



# INDIANA STATE BOARD OF EDUCATION

**To:** Indiana State Board of Education Members  
**From:** Timothy Schultz, General Counsel—Indiana State Board of Education  
**Date:** October 4, 2017  
**RE:** Latch Key Program Waiver Request

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

Covington Community School Corporation (“Covington”) is seeking approval of a school-age child care program requirement waiver for the 2017-2018 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.

School corporations may seek a waiver from the child care program requirement if compliance 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) A written description regarding the feasibility of implementing a latch key program and/or to the possibility of having a non-profit or for-profit organization to implement a program.
- B) Evidence that a request in writing was sent parents, asking parents to contact the school corporation to indicate their willingness to utilize the latch key program.
- C) Analysis of the financial aspects, parent interest, and projected attendance from the implementation of such a program.
- D) 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 2017-2018 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.



DEPARTMENT OF EDUCATION

Dr. Jennifer McCormick  
Superintendent of Public Instruction

*Working Together for Student Success*

### WAIVER FORM

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

Indiana State Board of Education  
School-Age Child-Care Program Waiver  
Submission Date: 8-29-17

Covington Community 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 2017-2018 school year.

[Signature]  
(Superintendent's Signature)

Kirk Booe  
(Superintendent's Name Printed)

601 MARKET  
(Address)

Covington IN  
(City) (Zip)

765 793-4877  
(Area Code) (Telephone number)

1110 7th Street  
Covington, IN 47932

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



# Covington Elementary School



**Alison Karrfalt, Principal**

**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  
Date: 8-29-17

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 no students interested in full time after school care and four students interested in 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 \$40 a week.

Working Together



for Children

CES will be taking names of students who will need after school care. Please call the office with days and times that you will need for your child. There is a possibility that we will not be able to have this program due to lack of interest.

Covington City Building will be having their annual coat give-away this fall. Coats may be brought to the City Building at 1329 2<sup>nd</sup> St. between 8:00am and 4:00pm. Coat distribution will begin October 2<sup>nd</sup>, 8:00am to 4:00pm (EST) weekdays.

*All Covington Elementary students will improve their math problem skills across the curriculum.*

*All Covington Elementary students will improve their reading comprehension skills across the curriculum.*



# INDIANA STATE BOARD OF EDUCATION

**To:** Indiana State Board of Education Members  
**From:** Timothy Schultz, General Counsel—Indiana State Board of Education  
**Date:** October 4, 2017  
**RE:** Latch Key Program Waiver Request

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**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 2017-2018 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.

School corporations may seek a waiver from the child care program requirement if compliance 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) A written description regarding the feasibility of implementing a latch key program and/or to the possibility of having a non-profit or for-profit organization to implement a program.
- B) Evidence that a request in writing was sent parents, asking parents to contact the school corporation to indicate their willingness to utilize the latch key program.
- C) Analysis of the financial aspects, parent interest, and projected attendance from the implementation of such a program.
- D) 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 2017-2018 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.

# DEKALB COUNTY EASTERN COMMUNITY SCHOOL DISTRICT

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

August 21, 2017

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.*







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

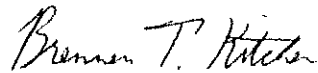
Dr. Jeffrey Stephens  
DeKalb County Eastern C.S.D.  
300 E. Washington Street  
Butler, IN 46721

August 15, 2017

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

# 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 15, 2017

Dear Dr. Stephens,

There will not be 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,

A handwritten signature in black ink, reading "Kim K. Clark". The signature is written in a cursive style with a large initial "K".

Kim K. Clark  
Principal

ESTIMATED DAILY ATTENDANCE

DeKalb County Eastern C.S.D.  
Butler Elementary  
Riverdale Elementary

Fees:

\$75.00 weekly per child  
Minimum enrollment = 15 students per building

15 Students X \$75.00 weekly = \$1,125 per school  
Annual fee = \$40,500 per school

Total district cost = \$81,000

Enrollment based on returned surveys:

2 students per building  
Assumed parent payment = \$75.00 per week per student  
Generated Income per week = \$150.00 per building  
Annual income = \$5,400.00 per building

General fund revenue required for the program:

Total Cost	\$81,000
Generated Revenue	<u>\$10,800</u>
General Fund liability	\$70,200



# INDIANA STATE BOARD OF EDUCATION

**To:** Indiana State Board of Education Members  
**From:** Timothy Schultz, General Counsel—Indiana State Board of Education  
**Date:** October 4, 2017  
**RE:** Latch Key Program Waiver Request

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

Tri-Central School Corporation (“Tri-Central”) is seeking approval of a school-age child care program requirement waiver for the 2017-2018 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.

