



Playground Project Brief for School Councils

School Councils and parent societies can undertake playground installation or replacement projects for their school.

School boards do not receive funding for playground construction. It is up to parents / guardians of students or members of the community to fundraise for new or replacement playground equipment. It is important that any playground equipment is properly installed so it will be safe to use and require minimal maintenance.

Here is some information on new or replacement construction projects and the process the CBE follows.

- The first step is to have a conversation with your school's principal to discuss your ideas and plans to undertake a playground project.
- Project applications must be received by the Area Facilities Team Leader 25 working days prior to the planned start date of the project.

Cost Considerations

Costs for new and replacement playground **can range from \$275,000 to \$425,000+.**

If you are planning to replace an existing playground with a new one, you must also budget to remove the existing playground and for all site preparation costs.

The CBE does not provide insurance coverage for project committee members and/or their contractors. Commercial General Liability insurance in an amount not less than \$2,000,000 is required. It is important to factor insurance costs into your budget.

Timeline

A typical playground, **from project request to completion ranges from 12-36 months** depending on the project.

Getting Started

- Connect with your principal to discuss the project. **The principal will contact the Area Facilities Team Lead (FTL) for project initiation and guidance**, including information on potential funding sources.
- A project team will need to be established. The project team can be made up of members of the community, the school council and/or the parent society. They are not sponsored by, nor are they under the control or direct supervision of the school principal or their designate.
- The committee must select one of its members to act as their project coordinator. This person will be the main contact for the construction and maintenance as well as the long-term sustainability of the project. This person cannot be employed by the CBE.

Fundraising and Grant Applications

- The project committee will need to develop a budget and a plan for fundraising. You will need to provide information on the budget and source of funding for your project.
- A letter of support from CBE Area Facility Team Lead is required before grant applications can be submitted.

Selecting a Contractor

It is the project committee's responsibility to select a contractor. CBE recommends the committee:

- Receives at least three quotes for all projects or purchases over \$10,000.
- Selects a contractor which has COR, SECOR or PASE certification.
- The playground installation must be supervised by the equipment supplier.

More Information

Comprehensive project guidelines along with a supplemental document specifically on playground projects will be provided to the project committee at the outset of their project. These documents provide detailed information on the process and requirements for playground projects.