special paper, brushes etc..

Surplus/Deficit Handling Plan: We do not anticipate any deficits or surplus from this event but should there be any surplus, it will be used to purchase more art material.

Project name: Badminton

Person responsible: Miller, Chandra

Purpose and timelines: Fees are required to be charged to members of the badminton teams in order to cover the costs of team t-shirts, district fees, equipment and tournament fees. At the beginning of the season, fees will be sent to the parents of teammates in a newsletter, indicating the breakdown of the fees charged.

Revenue to collect: Fees charged to parents

Items/Services to be purchased: Costs of t-shirts, district fees, equipment and tournament fees

Surplus/Deficit Handling Plan: Should there be any remaining funds at the end of the year, they will be used for an end-of-year party for all of the badminton teams. Parents will be informed of this intent in the newsletter sent at the beginning of the season.

Project name:	Basketball Concessions
Person responsible:	St. Jean, Marc
Purpose and timelines:	Every year, the school hosts a basketball tournament with a concession run by parents and players. Parents donate food items to the concession and then proceed to sell the items the weekend of the tournament. All proceeds go towards OLPH Sports Programs.
Revenue to collect:	Parent donations to supply concession and money taken in during concession.
Items/Services to be purchased:	Depends on the needs of the school at that time. (Ex. Scorers bench, new basketballs or volleyballs, etc..)
Surplus/Deficit Handling Plan:	Proceeds will be used to purchase equipment needed for our extra-curricular sports teams.

Project name:	Basketball Teams - boys & girls
Person responsible:	St. Jean, Marc
Purpose and timelines:	Fees are required to be charged to members of the basketball teams in order to cover the costs of referees, uniforms, equipment and tournament fees. At the beginning of the year, fees will be sent to the parents of teammates in a newsletter, indicating the breakdown of the fees charged.
Revenue to collect:	Fees charged to parents.
Items/Services to be purchased:	Costs of referees, uniforms, equipment and tournament fees.
Surplus/Deficit Handling Plan:	Should there be any remaining funds at the end of the year, they will be used for an end-of-year party for all of the basketball teams. Parents will be informed of this intent in the newsletter sent at the beginning of the year.

Project name:	Birch Bay Ranch
Person responsible:	Rodriguez, Pedro
Purpose and timelines:	Grade 8 religious retreat (one day in October). Parents will receive a letter in the month of September.
Revenue to collect:	Money collected from the parents.
Items/Services to be purchased:	The cost of transportation, activities and rentals at Birch Bay Ranch.
Surplus/Deficit Handling Plan:	Should there be any money left, it will be used to lower the cost of the Junior High year end fieldtrip.

Project name:	Book Fair
Person responsible:	Lafrance-Coon, Julie
Purpose and timelines:	Stakeholders are made aware of this event by Synremail, Newsletter, Posters, Notes, Student Agendas.
Revenue to	

collect: Parents/ students pay for items purchased at the Book Fair.

Items/Services to be purchased: Books.

Surplus/Deficit Handling Plan: All money will be used to purchase new books for our school library. Any carryovers would be used to purchase library books the following school year.

Project name: Café Français

Person responsible: Lafrance-Coon, Julie

Purpose and timelines: Information is communicated to parents of the school via our school Newsletter, or Synremail.

Revenue to collect: Punch cards are to be purchased by the parents who wish for their child to participate.

Items/Services to be purchased: Funds will be used to purchase supplies for the Café Français.

Surplus/Deficit Handling Plan: Any surplus will be used to purchase motivational items for the students to speak French at school.

Project name: Cultural Fees

Person responsible: Lafrance-Coon, Julie

Purpose and timelines: Parents are informed by surveys and school fees that the school will collect money for Cultural activities as part of the French Immersion experience.

Revenue to collect: School fees.

Items/Services to be purchased: The money will be used to organize several cultural activities throughout the school year, such as the Carnival, presentations from artists, artist in residence, signers etc.

Surplus/Deficit Handling Plan: Any surplus will be used to purchase cultural materials in the form of posters, music or will be used for further cultural events.

Project name: Donations

Person responsible: Morin, Alyre

Purpose and timelines: All school justice fundraising done through the school is communicated to our student and parent community through a letter that is sent home or via email.

Revenue to collect: Funds will be collected within our parent community.

Items/Services to be purchased: Nothing will be purchased with this money. It will be all donated to the 'Me' to 'We' organizations or to local charities.

Surplus/Deficit Handling Plan: Any money left will be donated to charities.

Project name: Farewell - grade 8

Person

responsible: Gagnon, Denise

Purpose and timelines: Fees are required to be charged to the students in grade 8 in order to cover the cost of food and decorating. A few months before the event, a newsletter will be sent out to the parents indicating the breakdown of the fees charged for the event.

