



INDIANA STATE BOARD OF EDUCATION

To: Indiana State Board of Education Members
From: Timothy Schultz, General Counsel—Indiana State Board of Education
Date: October 2, 2019
RE: Latch Key Program Waiver Request—Covington Elementary School

Recommendation: Approve the Latch Key Program Waiver Request.

Covington Elementary School (“Covington”) 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.

Covington 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 Covington'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.



Indiana Department of Education
Glenda Ritz, NBCT
Indiana Superintendent of Public Instruction

WAIVER FORM

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

Deadline: September 30th (Annually)
Submission Date: September 19, 2019

Covington Elementary School 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 19-20 school year.

(Superintendent's Signature)

Dr. Kevin R. Smith

(Superintendent's Name Printed)

601 Market Street

(Address)

Covington

47932

(City)

(Zip)

765-793-4877

(Area Code) (Telephone number)



Covington Elementary School



Michelle Beck, Principal

Yessenia Girdler, Counselor
Mitzi Barnes, Secretary

Melanie Harmon, Title I/Office
Kelli Pinkerton, Nurse

Dear Parent/Guardian,

The elementary office has been notified of your interest in our After-School Care Program. The program will run throughout the year, Monday - Friday, from 3:00 p.m. - 6:00 p.m. Those students that are picked up at or before 4:30 p.m. will be charged \$5 per day. Those students being picked up at 6:00 p.m. will be charged \$7 per day. **Payments must be made at the beginning of each week.** This money will be used to pay the care provider and to purchase snacks for the students.

If our enrollment in this program were to drop below ten kids, then we would have to discontinue the program.

If you are still interested in your child participating in our After-School program please complete the form below and return it to school as soon as possible.

Child's Name

Grade

Parent's Name

Emergency Contact

Phone Number

Any Allergies

How will the child be getting home at the end of the day?

Please contact the office if you have any further questions. 793-2254

Michelle Beck
Elementary Principal



Working Together

for Children

1110 7th Street
Covington, IN 47932

Phone 765-793-2254
Fax 765-793-5214



Covington Elementary School



Yessenia Girdler, Counselor
Mitzi Barnes, Secretary

Melanie Harmon, Title I/Office
Kelli Pinkerton, Nurse

To: DeVonne Richburg
From: Alison Karrfalt - Covington School Corporation
Re: Latchkey Waiver Form

Covington Community School Corporation has to provide the latchkey program. We do not have outside agencies available. We figured that our minimum cost would be \$250 a week. This is based on paying an employee \$15 an hour for three hours a day five days a week. Total cost for that employee for the week would be \$225. We included \$25 a week for snacks for the program.

Covington Elementary School notified each parent in our weekly bulletin about a latchkey program. Parents contacted the office with interest in the program. We had interest in one full time student and three students for only a few days each week.

We were going to have two pick-up times, one at 4:30 and again at 6:00. We were going to charge \$5.00 a child for the 4:30 pick-up time and \$7.00 a child for the 6:00 pick-up time.

Our survey results show that we would only collect \$75 a week.



Working Together

for Children



INDIANA STATE BOARD OF EDUCATION

To: Indiana State Board of Education Members
From: Timothy Schultz, General Counsel—Indiana State Board of Education
Date: October 2, 2019
RE: Latch Key Program Waiver Request—DeKalb County Eastern CSD

Recommendation: Approve the Latch Key Program Waiver Request.

DeKalb County Eastern CSD (“DeKalb”) 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.

DeKalb 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 DeKalb'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.



Dr. Jennifer McCormick
Superintendent of Public Instruction

DEPARTMENT OF EDUCATION

Working Together for Student Success

WAIVER FORM

Indiana State Board of Education
School-Age Child-Care Program Waiver
Submission Date: August 20, 2019

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 2019-2020 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 COMMUNITY SCHOOL DISTRICT

300 East Washington Street • Butler, IN 46721 • 260-868-2125 • FAX 260-868-2562

August 20, 2019

Indiana State Board of Education
115 W. Washington Street
South Tower, Suite 600
Indianapolis, IN 46204

To Whom It May Concern:

DeKalb County Eastern C.S.D. is requesting a Latch Key waiver due to the economic hardship. The elementary schools have sent all elementary parents a letter seeking interest in the program, attached. There was not any interest in implementing the program. We do not have any other organization in our community that provides similar services. With the low number of students, the cost of offering the service would have to be taken from our General Fund. This option is not acceptable due to other demands and mandates.

