

USE OF FACILITIES AND GROUNDS FOR K – 12: USE OF SCHOOL GROUNDS FOR CREATIVE PLAY AREAS

Background

The District supports, in principle, the establishment of creative play areas or the upgrading of existing ones on school grounds. As capital funding for these projects is not available through the Ministry of Education, all associated costs for these projects must be borne by schools. This includes: equipment costs, District supply and installation of the resilient ground cover, District labour installation costs, and on-going District maintenance costs.

Procedures for planning creative play areas, obtaining approval, and procedures for project scheduling and development are outlined-as follows.

Procedures

1. Planning Creative Play Areas or Upgrading Existing Ones

- 1.1. To upgrade existing equipment or develop new creative play areas, the Principal is to initiate discussions with the Grounds Supervisor to review guidelines for play equipment, siting and safety concerns, and the role of the parents in the development and installation of the creative play areas. During these initial discussions, the Grounds Supervisor will advise the Principal of the estimated additional annual maintenance costs associated with the project. In addition to reviewing the proposal with the Grounds Supervisor, the Principal must advise the Director of Instruction and the Director of Facilities that a project is being considered. All projects are to be approved by the Superintendent.
- 1.2. Also, as the Principal is responsible for determining that the project is acceptable to the adjacent neighbours, residents in the neighbourhood are to be informed of any proposed new creative play areas.

2. Guidelines for Preparing Proposals

- 2.1. After consulting with District staff and developing plans for the school site, a formal proposal is to be submitted to the Director of Facilities for review and consideration by the Superintendent. The proposal must be approved by the Superintendent and may have to be approved by the Board. This proposal is to include information about:
 - 2.1.1. Proposed location(s) of improvements and present use of the site: improvements to be provided together with detailed plans, sketches, pictures or models showing the location and type of equipment;
 - 2.1.2. The role of teachers, students, and community organizations in this proposed development, both in the planning and installation of the proposed equipment;
 - 2.1.3. Estimates of all material, equipment, demolition and removal, labour costs (including District costs for resilient surface materials or other charges), and details about funding sources;

- 2.1.4. Details regarding the scheduling of the proposed development, including any information about the phasing of the installation;
- 2.1.5. Brief history of project development and compliance with Board policies and administrative procedures (e.g. Rentals and Earthquake), including support from school staff and the District Parents' Advisory Council (DPAC) as well as consultation with neighbours.

3. Project Scheduling and Development

- 3.1. After submitting a proposal and receiving Superintendent and Board approval, if required, school staff can schedule implementation activities. The Grounds Supervisor is to be informed about the installation date, and the unions will be notified about the project according to standard District procedures. District staff will be scheduled to prepare the site or to deliver tools as required. When new equipment is being installed, the Principal will contact the supplier to arrange for the equipment to be delivered and ensure that a supervisor from the supplier is present at the school on the date of construction.
- 3.2. Following completion of the project, the District Grounds Division will inspect and approve the equipment. The Grounds Division will also install, on a cost-recovery basis, the District-approved resilient surface material as soon as possible after the installation of the equipment. The Grounds Division will continue to inspect and repair this equipment at least twice annually on an on-going basis, as part of their routine grounds maintenance program.

4. Receiving Goods and Services Tax (GST) Rebate

- 4.1. To receive the GST rebate, the playground equipment supplier is to invoice the school directly.

5. Maintenance Contract

- 5.1. After the project is completed and the Grounds Division has inspected and approved the equipment, the Principal is responsible for completing a maintenance contract form. The completed form is to be returned to the Grounds Division, and a copy is to be sent to the District Accounting Division.

Reference: Sections 22, 23, 65, 85 School Act
Collective Agreements

Adopted: November 4, 1996
Revised: September 24, 2018