



Playground development checklist

Planning, budgeting and fundraising for a playground takes time—it could take three to five years to finish the project. Read the full [Playground Planning Guide](#) for a detailed explanation of what to expect in each of the stages.



Pre-planning

Speak with your school's principal to confirm the need for a project and seek approval to proceed.

Ask your school principal to have a Division playground project manager assigned to work with your committee.

Contact Edmonton Public Schools' infrastructure grant coordinator (planning@epsb.ca) and project manager (infrastructure@epsb.ca).

Form a playground committee from members of your school council, parent volunteers, community members and local businesses.

Apply for non-profit society status if the school has no existing parent fundraising association.

Identify stakeholders and consider a needs assessment.

Work with your playground project manager and infrastructure grant coordinator to review the project timelines.



Planning your playground project

Work with your playground project manager to request cost estimates and example designs (tender 1).

Work with your playground project manager and infrastructure grant coordinator to design and build a budget and set a funding goal.

Develop a fundraising plan.

Ask your principal to put you in touch with the school's administrative assistant or school accountant for assistance with charitable donations and receipts.

Work with the infrastructure grant coordinator to identify potential grants.

Fundraise and apply for grants.



Tendering your playground project

Develop and implement a needs assessment.

Have your playground project manager walk you through the design and purchase process (tender 2).

Interview each equipment supplier.

Score each vendor and select a successful supplier.



Detailed planning and construction

Work with your equipment supplier and playground project manager to create a detailed playground design.

Work with your playground project manager on a contract between the playground committee and the Division outlining the design, cost, and process for change orders.

Contact your school's financial services accountant to release a 50 per cent deposit to the playground supplier.

Confirm that the playground supplier will prepare the site and install the equipment once it arrives.

Site preparation, demolition (if required), and installation of the new playground.



Project completion

Arrange a meeting with your playground supplier and playground project manager to have the playground inspected and correct any deficiencies.

Work with your school's accountant to reconcile any outstanding invoices and grants.

Plan a grand opening event to celebrate your accomplishments.