School corporations may seek a waiver from the child care program requirement if compliance 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.

Tri-Central provided all supporting documentation required including:

- A) A written description regarding the feasibility of implementing a latch key program and/or to the possibility of having a non-profit or for-profit organization 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.
- C) Analysis of the costs to implement the program and projected attendance from the implementation of such a program.
- D) 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 Tri-Central's Latch Key program waiver request for the 2017-2018 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.

# TRI-CENTRAL COMMUNITY SCHOOLS

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

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## **SCHOOL BOARD MEMBERS**

Kolby Dickover, President  
Dan DeLong, Vice President  
Craig Smith, Secretary  
Jerry Fernung  
Chris Kelley  
Carol Kinder  
Jay Rayl

## **SUPERINTENDENT**

Dave Driggs

## **TREASURER**

Lisa Dever

## **DEPUTY TREASURER**

Cindy Tarrh

## **SECRETARY**

Tamela Brooks

September 26, 2017

To: IDOE  
Re: School Age Child-Care Program Waiver

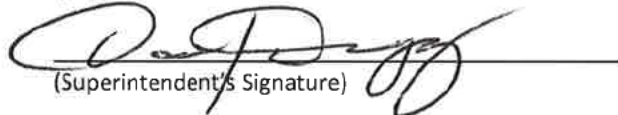
1. Description of steps taken: The Corporation provided to each parent and/or guardian enrolling in Tri-Central Community Schools for students in grades KG-6 an opportunity to register for an after-school child-care program. A survey was sent to all elementary parents and/or guardians, via e-mail, on August 23, 2017 about the possibility of an after school latchkey program. The deadline requested for responses to the survey was on or before August 31, 2017.
2. Attached is a copy of the survey sent via email to all elementary parents and/or guardians.
3. There were no parents or guardians who turned in an application along with registration fee. The Corporation understands this as no interest in the program 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. Many of our enrolled elementary students do participate in the Tipton County Boys and Girls Club program. Our Corporation provides daily transportation from our school to their center at no cost to the parents.

**WAIVER FORM**Indiana State Board of Education  
School-Age Child-Care Program WaiverDeadline: September 1<sup>th</sup> (Annually)Submission Date: September 19, 2017

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 2017-18 school year.

  
(Superintendent's Signature)DAVE BRIGGS  
(Superintendent's Name Printed)4774 N. 200 W.  
(Address)Sharpville, 46068  
(City) (Zip)(765) 963-2585  
(Area Code) (Telephone number)



## Lisa Dever

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**From:** Dave Driggs  
**Sent:** Thursday, September 14, 2017 3:02 PM  
**To:** Viv Palmer; Lisa Dever  
**Cc:** Matthew Miller  
**Subject:** RE: Latch-key Survey

Thank you Viv.

Dave Driggs, Superintendent  
Tri-Central Community Schools  
4774 North 200 West  
Sharpsville, Indiana 46068  
(765)963-2585 ext. 1003  
[ddriggs@tccs.k12.in.us](mailto:ddriggs@tccs.k12.in.us)

**From:** Viv Palmer  
**Sent:** Thursday, September 14, 2017 2:59 PM  
**To:** Lisa Dever <ldever@tccs.k12.in.us>  
**Cc:** Matthew Miller <mmiller@tccs.k12.in.us>; Dave Driggs <ddriggs@tccs.k12.in.us>  
**Subject:** Latch-key Survey

Lisa,

On Thursday, August 23, 2017 a survey was sent to all Tri-Central elementary parents (via e-mail) about the possibility of an after school latch-key program at Tri-Central Elementary.

Survey forms from interested parents were due to the elementary office on or before August 31, 2017.

No interest in the program was received-not one survey was returned to the office this year.

Let me know if you need any other information from me concerning the latch-key program.

