



Indiana Department of Education

Glenda Ritz, NBCT
Indiana Superintendent of Public Instruction

MEMORANDUM

To: State Board of Education

From: DeVonne Richburg, Latch Key Summer School Coordinator

Date: December 2, 2015

Subject: 2015 Latch Key Program

The Department of Education [The Department] is seeking approval of a school-age child care program requirement waiver for South Henry School Corporation during the 2015 - 2016 school year. State Board of Education [SBOE] approval is required for Latch Key program waivers according to IC 20-26-5-2. The Department has provided background information to assist board members with the decision making process.

School-age child care programs, commonly known as Latch Key programs, are programs which provide care and education for children of working parents. This program is designed to be a link between the home and the school. Certified, qualified and experienced child care providers supervise, teach and interact with children to ensure that they are cared for, supervised, exposed to many learning activities, allowed to complete homework and share enjoyment in a relaxed and carefully designed developmentally appropriate environment.

School corporations may seek a waiver from the child care program requirement if compliance would result in "undue financial hardship." To be eligible for such a waiver, the school corporation must demonstrate that it has made a good-faith effort to implement a program and that, after sufficient notification, there was too little interest in such a program for implementation to be economically feasible.

The Department's publicized internal deadline for all waiver requests was September 30, 2015. The South Henry School Corporation latch key program waiver request was received on November 1, 2015.

The school corporation provided all supporting documentation required including:

- A) A written description of the steps taken to conduct a latch key program and/or to actively solicit other non-profits or for-profits organizations to implement a program.
- B) Evidence that a request in writing was made to all parents to contact the school corporation to indicate their willingness to utilize the latch key program and documentation of any parental survey results.

A green wavy line representing a hill. On the hill, there are five black silhouettes of people walking from left to right. The first is a small child, the second is a person in a wheelchair, the third is a person walking, the fourth is a person walking with a backpack, and the fifth is a person in a graduation cap and gown.

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- C) The nature of the hardship that the school corporation would experience due to a low number of eligible children intending to utilize the latch key program services.
- D) Detailed financial analysis including the projected costs, attendance, and income expected from the implementation of such a program.

The Department defers to the SBOE's discretion for approval or rejection of the South Henry School Corporation's school-age child care (Latch Key) program waiver request for the 2015 - 2016 school year.

The school corporation will be notified of the SBOE's final decision.

Attachments: South Henry School Corporation Waiver Supporting Documentation

SOUTH HENRY SCHOOL CORPORATION

6972 S. St. Rd. 103
Straughn, IN 47387
(765) 987-7882
FAX: (765) 987-7589

October 28, 2015

Attn: DeVonne Richburg
Indiana Department of Education
115 W. Washington Street
South Tower, Suite 600
Indianapolis, IN 46204

Dear Ms. Richburg:

In order to attempt to establish a latch-key program that would not be an undue financial hardship, a questionnaire was distributed to all parents of students in our elementary school which includes grades kindergarten through six with a total enrollment of 394. Parents were given eight days to return the survey.

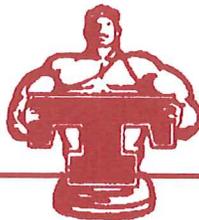
We had 19 families who responded expressing interest in the program and 54 families who responded that they were not interested. Calculating the costs of personnel, supplies, and facility usage, operating a latch-key program would cause our school corporation to experience an undue financial hardship. With such a small number of our students indicating usage of such a program we do not believe child care fees would offset the cost of staffing the program or of providing activities and snacks for the children. Additionally, space to house such a program is limited.

Included with this letter you will find a completed waiver form.

