



309 Old York Road, Jenkintown PA 19046

[www.fiestaschoolyards.org](http://www.fiestaschoolyards.org)

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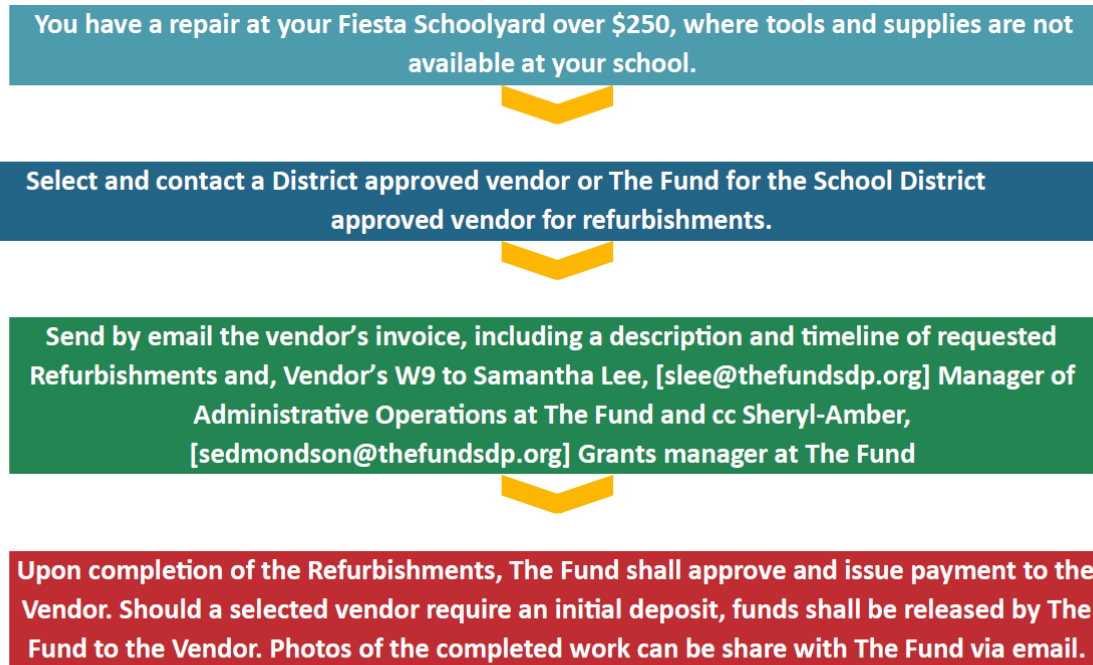
### **Fiesta Schoolyards: FAQ for Principals**

- What is the timeline/process for receiving a Fiesta Schoolyard?
  - This is probably our most frequently asked question! Fiesta Schoolyards maps out a geographical area for a build season, such as the lower Northeast, West Philly or North Philly. The School District of Philadelphia (SDP) determines which schools in the given area are best candidates for a Fiesta Schoolyard. The process spans about 6-8 months and is mapped out below. Items with an asterisk involve input from the principal/school while the rest are handled by Fiesta Schoolyards.
  - **\*Step 1:** A representative from Fiesta Schoolyards contacts the school's principal and asks if the principal is interested in receiving schoolyard improvements called a "Fiesta Schoolyard." One condition relayed is that the schoolyard shall remain open to the community during daylight hours or principals agree to host a community event during the year. This is so the wider community can access the schoolyard's new amenities. Assuming this condition is agreeable to the principal, Fiesta Schoolyards sets up an intro meeting. About 2 weeks later, the principal submits their selected elements. Maximum size for a Fiesta Schoolyard is 2,000 square yards.

- **Step 2:** Based on the selected elements, our landscape architect creates professional rendering of the schoolyard improvements. This is sent to the SDP's Capital Program's team for review. Feedback is provided and the rendering is finalized. (This takes approximately 1-2 months.)
  
- **Step 3:** Fiesta Schoolyards submits a request to Capital Programs to be on the Board of Education meeting agenda, to provide and donate the schoolyard improvements to the SDP. Assuming the School Board approves the request, the legal department of the SDP issues a Right of Entry license. The Right of Entry license allows the general contractor schoolyard access to begin work. (This takes approximately 1-2 months.)
  
- **\*Step 4:** A schoolyard surface is either asphalt or concrete and its condition can vary greatly. Depending on the condition of the surface within the area defined to be a school's Fiesta Schoolyard, the surface may be treated in a variety of ways that most typically involves crack-fill and seal-coating. We try to notify the principals and school maintenance staff at least a week before paving begins. This step is subject to change based on the schedule of the pavers and weather conditions.
  
- **\*Step 5:** If applicable, surface preparation is first. Next, the general contractor and its subcontractors construct and install all play amenities. Depending on which amenities were selected artists may begin painting murals, painted amenities, and then installed amenities. We try to notify the principals and school maintenance staff at least a week before painting or installation begins. This step is subject to change based the schedule of the contractors and the weather conditions.
  
- **\*Step 6:** Installation and painting are completed. A launch celebration event is held to dedicate your new completed Fiesta Schoolyard!

- How will schools/principals know that Fiesta Schoolyards has permission to be on-site?
  - We will receive a Right of Entry license for each school prior to work beginning.
- Can students play on the schoolyard in between construction?
  - Mostly, yes. In most cases, our contractor will tape off the area that they are working in, leaving the other area accessible to the School. If the schoolyard needs to be repaved, students can play on it after a short curing time (24-48 hours). During the process of painting and installation, students can play once paint or cement has dried (24-48 hours) and we ask that staff and students are cautious of any equipment left on site.
- Is it possible that schools may receive a slightly different variation and/or color of a play element?
  - Yes. Material and colors may vary depending upon the available inventory at the order time.
- Will Fiesta Schoolyards pave the entire schoolyard?
  - No. Fiesta Schoolyards typically treats up to a 2000 square yard area in a manner deemed appropriate. We don't treat the schoolyard surface in any way beyond the area designated for the Fiesta Schoolyard.
- Why did the Fiesta Schoolyards team relocate an element from the spot that we originally chose?
  - This happens when our engineers and/or the SDP changes element locations because of safety concerns such as proximity to an entry or passage of vehicles or trucks, or other similar consideration.
- What happens after the schoolyard is renovated and the dedication event takes place?
  - After that, the schoolyard is yours! Fiesta Schoolyards donates a Refurbishment Fund to be available for repairs and maintenance of your new Fiesta Schoolyard. This money is housed with the Fund for

the School District of Philadelphia. More information can be found in the flow chart below:



- I have a question that was not answered above or I would like an update on the status of the schoolyard renovation process. Who should I contact?
  - The Fiesta Schoolyards team is fairly small, so feel free to reach out to any of us if you have any additional questions. Elaine Lindy (Founder/Trustee) can be contacted at [elindy@fiestaschoolyards.org](mailto:elindy@fiestaschoolyards.org), Dr. Carletta Skipworth (Executive Director) can be contacted at [cskipworth@fiestaschoolyards.org](mailto:cskipworth@fiestaschoolyards.org), and Gwen Beuerle (Administrative Coordinator) can be contacted at [gbeuerle@fiestaschoolyards.org](mailto:gbeuerle@fiestaschoolyards.org)