



INDIANA STATE BOARD OF EDUCATION

To: Indiana State Board of Education

From: Chad E. Ranney, Deputy General Counsel – Indiana State Board of Education

Date: September 2, 2020

Re: **Latch Key Program Waiver Request – DeKalb County Eastern Community School District**

Recommendation: Approve the Latch Key Program Waiver Request.

DeKalb County Eastern Community School District (“DeKalb”) is seeking approval of a school-age child care program requirement waiver for the 2020-2021 school year. Approval by the Indiana State Board of Education (“Board”) is required for Latch Key program waivers under IC 20-26-5-2.

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.

A school corporation may seek a waiver from the child care program requirement if the school corporation believes compliance with the requirement would result in “undue hardship.” IC 20-26-5-2(c) explains:

(c) A school corporation shall receive a waiver from the state board of the requirement under subsection (a) if the school corporation believes that the school corporation would experience an undue hardship due to a low number of eligible children intending to use a child care program, regardless of whether the child care program is conducted by the school corporation or under a contractual agreement. **To receive a waiver, the school corporation must include a detailed description of the school corporation’s attempt to implement a child care program including the following:**

(1) A description of the steps taken to:

(A) conduct a child care program described in subsection (a)(1); or

(B) actively solicit nonprofit organizations or for-profit organizations to implement a child care program as provided in subsection (a)(2).

(2) Evidence that a request in writing was made to each parent to contact the school corporation to indicate the parent’s willingness to use a child care program and documentation of the results received from parents.

In other words, to be eligible for such a waiver, the school corporation must demonstrate that it has made a good-faith effort to determine the feasibility of creating such a program as well as parent interest in utilizing a Latch Key program.

The Indiana Department of Education’s (“Department”) publicized deadline for all waiver requests is September 1 of each year.¹ DeKalb’s Latch Key program waiver request was submitted prior to the deadline.

DeKalb provided all supporting documentation required, including:

- A written description of the steps taken to determine the feasibility of a Latch Key program and/or to actively solicit other non-profit or for-profit organizations to implement the program.
- 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.
- Analysis of parent interest and projected attendance from the implementation of such a program.
- 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.

The Department has deferred to the Board’s discretion for approval or rejection of DeKalb’s waiver requests for the 2020-2021 school year.

Recommendation: Because IC 20-26-5-2(c) states that a “school corporation shall receive a waiver” if it provides the information outlined in the statute, Board staff recommends granting the waiver.

¹ See <https://www.doe.in.gov/21stccle/latch-keyschool-age-child-care-program>.

INDIANA STATE BOARD OF EDUCATION ACTION

The Indiana State Board of Education, at its September 2, 2020 meeting, approved DeKalb County Eastern Community School District's request for a waiver submitted to the Board pursuant to IC 20-26-5-2.

Chad E. Ranney
General Counsel
Indiana State Board of Education
(O) 317.232.7637 | www.in.gov/sboe | F: 317.234.8726
143 W. Market, Suite 500, Indianapolis, IN 46204



INDIANA STATE BOARD OF EDUCATION



DEPARTMENT OF EDUCATION

Dr. Jennifer McCormick
Superintendent of Public Instruction

Working Together for Student Success

WAIVER FORM

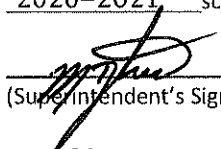
Indiana State Board of Education
School-Age Child-Care Program Waiver
Submission Date: August 18, 2020

Deadline: September 1th (Annually)

DeKalb County Eastern CSD requests a waiver of the requirement that it 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 2020-2021 school year.



(Superintendent's Signature)

Jeffrey Stephens

(Superintendent's Name Printed)

300 E. Washington

(Address)

Butler, IN 46721

(City) (Zip)

260-868-2125

(Area Code) (Telephone number)

DEKALB COUNTY EASTERN C.S.D.

300 E. Washington Street
Butler, Indiana 46721
Telephone: (260) 868-2125

August 3, 2020

Dear Parent:

Butler Elementary will be offering a Latch Key Program for elementary school age children. This program will be offered after school from 3:00 – 6:00 p.m. on all school days. Supervised activities and a snack will be provided. Students will have a choice of activities that range from quiet study time to playing games and watching television.

The cost of the program will be based on the number of students that attend. The more students that attend, the less the cost will be to parents. However, the cost would increase if fewer students attend. An example of possible cost would be the following: if fifteen (15) students attended the program for three (3) hours every day, the cost to parents would be \$75.00 for a five day week per child. This amount is to be prepaid weekly on or before Thursday.