Sincerely,



Dr. Jeffrey F. Stephens
Superintendent

Enc.

It is the mission of DeKalb County Eastern C.S.D., in concert with the community, to provide all learners with skills to adapt intellectually and socially to their changing environment.



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 F. Stephens, Superintendent
300 Washington Street
Butler, Indiana 46721

RE: Latch Key Program

August 14, 2019

Dear Dr. Stephens,

At this time there is not enough interest in the latch key program for it to be self-sustaining. Therefore, this program will not be offered for the 2019- 2020 school year at Butler Elementary.

If you have any questions or would like further clarification, please call my office at your convenience.

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

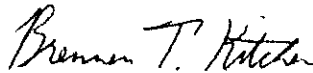
Dr. Jeffrey Stephens
DeKalb County Eastern C.S.D.
300 E. Washington Street
Butler, IN 46721

August 14, 2019

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

DEKALB COUNTY EASTERN COMMUNITY SCHOOL DISTRICT

300 East Washington Street • Butler, IN 46721 • 260-868-2125 • FAX 260-868-2562

August 28, 2019

Indiana State Board of Education
115 W. Washington Street
South Tower, Suite 600
Indianapolis, IN 46204

To Whom It May Concern:

DeKalb County Eastern C.S.D. is requesting a Latch Key waiver due to the economic hardship. The elementary schools have sent all elementary parents a letter seeking interest in the program, attached is the letter with the responses received. There was not any interest in implementing the program, also attached. We do not have any other organization in our community that provides similar services. With the low number of students interested at Butler Elementary (2-yes and 3-maybe and/or part-time) and Riverdale Elementary (2-yes), the cost of offering the service would have to be taken from our General Fund. This option is not acceptable due to other demands and mandates.

Sincerely,



Dr. Jeffrey F. Stephens
Superintendent

Enc.

It is the mission of DeKalb County Eastern C.S.D., in concert with the community, to provide all learners with skills to adapt intellectually and socially to their changing environment.



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 F. Stephens, Superintendent
300 Washington Street
Butler, Indiana 46721

RE: Latch Key Program

August 14, 2019

Dear Dr. Stephens,

At this time there is not enough interest in the latch key program for it to be self-sustaining. Therefore, this program will not be offered for the 2019- 2020 school year at Butler Elementary.

If you have any questions or would like further clarification, please call my office at your convenience.

Sincerely,

Kim K. Clark, Principal

DEKALB COUNTY EASTERN C.S.D.
300 E. Washington Street
Butler, Indiana 46721
Telephone: (260) 868-2125

July 25, 2019

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 9, 2019.

Sincerely,

Mrs. Kim K. Clark
Principal – Butler Elementary



PLEASE CLIP AND RETURN BY AUGUST 9th

Possibly

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

I have *2* (number of children) who will participate.

Name *Sandra S. Salko*

Srinan + Kintey

Address *309 N. Canal St*
 Butler, IN 46721

Telephone *(260) 570-8818*

DEKALB COUNTY EASTERN C.S.D.
300 E. Washington Street
Butler, Indiana 46721
Telephone: (260) 868-2125

July 25, 2019

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 9, 2019.

Sincerely,

Mrs. Kim K. Clark
Principal – Butler Elementary

.....

PLEASE CLIP AND RETURN BY AUGUST 9th

~~Yes~~ *would only be 2-3x a week.*
 Yes, I will participate in the Butler Elementary Latch Key Program.

I have 1 (number of children) who will participate.

Name Angela Slentz (Pearl Slentz)
Address 5870 CR 36
Butler, IN 46721
Telephone 260-241-3419

DEKALB COUNTY EASTERN C.S.D.

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

July 25, 2019

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 9, 2019.

Sincerely,

Mrs. Kim K. Clark
Principal – Butler Elementary

.....
PLEASE CLIP AND RETURN BY AUGUST 9th

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

I have 1 (number of children) who will participate.