Viv Palmer  
Secretary  
Tri-Central Elementary  
2115 W - 500 N  
Sharpsville, IN 46068  
[vpalmer@tccs.k12.in.us](mailto:vpalmer@tccs.k12.in.us)  
(765) 963-5885 Ext. 1350  
Elem. Office Fax (765) 963-3072  
Admin. Office Fax (765) 963-3042

# Admin Message Maintenance



\* Message Summary:  Priority:

\* Message Detail:  View Style Toolbar:

- Post to Family Access Post Date:
- Post to Student Access
- Post to Calendar on   Text to Display on Calendar
- Send as Email on   at   from  Restore Default
- Email to Students
- Email to Guardians (Leave checkboxes below unchecked to send to all guardians)
  - Primary Guardians Only  First Families Only  Heads of Household Only  Report Card Recipients Only
  - Send an Email For Each Student in Same Family  Do Not Show Student Name in Body of Email
- Email to Teachers for 
  - Do Not Show Student Names in Body of Email
- Email to Additional Recipients View or Select Additional Recipients  
ddriggs@tccs.k12.in.us; mmiller@tccs.k12.in.us; kday@tccs.k12.in.us; and 4 others

**Post or Send Based on Students in**

- Activities
- Processing List
- Ranges (Leave ranges blank to send message to everyone)

**Low** **High**

Entity:

Grade/Grad Yr: KG 2030 06 2024

Date of Birth:

Homeroom Teacher:

Advisor:

Counselor:

Status:  Send to Only Active Students for the Current School Year  ?

Section 504:  Send to Only These Students  Do not Send to These Students

Gifted and Talented:  Send to Only These Students  Do not Send to These Students

Special Education:  Send to Only These Students  Do not Send to These Students

20895	351221	llamaOlhInaeadwd		100	100	6925
6925		117			#StudentScheduleGen	all
1040 items in 4 entities	false	true	Admin Message Cente		edit	smesgedit002.w
010054	012073	05.17.06.00.09	0x0000000002fcd83			IE
11	Win32	false			970	671
yes	N	smesgrws001	vpalmer			WSAFMC
24.104.69.50		ssmhom01.w			true	117
17	4	3	true	Desktop	<input type="checkbox"/>	500
IN	US	true	true			
no	09/14/17	36422	9		yes	yes
			N	A	90	ddriggs@tccs.k12.in.us
yes	edit	no	Keaven O	WS\AF\MC	MessageCenter	30
		brMessages	1	A	yes	no
no	bSave,bCancel	S,B				

Asterisk (\*) denotes a required field

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PARENT INFORMATION SURVEY LATCH-KEY CHILD CARE PROGRAM

Tri-Central Elementary is conducting a survey regarding a potential after school program for the 2017-2018 school year. Please fill out the information and return (with \$10 registration fee per child) to the elementary office by Thursday, August 31, 2017. If offered, the program will consist of structured activities and will run from 3:00 P.M. To 5:00 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 2017-2018 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 THURSDAY, AUGUST 31, 2017

\*\*must be accompanied by \$10.00 per child pre-registration fee. `}} else if(window.frames["frame_txtDetail"]) {window.frames["frame_txtDetail"].document.write('`

PARENT INFORMATION SURVEY LATCH-KEY CHILD CARE PROGRAM

Tji-Central Elementary is conducting a survey regarding a potential after school program for the 2017-2018 school year. Please fill out the information and return (with \$10 registration fee per child) to the elementary office by Thursday, August 31, 2017. If offered, the program will consist of structured activities and will run from 3:00 P.M. To 5:00 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 2017-2018 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 THURSDAY, AUGUST 31, 2017

**\*\*must** be accompanied by \$10.00 per child pre-registration fee.  
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# INDIANA STATE BOARD OF EDUCATION

**To:** Indiana State Board of Education Members  
**From:** Timothy Schultz, General Counsel—Indiana State Board of Education  
**Date:** October 4, 2017  
**RE:** Latch Key Program Waiver Request

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## **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 2017-2018 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.

School corporations may seek a waiver from the child care program requirement if compliance 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) A written description regarding the feasibility of implementing a latch key program and/or to the possibility of having a non-profit or for-profit organization to implement a program.
- B) Evidence that a request in writing was sent parents, asking parents to contact the school corporation to indicate their willingness to utilize the latch key program.
- C) Analysis of the financial aspects, parent interest, and projected attendance from the implementation of such a program.
- D) 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 2017-2018 school year.

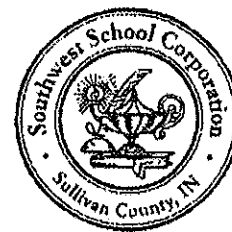
Recommendation: as IC 20-26-5-2(c) states that a "school corporation shall receive a waiver" if it provides the information outlined in the statute, Board staff recommend granting the waiver.