If you wish to participate in this program, please complete the bottom portion of this letter and return by Friday, August 7, 2020.

Sincerely,

Mrs. Kim K. Clark
Principal – Butler Elementary

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PLEASE CLIP AND RETURN BY AUGUST 7th

_____ Yes, I will participate in the Butler Elementary Latch Key Program.

I have _____ (number of children) who will participate.

Name _____

Address _____

Telephone _____

DEKALB COUNTY EASTERN C.S.D.

300 E. Washington Street
Butler, Indiana 46721

August 4, 2020

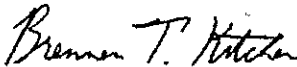
Dear Parent:

A Latch Key Program will be offered at Riverdale for elementary school age children. This program will be offered after school from 3:00-6:00 p.m. on all school days. Supervised activities and a snack will be provided. Students will have a choice of activities that range from quiet study time to playing with games and watching television.

The cost of the program will be based on the number of students that attend. The more students that attend, the less the cost will be to the parents. However, the cost would increase if fewer students attended. An example of possible cost would be the following. If fifteen (15) students attended the program for three (3) hours every day, the cost to parents would be \$75.00 for a five (5) day week. This amount is to be prepaid weekly on or before Thursday.

If you wish to participate in this program, please sign the bottom portion of this letter and return by **August 14, 2020.**

Sincerely,



Brennen Kitchen
Principal - Riverdale Elementary

PLEASE CLIP AND RETURN BY AUGUST 14, 2020

Yes, I will participate in the Riverdale Elementary Latch Key Program. I have 2 number of children who will participate.

Name Jessica Fogle

Address 5388 CR 51

St. Joe, IN 46785

Telephone 219-433-0257

DEKALB COUNTY EASTERN C.S.D.

300 E. Washington Street
Butler, Indiana 46721

August 4, 2020


Dear Parent:

A Latch Key Program will be offered at Riverdale for elementary school age children. This program will be offered after school from 3:00-6:00 p.m. on all school days. Supervised activities and a snack will be provided. Students will have a choice of activities that range from quiet study time to playing with games and watching television.

The cost of the program will be based on the number of students that attend. The more students that attend, the less the cost will be to the parents. However, the cost would increase if fewer students attended. An example of possible cost would be the following. If fifteen (15) students attended the program for three (3) hours every day, the cost to parents would be \$75.00 for a five (5) day week. This amount is to be prepaid weekly on or before Thursday.

If you wish to participate in this program, please sign the bottom portion of this letter and return by **August 14, 2020.**

Sincerely,



Brennen Kitchen
Principal - Riverdale Elementary

PLEASE CLIP AND RETURN BY AUGUST 14, 2020

____ Yes, I will participate in the Riverdale Elementary Latch Key Program. I have
2 number of children who will participate.

Name Jacki Alter

Address 5544 Co. Rd. 55

St. Joe, IN 46785

Telephone 260 515 1166

We're interested but can't say yes
or no without more info.

BUTLER ELEMENTARY SCHOOL

Home of the "Bobcats"

DeKalb County Eastern Community School District

Kim K. Clark, Principal ~ Ryan Abbott, Assistant Principal

Telephone (260) 868-2123 ~ FAX (260) 868-1709

1025 South Broadway

Butler, Indiana 46721



Dr. Jeffrey Stephens
DeKalb County Eastern C.S.D.
300 East Washington Street
Butler, Indiana 46721

August 11, 2020

Dear Dr. Stephens,

We will not be offering a Latch Key program at Butler Elementary this year. The survey conducted at the beginning of this school year has indicated that there was not sufficient interest to support a program.

Sincerely,

Kim K. Clark
Principal

RIVERDALE ELEMENTARY SCHOOL
6127 STATE ROAD 1
ST. JOE, INDIANA 46785
Phone (260)337-5464 / Fax (260) 337-5114
Principal – Brennen Kitchen

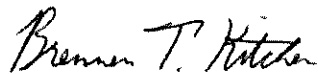
Dr. Jeffrey Stephens
DeKalb County Eastern C.S.D.
300 E. Washington Street
Butler, IN 46721

August 11, 2020

Dear Dr. Stephens,

There will not be a Latch Key program at Riverdale Elementary this year. The survey conducted at the beginning of this school year indicated that there was not sufficient interest to support a program.

Sincerely,



Brennen T. Kitchen
Principal