Sincerely,



Wesley A. Hammond, Superintendent
South Henry School Corporation





WAIVER FORM

**Indiana State Board of Education
School-Age Child-Care Program Waiver**

South Henry School Corp. - 3415 requests a waiver of the requirement that it
(Corporation Name & Number)

make a school-age child-care program available to all children in Kindergarten through Grade Six as required by IC 20-26-5-2, because the school corporation would experience an undue hardship due to the low number of eligible children intending to use the child care program. In support of this request, the school corporation submits the following detailed description of its attempt to implement a child care/latchkey program:

1. A description of the steps taken by the school corporation to conduct a latch-key program or to actively solicit other nonprofit organizations or for-profit organizations to implement the program as described in IC 20-26-5-2(a). [IC 20-26-5-2(c)(1)]
2. Evidence that a request in writing was made to all parents to contact the school corporation to indicate their willingness to utilize the latch-key program. Attach a copy of the survey along with documentation of the results received from parents in this regard. [IC 20-26-5-2(c)(2)]
3. The nature of the hardship that the school corporation would experience due to a low number of eligible children intending to utilize the services of the latch-key program, as described in item 2 of this request, regardless of whether the latch-key program is conducted by the school or under a contractual agreement. [IC 20-26-5-2(c)]

The school corporation believes that the hardship described in item 3 of this request constitutes an undue hardship, and requests that the Indiana State Board of Education grant a waiver of the requirements of IC 20-26-5-2 for the 2015-2016 school year.

Wesley A. Hammond
(Superintendent's Signature)

Wesley A. Hammond
(Superintendent's Name Printed)

whammond@shenry.k12-in-us
(Email Address)

(765) 987-7882
(Area Code) (Telephone number)

Return form and attachments to: **Attn: DeVonne Richburg
Indiana Department of Education
115 W. Washington Street
South Tower, Suite 600
Indianapolis, IN 46204**

Tri Elementary School

Home of the Titans



Mr. Nick Kimmel, Principal
Mrs. Donna Borrer, Secretary
Mrs. Dawn Davis, Receptionist

www.shenry.k12.in.us

6972 S. State Road 103
Straughton, IN 47387
Phone (765)987-7090
Fax (765)987-7487

August 13th, 2015

Dear Parents:

At this time, we would like to determine interest in a latch-key program at Tri Elementary. To assist us in determining need, please return the bottom portion of this form to the elementary office by Friday, August 21st.

Initial cost for 1 child - \$22
Initial cost for 2 children - \$27
Initial cost for 3 children - \$32
Initial cost for 4 children - \$35
Hourly rate for 1 child - \$3.00
Hourly rate for 2 children - \$4.00
Hourly rate for 3 children - \$4.25
Hourly rate for 4 children - \$4.50

The above listed rates are only approximate costs to help you determine your needs. Should we proceed with the program initial costs and hourly rates may vary.

Thank you for returning the survey promptly.

Sincerely,

Nick Kimmel, Principal
Tri Elementary School

Our family would likely participate in a latch-key program _____
Number of Children _____ Name: _____
Likely participation would occur: _____ Before School _____ After School _____ Both

Our family would **not** participate in a latch-key program _____

Tri Elementary School

Home of the Titans



Mr. Nick Kimmel, Principal
Mrs. Donna Borrer, Secretary
Mrs. Dawn Davis, Receptionist

www.shenry.k12.in.us

6972 S. State Road 103
Straughton, IN 47387
Phone (765)987-7090
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August 21, 2015

INFORMATION REGARDING LATCH-KEY

1. All parents with students in grades K-6 were given a survey letter to be completed and returned to the elementary office.
2. Survey results are as follows:

54 Families Not Interested

19 Families Interested

Parents were given 8 days to return the survey.

**South Henry School Corporation
Latch Key Program
Estimated Revenue and Expenditures
SY 2015 – 2016**

Estimated Revenue = \$57,190

Revenue amount is based on 30 students using the program for all 180 student days for the maximum amount of hours available per day. (Times available are from 6:00 – 7:30 a.m. and 3:00 – 6:00 p.m. daily for a total of 4.5 hours per day.) Number of students using the service each day is unpredictable and it is unlikely that all students will utilize all available hours each day.

Estimated Expenditures = \$27,228

Personnel consist of two individuals working 4.5 hours per day at a rate of \$9.19 per hour for 180 days.

Snacks are calculated at \$2.00 per day per student using 30 as the estimated daily attendance. Materials cost is for student activities.

Personnel = \$14,878

Snacks = \$10,800

Materials = \$1,000

Utilities = \$550

Our major issue is having space to house such a program.

We did not seek, nor have we sought out in the last several years, a proposal from someone to provide these services.