



# Rolling River School Division

## ADMINISTRATIVE PROCEDURE

### ECAD – GROUNDS DEVELOPMENT

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The Rolling River School Division supports and appreciates the efforts of local Parent Councils and other individuals and groups to assist in the development of school grounds. Parent Councils and other individuals and groups who propose enhancing curricular and/or extra-curricular activities of students through installing structures and making other changes to school grounds must do so in accordance with established regulations.

The Division will establish a playground enhancement fund/trust for each school located on school division owned property on the basis of \$1000.00 per year per school. This fund will accumulate with the balance to be allocated toward school playground enhancement projects.

To ensure educational objectives, safety, liability, and maintenance issues are addressed; Parent Councils, and other individuals and groups will work in partnership with the School Administrator, the Coordinator of Instruction, Curriculum, and Technology, and the Maintenance Supervisor.

All structures and protective surfacing installed, and all supplies used in enhancements made to school grounds must meet Canadian Safety Standards as defined and approved by the Maintenance Supervisor.

Following the approval of a proposal for a playground structure or other approved project on Division property, the School Division will assist the parent councils, other individuals, and groups with the playground structure implementation plan for installation by:

- providing a grant towards the cost of a new play structure or other approved project based on the accumulated balance of the specific school's designated playground enhancement fund/trust as established by the Division;
- providing the labour of Divisional Maintenance staff to assist in the installation of a play structure;
- providing supplies to prepare the ground surface for the play structures;
- providing ongoing maintenance of the play structure.

All structures installed on school grounds become the property of the School Division.

To ensure educational objectives, safety, liability and maintenance issues are addressed the following procedures will be followed in developing and implementing development of school grounds:

1. School staff, Parent Councils and other individuals and groups who wish to assist in or provide school ground development such as installing play structures, sports structures, paved or grassed areas, school signage, planters, gardens or by

completing other landscaping will submit a proposal to the School Administrator. This proposal will outline:

- a. a detailed description of the project proposed.
  - b. a proposed budget for the project including a breakdown of fundraising required, request for Division funds and proposal for request of ongoing maintenance costs.
  - c. a description of fundraising activities and targets planned to support the project.
  - d. a timeline for fundraising, development, and completion of the project.
  - e. volunteer or Division staff / student inputs requested/required to implement the project.
  - f. a plan for long term maintenance of the project
2. The School Administrator will meet with the individual or group submitting the proposal to review and if necessary, clarify, or revise the proposal to a level that can be supported.
  3. The School Administrator will meet with the Maintenance Supervisor and Secretary-Treasurer to review the proposal and make adjustments which will meet the approval of the Division in principle. The Secretary-Treasurer will provide a letter of approval for projects that are approved in principle.
  4. Development and implementation of projects that are approved in principle will be a joint and cooperative process coordinated by the School Administrator and Maintenance Supervisor. The Maintenance Supervisor will be consulted at each step of the project and will have responsibility and final authority to approve:
    - a. all equipment or structures to be installed.
    - b. location on the school grounds to install equipment.
    - c. all supplies to be used in the construction / changes.
    - d. contracts, procedures and arrangements made with installers / suppliers.
  5. The Maintenance Supervisor will arrange the purchase of supplies, materials equipment and installation contracts. The Division will invoice schools, Parent Councils, other individuals, or groups for their prior agreed upon financial contributions to the project as per the proposal submitted and approved. The Maintenance Supervisor and School Administrator will be responsible to provide all necessary documents as requested and required to the Secretary-Treasurer to support accounts receivable invoicing.

**Date Adopted:** May 3, 2007

**Date Revised:** January 20, 2010

**Date Revised:** May 21, 2014

**Date Revised:** January 16, 2019