

**Administrative Procedure 3010 R4**

***Acquisition and Installation of Playground Equipment***

**1. General**

There is continuing demand for the installation of better playground equipment and to add to or replace equipment that is at schools. The school district recognizes and appreciates the efforts of parent groups to fundraise for playground projects. This guideline is intended to improve the communication among the various parties involved to ensure that school district standards are met when purchasing and installing playground equipment to meet acceptable safety standards

**2. Acquisition**

- 2.1 After the need for additional playground apparatus is identified by staff, parents or students, the school parent advisory council should meet with the school principal to establish requirements, including the desired type of equipment and approximate cost, and determine sources of funding.
- 2.2 The parent advisory council, in consultation with the principal, should estimate the length of time that it will take to obtain the necessary additional funds.
- 2.3 The principal is the contact person with district staff to obtain the necessary information for the equipment purchase, which will include contacting the director of operations to obtain catalogues from approved suppliers to assist in the selection and configuration of the playground.
- 2.4 As the school district accepts liability for the use of the equipment, it reserves the right to specify the site location, the manufacturers to be contacted, equipment to be purchased, and the time of installation.
- 2.5 Once funding is secured, the principal will confirm with the director of operations the awarding of the successful tender, and will raise a purchase order following normal district purchasing procedures. Equipment delivery will be made to the school district maintenance warehouse.

### **3. Installation**

- 3.1 During the acquisition process, the principal will contact the director of operations to discuss the desirable site placement for the playground. Factors that will be considered in choosing the site will be underground services/utilities, bylaws, impact on existing playing fields, future district expansion plans, and any portable locations. Playground equipment will be sited on school property to meet insurance liability, safety, maintenance and supervision requirements.
- 3.2 The director of operations will provide to the principal an approximate time when the playground equipment can be installed, pending delivery of the equipment, district priorities, weather, and the maintenance program.

### **4. Other**

- 4.1 The school district assumes responsibility for ensuring that adequate liability insurance is in place.
- 4.2 The school district will contribute the cost of labour and related materials for the equipment installation, and will maintain the playground equipment as part of the district maintenance program.
- 4.3 The school district may contribute \$25,000 annually towards the purchase of the approved playground structure providing it is the highest scheduled structure for replacement and required to be replaced as determined by the director of operations. These resources are not intended to be applied to expand the inventory for new and additional structures to the playground.
- 4.4 If a funding application has been made to the province and it is successful, the school district will credit the school trust account with its share of the grant monies, and will retain the school district share to be put toward the cost of the installation.