Name Hannah Damron

Address 126 walnut st Butler

Telephone 868-2401

DEKALB COUNTY EASTERN C.S.D.

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

July 25, 2019

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 9, 2019.

Sincerely,

Mrs. Kim K. Clark
Principal – Butler Elementary

.....
PLEASE CLIP AND RETURN BY AUGUST 9th

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

I have 1 (number of children) who will participate.

Name

Jennifer Murray (Katharine Lewis)

Address

210 Walnut St

Butler IN 46721

Telephone

260-645-1073

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

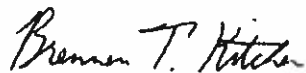
Dr. Jeffrey Stephens
DeKalb County Eastern C.S.D.
300 E. Washington Street
Butler, IN 46721

August 14, 2019

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

DEKALB COUNTY EASTERN C.S.D.

300 E. Washington Street
Butler, Indiana 46721

August 2, 2019

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 16, 2019.

Sincerely,

Brennen T. Kitchen

Brennen Kitchen
Principal - Riverdale Elementary

PLEASE CLIP AND RETURN BY AUGUST 16, 2019

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

Name Bage Fogle

Address 809 Greenfield Ct. Garrett, IN 46738

Telephone (260) 705-4300

PLEASE CLIP AND RETURN BY AUGUST 16, 2019

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

Name Jessica Fogle (Adeline Fogle -K)

Address 5388 CR 51

SA. Joe, IN 46185

Telephone 260-433-0257



INDIANA STATE BOARD OF EDUCATION

To: Indiana State Board of Education Members
From: Timothy Schultz, General Counsel—Indiana State Board of Education
Date: October 2, 2019
RE: Latch Key Program Waiver Request—Southwest School Corporation

Recommendation: Approve the Latch Key Program Waiver Request.

Southwest School Corporation (“Southwest”) 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.

Southwest 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 Southwest'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.

WAIVER FORM

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

Deadline: September 1th (Annually)

Submission Date: 9-3-2019

SOUTHWEST 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.

Chris Stitzle
(Superintendent's Signature)

CHRIS STITZLE

(Superintendent's Name Printed)

P.O. BOX 510

(Address)

SULLIVAN, IN 47882

(City)

(Zip)

812-268-6311

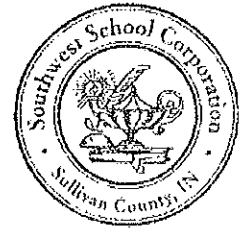
(Area Code) (Telephone number)

SOUTHWEST SCHOOL CORPORATION

P.O. Box 510, Sullivan, Indiana 47882-0510

Phone: 812-268-6311

Fax: 812-268-6312



CHRIS STITZLE, Superintendent

JON STUCKEY, Assistant Superintendent, Transp. Dir.

DARLENE SMALL, Interim Treasurer-Bookkeeper

TRACY VANDERGRIFF, Payroll Clerk, Personnel

BRIAN IRWIN, Technology Coordinator

BOARD OF SCHOOL TRUSTEES

MITZIE BADGER

JON BOBBITT

MIKE ESLINGER

BARBARA ROTRAMEL

JERRY D. WILSON

To: Indiana State Board of Education

From: Chris Stitzle, Superintendent of Southwest School Corporation

Date: September 3, 2019

Request for waiver of I.C. 20-26-5-2

The Southwest School Corporation requests a waiver of the requirement that it make a school age child care program available to all children in K-6 as required by I.C. 20-26-5-2. The corporation submits the following detailed information as required by law to support this request:

- Southwest School Corporation parents K-5 were surveyed on August 7, 2019 through September 3, 2019 concerning interest in an after school child care program.
- Copy of Survey Attached
- 866 surveys were distributed in grades K-5.
- 235 surveys returned
- 38 surveys showed interest (some only part time/1-2 days per week)
- 631 no response
- Only 6.4% of students interested in program participation.
- Of the 38 survey returned with interest it accounts for 48 students.
- Of the 38 completed surveys (48 students) voicing some interest with some interest being only occasionally. 32 were in one community (Site S) and 16 in another (Site C). The two sites are separated by 10 miles which would necessitate two different programs.
- Approximate cost for Site S would be a minimum of \$1981.17 per week with a maximum income of \$2025.00 if all interested participated for the times they indicated. This does not take into account the additional cost for insurance benefits that we would have to provide due to employees working enough hours to qualify.
- Approximate cost for Site C would be a minimum of \$669.57 per week with a maximum income of \$375.00 if all interested participated for the times they indicated. This does not take into account the additional cost for insurance benefits that we would have to provide due to employees working enough hours to qualify.

