

# Project Plan Summary



**JEAN VANIER**  
CATHOLIC SCHOOL

**Jean Vanier Catholic School**

109 Georgian Way  
Sherwood Park, AB  
T8A 3K9

**Phone:** 780-467-3633

**Fax:** 780-467-1584

**Principal:** Mr. Don Marceau

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Project name:	District Material Fees
Person responsible:	Marceau, Don
Purpose and timelines:	District Material Fees are charged to students on the school invoice.
Revenue to collect:	\$50.00 provided by parents to the school by online payment. (Cash or cheque payable to the school if unable to pay online.)
Items/Services to be purchased:	These funds go towards student agenda's, paper supplies, textbooks, student booklets, miscellaneous supplies that need to be ordered for students, evidence of learning binder supplies, student special needs supplies, art supplies
Surplus/Deficit Handling Plan:	This should be at a zero balance at the end of the year.

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Project name:	ECS Material Fees
Person responsible:	Sombyk, Irene
Purpose and timelines:	Fees for ECS Field Trips are on the school invoices in order to collect funds for curricular related field trips. Field Trips will occur throughout the year. Parents will be made aware of field trips via letters, emails, and teacher websites as they occur throughout the year.
Revenue to collect:	\$ 100.00 provided by parents to the school by online payment. (Cash or cheque payable to the school if unable to pay online.)
Items/Services to be purchased:	Admissions for various out of school field trips, funds for in class field trips, transportation costs, special classroom holiday activities, year end field trips, Mothers Day, Father's Day projects, craft supplies, photo development
Surplus/Deficit Handling Plan:	Any surplus will be used to replenish classroom supplies used during the year. Any deficit will be communicated to administration, and needs to be approved by administration before asking parents for further funds

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Project name:	General Fees
Person responsible:	Marceau, Don

Purpose and timelines: Revenue is provided from juice box recycling, payments from Parent Council groups to fund activities or pay for supplies. Transfer amounts from 2012-2013 from FKK as well as from JV are included in the balance when the school became a K-4 school.

Revenue to collect: Revenue is not collected from parents for this project. The amount accumulated is carried over each year to fund various student activities, presentations

Items/Services to be purchased: This may be used to fund the costs associated with choir, various student activities or field trips, the cost of apples, bus costs for swimming lessons. This also acts as a holding account for fundraising activities, as cheques are issued from this account for the amount collected.

Surplus/Deficit Handling Plan: Amounts are carried over each year to fund various student activities.

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Project name: Grade 1 Field Trip Fee

Person responsible: Stychyshyn, Ronda

Purpose and timelines: Fees for Grade 1 Field Trips are on the school invoices in order to collect funds for curricular related field trips. Field Trips will occur throughout the year. Parents will be made aware of field trips via letter or email as they occur throughout the year.

Revenue to collect: \$75.00 provided by parents to the school by online payment. (Cash or cheque payable to the school if unable to pay online.)

Items/Services to be purchased: Admissions for various out of school field trips, funds for in class field trips, transportation costs, special classroom holiday activities, year end field trips, Mothers Day, Father's Day projects, classroom craft projects, evidence of learning supplies.

Surplus/Deficit Handling Plan: Any surplus will be used to replenish classroom supplies used during the year. Any deficit will be communicated to administration, and needs to be approved by administration before asking parents for further funds

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Project name: Grade 2 Field Trip Fees

Person responsible: Lesoway, Elizabeth

Purpose and timelines: Fees for Grade 2 Field Trips are on the school invoices in order to collect funds for curricular related field trips. Field Trips will occur throughout the year. Parents will be made aware of field trips via letters, emails, and teacher websites as they occur throughout the year.

Revenue to collect: \$105.00 provided by parents to the school by online payment. (Cash or cheque payable to the school if unable to pay online.)

Items/Services to be purchased: Admissions for various out of school field trips, funds for in class field trips, transportation costs, special classroom holiday activities, year end field trips, Mothers Day, Father's Day projects, classroom craft projects, evidence of learning supplies.

Surplus/Deficit Handling Plan: Any surplus will be used to replenish classroom supplies used during the year. Any deficit will be communicated to administration, and needs to be approved by administration before asking parents for further funds

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Project name: Grade 3 Field Trip Fees

Person responsible: Rockwell, Gail

Purpose and timelines: Fees for Grade 3 Field Trips are on the school invoices in order to collect funds for curricular related field trips. Field Trips will occur throughout the year. Parents will be made aware of field trips via letters, emails, and teacher websites as they occur throughout the year.

Revenue to collect: \$85.00 provided by parents to the school by online payment. (Cash or cheque payable to the school if unable to pay online.)

Items/Services to be purchased: Admissions for various out of school field trips, funds for in class field trips, transportation costs, special classroom holiday activities, year end field trips, Mothers Day, Father's Day projects, classroom craft projects, evidence of learning supplies.

Surplus/Deficit Handling Plan: Any surplus will be used to replenish classroom supplies used during the year. Any deficit will be communicated to administration, and needs to be approved by administration before asking parents for further funds

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Project name: Grade 4 Field Trip Fees

Person responsible: Rafuse, Barb

Purpose and timelines: Fees for Grade 4 Field Trips are on the school invoices in order to collect funds for curricular related field trips. Field Trips will occur throughout the year. Parents will be made aware of field trips via letters, emails, and teacher websites as they occur throughout the year.

