



# INDIANA STATE BOARD OF EDUCATION

**To:** Indiana State Board of Education Members  
**From:** Timothy Schultz, General Counsel—Indiana State Board of Education  
**Date:** June 5, 2019  
**RE:** Latch Key Program Waiver Request

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## **Recommendation: Approve the Latch Key Program Waiver Request.**

East Gibson School Corporation (“East Gibson”) is seeking approval of a school-age child care program requirement waiver for the 2019-2020 school year. Approval by the Indiana State Board of Education (“Board”) is required for Latch Key program waivers according to 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<sup>st</sup> of each year.<sup>1</sup> East Gibson's Latch Key program waiver request was submitted prior to the deadline.

East Gibson provided supporting documentation, 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 East Gibson's Latch Key program waiver request for the 2019-2020 school year.

**Recommendation: as 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 recommend granting the waiver.**

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<sup>1</sup> <https://www.doe.in.gov/21stcc/c/latch-keyschool-age-child-care-program>



### WAIVER FORM

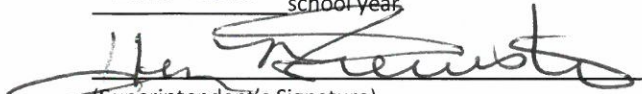
Indiana State Board of Education  
School-Age Child-Care Program Waiver  
Submission Date: May 28, 2019

Deadline: September 1<sup>th</sup> (Annually)

East Gibson School Corporation 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 2019-2020 school year.

  
(Superintendent's Signature)

Dr. Henry M. Brewster  
(Superintendent's Name Printed)

941 South Franklin Street  
(Address)

Oakland City                      47660  
(City)                                      (Zip)

812-749-4755  
(Area Code) (Telephone number)

FINANCIAL ANALYSIS FOR CHILD CARE PROGRAM  
 EAST GIBSON SCHOOL CORPORATION  
 MAY 28, 2019  
 BASED ON ESTIMATED 2019-20 ENROLLMENT  
 TWO (2) HOURS/DAY

**Number of surveys returned/sent:** 25/452 (5.5%)

**Estimated families participating per site from results of survey:**

Site 1:	Barton Township Elementary School	4 families
Site 2:	Francisco Elementary School	5 families
Site 3:	Oakland City Elementary	14 families

**Estimated number of participants per site from results of survey:**

Site 1:	Barton Township Elementary	6 students (5.1%)
Site 2:	Francisco Elementary	6 students (7.1%)
Site 3:	Oakland City Elementary	21 students (8.4%)
<b>TOTAL:</b>		<hr/> 33 students (7.3%)

**Staffing estimates per site (afternoon only):**

General needs: One (1) Program Coordinator for all three (3) school sites  
 Minimum of one (1) staff person per school site

Employee Costs per site:

Two (2) employees x \$11.33 per hour x two (2) hours per day = \$45.32  
 FICA (7.65%) 3.47

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Total = \$48.79/day  
 \$48.79 x 180 days = \$8,782.20/year

<b>Total two (2) employee/site costs:</b>	\$8,782.20
	X 3 sites
	<hr/> \$26,346.60

**Materials and supplies:**

Estimated at \$700.00 per site x 3 sites = \$2,100.00 **Total** cost per year

**Snacks:**

Estimated at \$.75 per day x 180 days = \$135.00 per year per student

33 participating students x 135.00 = \$4,455.00 **Total** cost per year

**Administrative costs:**

Program administration duties which is added to the existing job description of current employee:

1 hour per day for 180 days

Principal salary = \$73,289.00 divided by 200 day contract = \$366.45 per day

\$366.45 per day divided by 7 hour day = \$52.35 per hour

\$52.35 x 180 days = \$9,423 per site x 3 administrators = \$28,269.00

FICA (7.65%) 2,162.58

TRF (10.5%) 2,968.23

Valic:(.8%) 226.15

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\$33,625.96

**Total** three (3) site administrative costs: \$33,625.96

**Secretary costs:**

Program secretarial duties which is added to the existing job description of current employee:

