



WEST VANCOUVER
SCHOOL DISTRICT
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Playground Application



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Playground Application Check List

Item #	Description	Assigned to	Date Completed
1	Advise the principal of your proposal	PAC	
2	Contact SD45 Facilities Department	PAC	
3	Meet with the Facilities representative	PAC - Facilities	
4	Review proposal	PAC - Principal -Facilities	
5	Approach suitable vendor	PAC	
6	Select new playground equipment	PAC-Principal - Facilities	
7	Vendor to produce site plan showing new equipment.	Vendor	
8	Replacement of municipal playground equipment (Yes or No)	PAC - Facilities	
9	If answer is YES to # 7 notify Parks and Rec if the new playground is to replace municipal equipment	PAC	
10	If answer is YES to # 7 obtain copy of District of West Vancouver policy #02-70-112 Municipal Capital Funding of School Playgrounds	PAC	
11	Determine cost of new equipment	Vendor	
12	Determine site prep requirements. Obtain estimate from Facilities	Facilities	
13	Does the equipment have CSA approval?	PAC - Vendor	
14	Proof of WCB coverage and liability insurance	PAC - Vendor	
15	Make application to SD45 for funding	PAC	
16	Upon approval, provide a cheque to SD45 for the agreed amount	PAC	
17	Purchasing Department to order playground equipment	Purchasing	
18	Prepare site	Facilities	
19	Installation of playground	Vendor	

SD 45 - Playground Application Form

Line	Playground Information:	
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1 **School:** _____

2 **Playground Contact:** _____

3 **Phone Number:** _____

4 Home: _____ Work _____

5 Cell: _____ email: _____

	Our proposal will		Information
7	Remove existing	<input style="width: 40px; height: 25px;" type="text"/>	New playground
8	Replacing existing	<input style="width: 40px; height: 25px;" type="text"/>	Planned date of installation:
9	Add to existing play-	<input style="width: 40px; height: 25px;" type="text"/>	Site plan showing location
10	:		

11 **Playground Manufacturer:** _____

12 **Contact:** _____

13 **Phone Number:** _____ **Office:** _____

14 **Cell:** _____

15 **Email:** _____

16	Funding & Costs:	
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	Funding:	\$	Totals
17	Amount Raised:	A	_____
18	Other Funding:	B	_____
19	Total Raised:	C	A+B
20		C	\$ <input style="width: 60px; height: 20px;" type="text"/> -
21	Costs:	\$	Totals
22	Playground equipment	D	_____
23	SD 45 Facilities Estimate of costs:		
24	Site Preparation (SD45) Estimated Cost (Labor & Materials):	E	Enter estimated costs
25	Soft surfacing (SD45) Estimated Cost (Labor and Materials):	F	Enter estimated costs
26	Total:	G	E+F
27	Other costs (specify) :		_____
28		H	\$ -
29	Grand Total:	I	C+D+G
30	SD45 Contribution:	J	\$ -
31	Required Funds:	K	I-J





Contact Numbers

Name	Position	Phone #	Email
SD45 West Vancouver			
Gary Cords	Facilities Supervisor	604-981-1075	gcords@sd45.bc.ca
Dick Divine	Director of Facilities	604-981-1075	rdivine@sd45.bc.ca
Julia Leiterman	Secretary Treasurer Fax	604-981-1033 604-981-1001	jleiterman@sd45.bc.ca
West Vancouver Municipality			
Karen Kristensen	Parks Designer—Planner	604-925-7146	kkristensen@westvancouver .ca

Visit the School District 45 website to view
 Administrative Procedure 544 Elementary School Playground
 Upgrades

Contact the District of West Vancouver for a copy of their latest
 playground policy.

Corporate Policy #02-70-112

Municipal Capital Funding of School Playgrounds