Revenue to collect: \$80.00 provided by parents to the school by online payment. (Cash or cheque payable to the school if unable to pay online.)

Items/Services to be purchased: Admissions for various out of school field trips, funds for in class field trips, transportation costs, special classroom holiday activities, year end field trips, Mothers Day, Father's Day projects, classroom craft projects, evidence of learning supplies.

Surplus/Deficit Handling Plan: Any surplus will be used to replenish classroom supplies used during the year. Any deficit will be communicated to administration, and needs to be approved by administration before asking parents for further funds

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Project name: Grade 4 Ski Trip

Person responsible: Rafuse, Barb

Purpose and timelines: Letter will be sent home to grade 4 parents in January explaining the purpose of the trip, and costs. Funds collected will cover the cost of lift tickets and/or rentals

Revenue to collect: For students with their own equipment, cost of the lift ticket will be \$24.00 For students requiring lift ticket and ski rentals, the cost will be \$34.00 For students requiring lift ticket and snowboard rentals, the cost will be \$37.00 The cost of transportation will be covered under the Grade 4 field trip fees paid for on the school invoices in September.

Items/Services to be purchased: Lift ticket, and/or ski/snowboard rentals

Surplus/Deficit Handling Plan: This should be at a zero balance, as each student that goes on the trip will be paying for their lift ticket and/or rentals if required.

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Project name: Kanga Pouch  
Person responsible: Wispinski, Lisa  
Purpose and timelines: If students require a new Kanga Pouch, parents are able to purchase one directly from the school as supplies last.  
Revenue to collect: Cost of a new Kanga Pouch is \$9.00  
Items/Services to be purchased: This covers the cost of a Kanga Pouch  
Surplus/Deficit Handling Plan: This should be at a zero balance. Any deficit will be covered the the school's general funds.

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Project name: Lunch Supervision Fees  
Person responsible: Marceau, Don  
Purpose and timelines: Fees for Lunch Supervision are charged to students on the school invoice.  
Revenue to collect: \$40.00 provided by parents to the school by online payment. (Cash or cheque payable to the school if unable to pay online.)  
Items/Services to be purchased: This is used to cover the cost of 3 paid noon hour supervisors, for each school lunch hour.  
Surplus/Deficit Handling Plan: This should be at a zero balance at the end of the year. Any deficit will be covered by the school's general funds. Any surplus will remain in account and go towards the following year.

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Project name: Milk Program  
Person responsible: Wispinski, Lisa  
Purpose and timelines: This is an optional program available to parents. Milk is available 2 days per week, running October - june. Parents will be provided with a letter with the costs and dates.  
Revenue to collect: Milk is anywhere between \$0.70- \$0.80 per milk, per day.  
Items/Services to be purchased: This will be used to cover the cost of milk for the year  
Surplus/Deficit Handling Plan: This should be at a zero balance. Any deficit will be covered the the school's general funds.

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Project name: Recorder  
Person responsible: Grudzinski, Larry  
Purpose and timelines: Cost of a recorder for Gr 4 music. Letter will be sent home by Mr. Grudzinski  
Revenue to collect: \$6 - \$10 provided by parents to the school by cash of cheque, only if parents need to purchase a new recorder for their child.. Once amount is determined from vendor, a letter will be sent home indicating the exact amount.

Items/Services to be purchased:	This will be used to cover the cost of a recorder
Surplus/Deficit Handling Plan:	This should be at a zero balance. Any deficit will be covered the the school's general funds.
Project name:	Swimming
Person responsible:	Wispinski, Lisa
Purpose and timelines:	Fees charged to parents once we know the cost charged by Strathcona County Parks and Rec. A letter will be sent out to parents once the times and amounts are confirmed in Feb/March 2016.
Revenue to collect:	\$45-\$55 provided by parents to the school by cash of cheque
Items/Services to be purchased:	This will be used to cover the cost of the 8 week swimming program, plus the cost of transportation to transport students to and from Kinsmen Pool in Sherwood Park.
Surplus/Deficit Handling Plan:	This should be at a zero balance. Any deficit will be covered the the school's general funds.
Project name:	Terry Fox Run
Person responsible:	Wispinski, Lisa
Purpose and timelines:	Toonies are collected from students who wish to donate to the Terry Fox Foundation in support of the Terry Fox Run
Revenue to collect:	If students wish to donate \$2.00, all toonies will be deposited and a cheque forwarded to the Terry Fox Foundation on behalf of Jean Vanier Catholic School.
Items/Services to be purchased:	All funds will be forwarded to the Terry Fox Foundation.
Surplus/Deficit Handling Plan:	No Surplus will exist.
Project name:	Textbooks (Lost/Damaged)
Person responsible:	Pawl-Nixon, Aubin
Purpose and timelines:	At the end of the school year, librarian will send notices out to students who have not returned books so that they can return them without being fined. Any students whose books are damaged or still missing will be sent a notice of a fine owing to replace the books.
Revenue to collect:	Fee notices sent out to parents in May/June, fee is replacement cost of damaged/missing book.
Items/Services to be purchased:	To replace the damaged/lost library books.
Surplus/Deficit Handling Plan:	Will be zero balance. All monies collected will be used to replace the damaged/lost books.