Therefore, Southwest School corporation requests a waiver for not being able to provide an after school child care program due to:

- A lack of participation in the program
- The presence of both private and non-for-profit after school care locations within the community. There are 7 daycares in the city for Site S that currently provide these services, and 3 daycares in the city for site C. The SWSC does currently provide free transportation by bus to each of these daycares.
- A financial hardship would be placed upon the school corporation

The Southwest School Corporation requests the Indiana State Board of Education grant a waiver of this requirement of I.C. 20-26-5-2 for the 2019-2020 school year.

Sincerely,

A handwritten signature in cursive script that reads "Chris Stitzle".

Chris Stitzle
Superintendent

**SOUTHWEST SCHOOL CORPORATION
P.O. BOX 510
SULLIVAN, IN 47882**

August 8, 2019

Dear Parent,

Welcome to the 2019-2020 school year. The Southwest School Corporation is required by Indiana Code to determine the degree of interest in an after school child care program. Therefore, we are currently surveying all parents in this building to determine whether there will be enough interest to warrant having such a program. If an After School Child Care Program is offered, the following charges have been set for the program: 1 child -- \$5.00 per hour; 2 children -- \$10.00 per hour; 3 children -- \$15.00 per hour.

Please complete the following questionnaire and return it to the Principal's office by Friday, September 1, 2019, so we can determine if there is sufficient interest in this during the 2019-2020 school year.

Sincerely,

Chris Stitzle
Superintendent of Schools

How many children are in your home in grades K-6 _____

Please list the grade levels by checking the appropriate level/s.

K _____ 1 _____ 2 _____ 3 _____ 4 _____ 5 _____ 6 _____

Do you need Child Care after school? _____ No _____ Yes _____ School Child Attends

If child care is needed after school, please check the period of time that you desire this assistance:

3:00 p.m. to 4:00 p.m. _____ 3:00 p.m. to 5:00 p.m. _____ 3:00 p.m. to 6:00 p.m. _____

Does your child have special needs? _____ Yes _____ No

Name _____ Phone (home) _____

Address _____ Phone (work) _____

_____ Zip Code _____

Person to be notified if you can't be located _____ Phone _____

The building administrator will contact you if there is enough demand to set up the program. Thank you.

CARLISLE	#STUDENTS	HRS/DAY	DAYS/WEEK	RATE/HR	TOTAL WK
	9	1	5	5	225.00
	3	2	5	5	150.00
	0	3	5	5	0.00
TOTALS	12	6	15	15	375.00
CARLISLE COSTS					
2 AIDES					
O/T RATE	17.25	17.25		WAGES	630.57
TIMES 3 HRS/DAY	51.75	51.75		SNACKS	39.00
					\$3.00 x 13
SOC. SEC.	3.96	3.96		TOTAL COST	669.57
RETIRE	7.35	7.35			
SUB TOT	63.06	63.06		LOSS	-294.57
				PER WEEK	
TIMES 5 DAYS	315.29	315.29			
COST FOR BENEFITS DUE					
TO ADDITIONAL HOURS					



INDIANA STATE BOARD OF EDUCATION

To: Indiana State Board of Education Members
From: Timothy Schultz, General Counsel—Indiana State Board of Education
Date: October 2, 2019
RE: Latch Key Program Waiver Request—Tri-Central Community Schools

Recommendation: Approve the Latch Key Program Waiver Request.

Tri-Central Community Schools (“TCCS”) 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.

TCCS 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 TCCS'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.

WAIVER FORM

Indiana State Board of Education
School-Age Child-Care Program Waiver
Submission Date:

Deadline: September 1st (Annually)

September 10, 2019

Tri-Central Community Schools 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 2019-20 school year.