Revenue to collect: Fees charged to parents.

Items/Services to be purchased: The cost of food and decorating.

Surplus/Deficit Handling Plan: Any surplus of money (which is not expected to happen) is carried over to the next year to help cover the costs of decorations. This will be stated in the newsletter that is sent home to the parents.

Project name: Field Trip

Person responsible: Lafrance-Coon, Julie

Purpose and timelines: All field trip activities are communicated to the parents through letters and permission forms sent home.

Revenue to collect: Funds will be collected within our parent community.

Items/Services to be purchased: Nothing will be purchased with this money, it will be used to pay for the visits of different venues.

Surplus/Deficit Handling Plan: Should there be any surplus in this area, it will be used to support student activities in the school.

Project name: Fun Activity (for Junior High not going on the Ski Trip)

Person responsible: Rodriguez, Pedro

Purpose and timelines: Alternative for Junior High students who do not participate in the ski trip. Parents will receive a letter from the school.

Revenue to collect: Money collected from parents.

Items/Services to be purchased: The cost of transportation and activities.

Surplus/Deficit Handling Plan: Should there be any funds left at the end of the school year, it will be used to lower the cost of the Junior High year end fieldtrip.

Project name: General/Vending Machine

Person responsible: Lafrance-Coon, Julie

Purpose and timelines: A vending machine has been in our school for years. Students can purchase water or real fruit juice from the machine and/or small classroom initiatives. Ex.bake sale to purchase classroom books. Parents would be informed of this through a note sent home by the teacher.

Revenue to collect: Coca Cola pays the school a commissions on the sales made with their machine. Classroom raised money.

Items/Services to be purchased: Motivational items for students.

be purchased:

Surplus/Deficit Handling Plan: Any money left at the end of the school year would be carried over to the following year and be used to purchase motivational items for our students.

Project name: Holy Spirit CTF

Person responsible: Lafrance-Coon, Julie

Purpose and timelines: Students sign up for these courses they take at Holy Spirit School. 1) Band Rental fee 2) Band Student fee 3) CTF Foods 4) CTF Construction

Revenue to collect: Funds will be collected from our school fees.

Items/Services to be purchased: All this money is coded to Holy Spirit School to pay for the materials our students will use during these classes.

Surplus/Deficit Handling Plan: All this money is collected by Holy Spirit School - no surpluses will be left at OLPH

Project name: Jasper Ski Trip - Elementary

Person responsible: Gray, Danny

Purpose and timelines: Magic Bus and school letter sent home

Revenue to collect: Fees charged to parents

Items/Services to be purchased: Lift tickets, rentals, transportation, ski lessons

Surplus/Deficit Handling Plan: Should there be any surplus, it will be used to lower the cost of the elementary year-end school field trip

Project name: Jasper Ski Trip- Jr.High

Person responsible: Godin, Guy

Purpose and timelines: The ski trip takes place in March and is part of the P.Ed. program. It includes 2 days of skiing and 2 nights at the hotel. Parents receive a letter at the beginning of December informing them of the activity. An initial deposit is required and a final letter comes after the New Year indicating the final cost of the trip.

Revenue to collect: The parents of the students participating in this event are required to pay.

Items/Services to be purchased: Fees are required to be charged for busing, ski lift tickets, rental equipment, lessons, hotel and sub costs if applicable.

Surplus/Deficit Handling Plan: Should there be any surplus, it will be used to lower the cost the the year-end school field trip.

Project name: Kanga Pouch

Person responsible: Lafrance-Coon, Julie

Purpose and timelines: Parents are informed of this fee in the June Newsletter and in their child's

timelines: school fees.
Revenue to collect: Funds will be collected from parents who require a Kanga Pouch for their child.
Items/Services to be purchased: All this money will be used to purchase the Kanga Pouches.
Surplus/Deficit Handling Plan: Any surplus in this area would be used to purchase more Kanga pouches

Project name: Locks
Person responsible: Lafrance-Coon, Julie
Purpose and timelines: Parents are informed of this fee in the June Newsletter and in their child's school fees.
Revenue to collect: Funds will be collected from our school fees.
Items/Services to be purchased: All this money will be used to purchase the locks.
Surplus/Deficit Handling Plan: Any surplus in this area would be used to purchase more locks.

Project name: Media Arts - Elementary
Person responsible: Gray, Danny
Purpose and timelines: Media Arts summary is provided to parents in the spring including the cost, and a description of the materials used and projects to be accomplished during the course of this option.
Revenue to collect: Funds are collected with school fees.
Items/Services to be purchased: Materials to help fabricate videos and photos as well as apps and music from iTunes.
Surplus/Deficit Handling Plan: No surplus is planned. School has provided funds from the technology school budget to help offset costs to parents in every year.