1 hour per day for 180 days

\$23,606.00 divided by 200 day contract = \$118.03 per day

\$118.03 per day divided by 7 hours = \$16.86 per hour

FICA (7.65%) 1.28

PERF (14.2%) 2.39

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\$20.53 x 180 days = \$3,695.40

x 3 sites = \$11,086.20

**Total** three (3) site secretary costs: \$11,086.20

**Per school corporation costs based on 31 possible students according to survey:**

Staff:	\$26,346.60
Materials:	2,100.00
Snacks:	4,445.00
Administrative costs:	33,625.96
Secretary costs;	11,086.20

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**Total Cost for 180 Day Program for three sites:** \$77,603.76

**Analysis per site based on the known participants' school location:**

Site 1: Our survey at Barton Township Elementary indicated that 4 families showed interest in the program. The four families showed interest in 2-5 days/week and 2 hours/day. As a result of low interest, we will not have a child care program Barton Township Elementary and therefore, request a wavier from child care requirements at this site for the 2019-2020 school year.

Site 2: Our survey at Francisco indicated 5 families showed interest in the program. One family indicated part time use of the program (1-4 days/week) , while four families showed 5 day interest and 2 hours per day. As a result of low interest, we will not have a child care program Francisco Elementary and therefore, request a wavier from child care requirements at this site for the 2019-2020 school year.

Site 3: Our survey at Oakland City Elementary indicated that 14 families showed interest in the program. Eleven families reported they would use program 5 days/week ranging from 1.5 hours to 10 hours per week. Three families showed interest in 3-5 days/week, and 12 hours each day. One family reported interest in only a summer program. As a result of low interest, we will not have a child care program. Oakland City Elementary and therefore, request a wavier from child care requirements at this site for the 2019-2020 school year.

**Impact on the entire School Corporation:** The East Gibson School Corporation has provided sufficient parent notification and made a good-faith effort to implement a Child Care Program for the 2019-20 school year. Due to low interest in such a program

(5.5%) the implementation of such a program would not be economically feasible. Also, at the current time, adding another \$77,603.76 to our Education fund budget would certainly bring an added hardship upon the school corporation and our desire to provide the best education possible for all our students.

Dr. Henry M. Brewster  
Superintendent

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Teresa Edwards  
Executive Secretary  
Payroll/Personnel

David Edwards  
Director of  
Maintenance/  
Transportation

Ginger Schenks  
Treasurer

The East Gibson School Corporation conducts a "latch key" or a school-age (K-6) child care program survey as mandated by 1991 legislation, IC 20-26-5-2. This survey will show EGSC the amount of interest and needs of our communities, as well as, the economic feasibility of implementation of such a program. If you are interested, please take a few moments to complete the short survey and return to your child's elementary building by May 10, 2019. Thank you!

### **EGSC CHILD CARE NEEDS**

1. Would you use a childcare program at your elementary school?  
Yes \_\_\_\_\_ No \_\_\_\_\_
2. How many days per week would you use the program? \_\_\_\_\_
3. Approximately how many hours per week would you use the program? \_\_\_\_\_
4. Would you use the program before school? Yes \_\_\_\_\_ No \_\_\_\_\_
5. Would you use the program after school? Yes \_\_\_\_\_ No \_\_\_\_\_
6. Would you use the program on non-school weekdays? Yes \_\_\_\_\_ No \_\_\_\_\_
7. How many children from your family would such a program serve during this school year?  
\_\_\_\_\_
8. What are their ages? \_\_\_\_\_
9. Do you understand that fees will be charged for each child in order of the program to pay for itself?  
Yes \_\_\_\_\_ No \_\_\_\_\_
10. Depending on the number of students involved, cost is expected to be in the range of \$4.00 to \$6.00 per hour, per student.
11. If you do not have an interest in this program, it is not necessary to return this survey.

#### **OPTIONAL:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

School: \_\_\_\_\_

**PLEASE RETURN BY MAY 10, 2019**

Today's Education is Tomorrow's Future