(Superintendent's Signature)

DAN DRIGGS

(Superintendent's Name Printed)

4774 N. 200 W.

(Address)

Sharpshville 46068

(City)

(Zip)

(765) 963-2585

(Area Code) (Telephone number)

TRI-CENTRAL COMMUNITY SCHOOLS

4774 NORTH 200 WEST
SHARPSVILLE, INDIANA 46068-9457
PHONE (765) 963-2585
FAX (765) 963-3042

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TREASURER

Lisa Dever

DEPUTY TREASURER

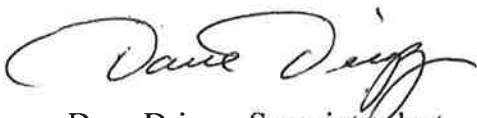
Cindy Tarrh

SECRETARY

Tamela Brooks

To: IDOE
Re: School Age Child-Care Program Waiver
Date: September 10, 2019

1. Description of steps taken: The Corporation provided to each parent and/or guardian enrolling in Tri-Central Community Schools for students in grades KG-5 an opportunity to register for an after-school child-care program. A survey was sent to all elementary parents and/or guardians, via e-mail, about the possibility of an after school latchkey program. The deadline requested for responses to the survey was on or before August 30, 2019. Hard copies of the Latch-Key Surveys were available at the onsite school registration dates on 7/30/19 and 7/31/19, in each classroom during "Meet the Teacher Night" on 8/05/19 and also in the elementary office from 7/29/19 – 8/30/19.
2. Attached is a copy of the survey sent via email to all elementary parents and/or guardians. This same hard copy survey was made available to parents onsite.
3. This year there were only 2 parents who turned in a survey and neither included the required registration fee. The Corporation interprets this as limited interest in the program and/or a need for after school care. Therefore, it is the opinion of the Corporation that no services will be provided and a waiver for such services be approved by the Indiana State Board of Education.
4. Currently 28 families in our district, encompassing 46 of our enrolled elementary students participate in the Tipton County Boys and Girls Club after school program. Students attending the Boys and Girls Club receive supervised childcare; help with homework, recreation and snacks. Our Corporation provides transportation from our school to their center at no cost to the parents each day at dismissal.



Dave Driggs, Superintendent
Tri-Central Community Schools

Lisa Dever

From: vpalmer@tccs.k12.in.us
Sent: Tuesday, August 27, 2019 3:46 PM
To: Lisa Dever
Subject: Possible Latch-Key Child Care at Tri-Central Elementary

This was sent using the Skyward Admin Message Center.

PARENT INFORMATION SURVEY LATCH-KEY CHILD CARE PROGRAM

Tri-Central Elementary is conducting a survey regarding a potential after school program for the 2019-2020 school year. Please fill out the information and return (with \$10 registration fee per child) to the elementary office by Friday, August 30, 2019. **If offered**, the program will consist of structured activities and will run from 3:00 P.M. To 6:00 P.M. The program would only be offered when school is in session. The cost of the program will be determined at a later date. We would ask that you make a commitment of three days per week that your child will attend and pay the designated amount every week.

1. Would you send your child to a supervised child care program after school? _____
2. How many children do you have who would need after school care? _____
3. Age(s) of child(ren) _____
4. How late would you need the care after school? Until _____ P.M.
Name (Parent and/or Legal Guardian) _____
Address _____

Parent Phone _____ Work Phone _____ E-Mail _____

Pre-Registration Form

I understand that there will be a **designated fee** and **commitment to specific days** as stated above. I would like my child to participate in the after school program (**if offered**) for the 2019-2020 school year.

Parent/Legal Guardian Signature _____ Date _____

PLEASE BRING OR MAIL REGISTRATION FORM with registration fee to: TR1-CENTRAL ELEMENTARY 2115 WEST 500 NORTH, SHARPSVILLE, INDIANA 46068

PLEASE RETURN NO LATER FRIDAY, AUGUST 30, 2019

****must** be accompanied by \$10.00 per child pre-registration fee. After the deadline, a final determination will be made on the availability of this program. Notices will be sent to those who return a pre-registration form and the fees returned if the program is not available.

District: Tri-Central Community Schools
District Web Site: www.tccs.k12.in.us