Project name: Media Arts - Jr. High
Person responsible: Gray, Danny
Purpose and timelines: Course description and cost is provided in May for the upcoming school year.
Revenue to collect: Fees charged to parents
Items/Services to be purchased: Printer ink, video materials - tripods, green screen, legos, props etc.
Surplus/Deficit Handling Plan: All funds will be used on course materials.

Project name: Musical Drama Donations
Person responsible: McCoy, Sonia

Purpose and timelines:	Letters sent home with details regarding the play/plays.
Revenue to collect:	Donations are collected within our parent community during performances.
Items/Services to be purchased:	Props and decor for our plays
Surplus/Deficit Handling Plan:	All funds will be used to purchase props or stages for the Music/Drama room. This will be communicated during the yearly performances.
<hr/>	
Project name:	Noon Hour Supervision
Person responsible:	Lafrance-Coon, Julie
Purpose and timelines:	Parents are informed of this in our newsletter as well as on PowerSchool.
Revenue to collect:	Funds will be collected from the parents through the school fees.
Items/Services to be purchased:	All this money will be used to pay the noon hour supervisors.
Surplus/Deficit Handling Plan:	No surpluses are expected, but should there be some it would be used for student lunchtime activities.
<hr/>	
Project name:	Outdoor Ed
Person responsible:	St. Jean, Marc
Purpose and timelines:	Fees are required to be charged to students to cover the costs of outside programs, such as Strathcona Wilderness Centre, for such programs as orienteering, fire building , etc. Some of the cost of the program are to cover busing to and from school and field trip locations.
Revenue to collect:	Fees charged to parents.
Items/Services to be purchased:	Costs of field trips, busing
Surplus/Deficit Handling Plan:	Remaining fund at the end of the year will be used for equipment purchase towards the outdoor education program.
<hr/>	
Project name:	Robotics - Jr. High
Person responsible:	Tremblay, Anik
Purpose and timelines:	Fees are required to be charged to members of the robotics class in order to cover the costs of equipment, t-shirts and competition registration fees. At the beginning of the year, fees will be sent to the parents of students in a newsletter, indicating the breakdown of the fees charged.
Revenue to collect:	Fees charged to parents.
Items/Services to be purchased:	Equipment, t-shirts and competition registration fees.
Surplus/Deficit	Should there be any remaining funds at the end of the year, they will be

Handling Plan: used for an end-of-year party for all of the students. Parents will be informed of this intent in the newsletter sent at the beginning of the year.

Project name: Robotique 5-6

Person responsible: Tremblay, Anik

Purpose and timelines: A letter with the description of this option and the fees attached to it, is communicated in May to parents.

Revenue to collect: Funds are collected from school fees.

Items/Services to be purchased: Robotics material

Surplus/Deficit Handling Plan: The surplus, if any, would be used to buy robotics material and accessories.

Project name: School Fees

Person responsible: Lafrance-Coon, Julie

Purpose and timelines: Parents are informed of their children's school fees in the June newsletter and/or in the month of September.

Revenue to collect: Funds will be collected from the parents.

Items/Services to be purchased: All this money will be used to purchase necessary materials for their students learning.

Surplus/Deficit Handling Plan: Any surplus in this area would be used to purchase school library books or to cover deficits that might occur in other SGF projects.

Project name: Science Grant

Person responsible: Dufour, France

Purpose and timelines: If the school is successful in receiving this grant, it will be communicated to parents in our school newsletter

Revenue to collect: This grant application is offered by the Esso company.

Items/Services to be purchased: If the school receives this grant, the money will be used to purchase Science materials to support the Science Olympics group and the Science class.

Surplus/Deficit Handling Plan: Any money left over will be used to purchase Science materials for the Science Olympics or special Science Experiments.

Project name: Science Olympics

Person responsible: Dufour, France

Purpose and timelines: Science Olympics involves grade seven and eight students interested in problems solving using science. The activity fees will be sent to the parents of teammates in a letter, indicating the breakdown of the fees charged.

Revenue to: Fees are collected from students who partake in the Science Olympics

collect: activities.
Items/Services to be purchased: Building materials, competition registration fee, t-shirts and year end party
Surplus/Deficit Handling Plan: Remaining funds at the end of the year will be used for the end of the year party for the Science Olympic team. Parents will be informed of this intent in the letter sent at the beginning of the activity.

