



**Hastings and Prince Edward  
District School Board**

**FORM F556-3**

<b>Adopted</b>	November 23, 2010
<b>Last Revised</b>	November 23, 2010
<b>Review Date</b>	November 2015

**APPLICATION FOR APPROVAL  
OF SCHOOL YARD IMPROVEMENT PROJECT**

<b>SCHOOL</b>
<b>PRINCIPAL</b>
<b>Date of application:</b>
<b>SCHOOL YARD IMPROVEMENT COMMITTEE (SYIC)</b>
<b>Chair of SYIC</b>
<b>Address</b>
<b>Contact Number</b>
<b>How long has the school been involved in the planning process?</b>
<b>Describe the improvements to be made to the school yard (use separate sheets if necessary). Indicate whether the work is to be done in phases and attach the following documents:</b> <ol style="list-style-type: none"><li>1) A site plan (to scale) detailing existing features and proposed changes.</li><li>2) Any features to be added, retained, repositioned or removed.</li><li>3) A list of plants selected, identified by both common and botanical names.</li><li>4) Detailed plans of any structures to be built (including benches).</li><li>5) Projected start date and projected completion date for each phase of the project.</li></ol>
<b>Has the SYIC contacted proper authorities to ensure that no municipal or provincial regulations are being violated?</b>

## APPLICATION FOR APPROVAL OF SCHOOL YARD IMPROVEMENT PROJECT

Is the funding currently available to complete each phase of the project within expected time lines?

YES

NO

List sources of funding including installation costs and future maintenance costs.

List equipment to be used in the development of the school yard improvement area.

List contractors to be used, if any.

**Please refer to the “Insurance and Liability” portions of *Break New Ground...Diversify your School Yard – A Resource Document for School Yard Improvement* (link on Facility Services website). Additional information may need to be submitted depending upon the type of equipment being used and the type of work being done by the contractor.**

Outline the maintenance schedule that has been developed for the school yard improvement area (particularly during school holidays and the summer months). Provide the name and phone number of the contact person (and an alternate) in charge of maintenance.

Indicate the proposed total project cost and the anticipated future maintenance costs.

Signature of Principal

Signature of SYIC Chair

Signature of Controller of Facility Services

Signature of Superintendent

[SUBMIT FORM TO FACILITY SERVICES](#)