# **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**

**GRANT BRYANT**

**BARBARA ROTRAMEL**

**JERRY D. WILSON**

To: Indiana State Board of Education

From: Chris Stitzle, Superintendent of Southwest School Corporation

Date: August 30, 2017

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 10, 2017 through August 30, 2017 concerning interest in an after school child care program.
- Copy of Survey Attached
- 856 surveys were distributed in grades K-5.
- 482 surveys returned
- 49 surveys showed interest (some only part time/1-2 days per week)
- 374 no response
- Only 6.4% of students interested in program participation.
- Of the 49 survey returned with interest it accounts for 55 students.
- Of the 49 completed surveys (55 students) voicing some interest with some interest being only occasionally. 42 were in one community (Site S) and 13 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 \$1832.39 per week with a maximum income of \$1620.00 if all interested participated for the times they indicated.
- Approximate cost for Site C would be a minimum of \$646.91 per week with a maximum income of \$480.00 if all interested participated for the times they indicated.

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 6 daycares in the city for Site S that currently provide these services, and 2 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 2017-2018 school year.

Sincerely,

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

Chris Stitzle  
Superintendent





DEPARTMENT OF EDUCATION

Dr. Jennifer McCormick  
Superintendent of Public Instruction

*Working Together for Student Success*

## WAIVER FORM

Indiana State Board of Education

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

School-Age Child-Care Program Waiver

Submission Date: 8-22-2017

SOUTHWEST SCHOOL CORP 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 2017-18 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, IN 47882

August 10, 2017

Dear Parent,

Welcome to the 2017-2018 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 -- \$4.00 per hour; 2 children -- \$8.00 per hour; 3 children -- \$12.00 per hour.

Please complete the following questionnaire and return it to the Principal's office by Friday, September 1, 2017, so we can determine if there is sufficient interest in this during the 2017-2018 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.



# INDIANA STATE BOARD OF EDUCATION

**To:** Indiana State Board of Education Members  
**From:** Timothy Schultz, General Counsel—Indiana State Board of Education  
**Date:** October 4, 2017  
**RE:** Latch Key Program Waiver Request

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

West Central School Corporation (“West Central”) is seeking approval of a school-age child care program requirement waiver for the 2017-2018 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.

School corporations may seek a waiver from the child care program requirement if compliance 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.

West Central provided supporting documentation, including:

- A) A written description regarding the feasibility of implementing a latch key program and/or to the possibility of having a non-profit or for-profit organization to implement a program.
- B) Evidence that a request in writing was sent parents, asking parents to contact the school corporation to indicate their willingness to utilize the latch key program.
- C) Analysis of the financial aspects, parent interest, and projected attendance from the implementation of such a program.
- D) 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 West Central's Latch Key program waiver request for the 2017-2018 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 30, 2017

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

West Central 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 2017-18 school year.

Don Street  
(Superintendent's Signature)

Don Street  
(Superintendent's Name Printed)

PO Box 578  
(Address)

Francesville 47946  
(City) (Zip)

219-567-9161  
(Area Code) (Telephone number)

LATCHKEY PROGRAM  
Data Collection  
2017-18

1. The attached survey was sent to the parents of all elementary students via the school newsletter. We had no interest from nonprofit organizations to implement the latch key program. We are a small rural community where very few nonprofits exist other than churches.
2. Parents of the 316 elementary students received the survey.
  - A. 1 parent indicated they would use the service five days per week.
  - B. 3 parents indicated they would use the service four days per week.
3. With this limited amount of interest, it is not feasible for the West Central School Corporation to offer this service. West Central is located in a rural area; therefore, we transport 100% of the students excluding those who drive. We support the families in need of an after-school child-care by transporting the children to babysitters and established daycares in our district.

4. The Financial Analysis for the program:

Estimated Expenses:

Wages and benefits	\$ 6,000
Educational Materials	\$ 500
Transportation Expense	\$ 6,720
Total	\$13,220

Estimated Income:

Student	\$ 500
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## CHILD CARE SURVEY

Indiana Law requires each school corporation in the state to conduct a survey every year to determine if there is a need for an after school child care program and to see if there is an organization willing to sponsor such a program.

Please complete the survey and return it to the Principal's Office, West Central Elementary School.

Would you use an after school program, beginning in the 2017-18 school year if such were available?

Yes          No

How late should the after school program be made available?

5:00 PM          6:00 PM          6:30 PM

How much would you be willing to contribute per hour for this service?

\$1.00          \$2.00          \$3.00          \$4.00

How many evenings a week would you anticipate using the childcare program?

1          2          3          4          5

Are you, or an organization that you belong to, interested in sponsoring the Child Care Program?

Yes          No

\_\_\_\_\_  
Name of Organization          Name