



Learning Ground Greening

Design Consultations and Board Approvals Process

All schools must receive approval from the Facilities Services, Renewal Department before implementing school ground greening projects. When you are ready to construct your project, notify your principal and complete the 'Request for Design Consultation Form' provided below.

Step 1 Establish a Greening Committee & Formulate Your Project Plan

- Form a school ground greening committee consisting of students, teachers, parents, caretakers etc.
- Visit www.evergreen.ca and register your school on-line to access planning tools/funding/etc.
- Set goals for your project
- Identify how to involve the students and community
- Receive Principal approval
- Draw a rough sketch of your proposed design ideas

Step 2 Requesting Help: The Design Consultation & Site Visit

To arrange a site visit with the Evergreen School Grounds Design Consultant, schools are asked to complete and submit the form, **Request for Design Consultation**. This form provides basic information for discussion at the time of the site visit.

The design consultant will meet with your team (approx. 1 hour) to review your project and help you establish a plan for project stewardship. Consultant support at this time can also include guidance on:

- Safe, sustainable and meaningful design
- Whole school & community participation
- Board support & requirements
- Long-term sustainable maintenance practices
- Tree stewardship
- Curriculum connections
- Plant selections funding & budgets etc.

You will receive a **Design Consultation Report** (ideas, recommendations) based on the findings of this visit.

Step 3 Submitting Your Project for Board Approval

The Evergreen consultant will review your project with the Facilities Services, Renewal Department. Your project may be placed on a list of recommended greening projects with funding, subject to Board approval and available funds. What we look for:

- *A thorough and participatory planning process*
- *Involving students in a meaningful way*
- *Meaningful and practical design concepts*
- *Consistent, efficient, and approved construction techniques*
- *Long-term sustainable maintenance practices*
- *Participation in workshop series*

Your school will also be asked to sign a Letter of Understanding with the TCDSB on roles & responsibilities for a successful project.

Step 4 Getting The Project in the Ground

Remember to 'smart small and do it well'. A greening project 'done right' should be phased over a few years – it can be expensive. We encourage student involvement at all stages, however, parts of the installation should be left to professionals. The TCDSB can provide you with a list of approved contractors & suppliers authorized to deal with your school and will work to the Board's standards.

What To Have Ready For Our Site Consultation:

- ❑ Goals of the project (refer to the Evergreen Funding Application for ideas – must be registered on Evergreen’s web-site go to www.evergreen.ca)
- ❑ Approval from the Principal
- ❑ A team with teacher, student and parent representation
- ❑ One spokesperson chosen to communicate on behalf of the project committee during the design consultation
- ❑ Educational goals: A plan for involving students in the planning, design and stewardship of the project
- ❑ Information on student-use and community-use patterns on the school ground, gathered by the project committee
- ❑ A rough sketch of the proposed design ideas (for symbol ideas, refer to the Evergreen Funding application)
- ❑ A maintenance/stewardship plan for caring for the project

NOTE: Your school principal can request a PDF copy of your school’s site plan from Planning Services.

When you have gathered this information, please complete and submit the Request for Design Consultation Form (see below) to your School Ground Greening Consultant for review and to request a site consultation visit. Remember to include your rough sketch!

Want to Know More About Greening School Grounds?

If you have questions about the school ground greening process please contact Karen Dobrucki, School Ground Greening Consultant at 416.605-5543 or e-mail k.dobrucki@evergreen.ca or karen.dobrucki@tcdsb.org

Resources:

A. On the Evergreen Website: www.evergreen.ca

Visit the Evergreen website for ideas:

To help you plan your project, your Evergreen School Ground Greening Consultant can offer hands-on help.

Funding Information:

- ❑ Evergreen offers up to \$3,500 funding and free resources to help schools with their school ground greening projects. To access free resources and funding, ‘sign up’ with Evergreen. You can also contact your TCDSB/Evergreen Consultant for a list of other funding opportunities.

Resources To Download or Order From the Evergreen Website:

- ❑ The Learning Grounds Guide for Schools
- ❑ Design Ideas fro the Outdoor Classroom: Dig it, Plant it, Build it, Paint it!
- ❑ All Hands in the Dirt: A Guide to Designing and Creating Natural School Grounds
- ❑ Designing for Shade and Energy Conservation
- ❑ Small Wonders: Designing Vibrant, Natural Landscapes for Early Childhood

B. TCDSB Resources:

Guidelines for School Ground Greening in the Toronto Catholic District School Board:

- ❑ Provides general design guidelines, details and standards to aid you in your greening project

- ❑ TCDSB, Planning Department. Site plans can be very rudimentary – your caretaker and SQS can help you with additional site information (e.g. hose-bibs, utilities, snow storage locations, planned portable locations etc.)
- ❑ For aerial views of your school ground, go to Google Earth

Funding Information:

- ❑ Some external funding resources require the school to have 'not for profit' status – to learn more, contact Christine McRae, Business Services at ext. 2258.

REQUEST FOR DESIGN CONSULTATION

Please complete the following information and send it with a sketch of your design ideas to your principal. The Facilities Department, Renewal Services will contact you to arrange a date and time for your site visit.

Date: _____ / _____ / _____
Month Day Year

School name: _____

School address: _____

Student enrolment: _____ Grades taught: _____

EcoSchool status: _____

Do you have a master plan for your school ground?

Project contact person:

E-mail:

Role (parent, teacher, principal):

Address (if different from school):

Phone number (if different from school):

Project name:

When was the project initiated?:

Project goals or statement of purpose: (e.g. increase shade, provide seating etc.)

Project description:

Teaching in the 'Outdoor Classroom':

Please provide the names of teachers interested in using the school ground or features related to your project in their teaching practice (this may include studying trees and habitat, stewardship efforts such as watering and mulching etc.)

Principal's Signature: _____