Project name: Skills Canada/Jr. Achievement
Person responsible: Gagnon, Denise
Purpose and timelines: Fees are required to be charged to the students in Jr. High in order to cover the cost of busing. A few months before the events, a newsletter will be sent out to the parents indicating the breakdown of the fees charged for the two events.
Revenue to collect: Fees charged to parents.
Items/Services to be purchased: The cost of busing (both events have no charge to attend).
Surplus/Deficit Handling Plan: There should be nominal surplus as we have pretty accurate estimates of the busing charges. Any surplus would be used to lower the cost of the year-end field trip.

Project name: Sports Expérience
Person responsible: St. Jean, Marc
Purpose and timelines: A letter was sent home in May to all stakeholders to inform them of the nature of this option and of its cost.
Revenue to collect: Money will be collected from parents through school fees.
Items/Services to be purchased: Physical education equipment shall be purchased. Specifically, kinballs, spikeballs sets, frisbees, pinneys, and handball equipment.
Surplus/Deficit Handling Plan: Extra sports equipment for the class will be purchased with any additional funds at the end of the project.

Project name: Sports Performance
Person responsible: Rodriguez, Pedro
Purpose and timelines: Junior High Sports Performance option. Information in the school newsletter and parents will receive an invoice from the school. In September, parents will receive the itinerary of field trips for the term from the teacher. At times, they will see current bookings (only) and a notice indicating that it is work in progress.
Revenue to collect: Fees charged to the parents.
Items/Services to be purchased: The cost of transportation and the field trips that are part of the practical component of the course.
Surplus/Deficit Handling Plan: Should there be money left, it would be used purchase/renew equipment used in this class.

Project name:	Sunridge Ski
Person responsible:	Gray, Danny
Purpose and timelines:	Ski package from school and Sunridge sent home.
Revenue to collect:	Fees charged to parents.
Items/Services to be purchased:	Lift tickets, rentals, transportation
Surplus/Deficit Handling Plan:	Should there be any left over funds, they will be used to lower the cost of the year end elementary fieldtrip.
Project name:	Track & Field - K Of C
Person responsible:	Slupek, Annick
Purpose and timelines:	A letter explaining the details of the Track and Field Day for OLPH is sent home to parents along with the costs involved.
Revenue to collect:	Fees are charged to parents.
Items/Services to be purchased:	Nothing. The money is used for busing and for the rental costs of the Strathcona Athletic Center.
Surplus/Deficit Handling Plan:	Should there be any funds left over after this activity, it will be used during a school wide activity at the end of the school year.
Project name:	Uniform Replacement Fund
Person responsible:	St. Jean, Marc
Purpose and timelines:	The sports budget at the beginning of the year has a certain amount reserved for the usual wear and tear of uniforms. Over the course of three or four years, once the uniforms need replacing we will use this fund to supply the school with new uniforms.
Revenue to collect:	Fees charged to parents as part of the fees charged for participation to a sports team.
Items/Services to be purchased:	New uniforms (every four years)
Surplus/Deficit Handling Plan:	Funds at the end of the year will be carried over until the fund is large enough to purchase uniforms for both boys and girls teams.
Project name:	Volleyball
Person responsible:	Godin, Guy
Purpose and timelines:	and Anik Tremblay - Fees are required to be charged to members of the volleyball team in order to cover the costs of referees, uniforms, equipment and tournament fees. At the beginning of the year, fees will be sent to the parents of teammates in a newsletter, indicating the breakdown of the fees charged.
Revenue to	Fees charged to parents

collect:

Items/Services to be purchased: Costs of referees, uniforms, equipment and tournament fees

Surplus/Deficit Handling Plan: Remaining funds at the end of the year will be used for an end-of-year party for the boys and girls volleyball teams. Parents will be informed of this intent in the newsletter sent at the beginning of the year.

Project name: Yearbook

Person responsible: Gagnon, Denise

Purpose and timelines: Fees are required to be charged to members of the school who wish to purchase a school yearbook in order to cover the costs of printing and the upkeep of the photography equipment. Near the end of the year, a newsletter will be sent out to the parents indicating the breakdown of the fees charged if they wish to purchase a yearbook.

Revenue to collect: Fees charged to the parents.

Items/Services to be purchased: The costs of printing and repair/replacement (upkeep) of camera equipment.

Surplus/Deficit Handling Plan: Remaining funds at the end of the year will be used for the upkeep costs of the photography equipment . Parents will be informed of this intent in the newsletter sent at the end of the year.

Project name: Young Authors Conference

Person responsible: Miller, Chandra

Purpose and timelines: Parents are informed of this activity in a newsletter.

Revenue to collect: Funds will be collected from the parents of the children participating to this activity.

Items/Services to be purchased: All this money will be used to pay for registration fees.

Surplus/Deficit Handling Plan: Any surplus in this area would be used to purchase writing resources and materials.