



INDIANA STATE BOARD OF EDUCATION

To: Indiana State Board of Education

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

Date: September 2, 2020

Re: **Latch Key Program Waiver Request – Northwestern School Corporation**

Recommendation: Approve the Latch Key Program Waiver Request.

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

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

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

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

(1) A description of the steps taken to:

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

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

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

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

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

Northwestern provided all supporting documentation required, including:

- A written description of the steps taken to determine the feasibility of a Latch Key program and/or to actively solicit other non-profit or for-profit organizations to implement the program.
- Evidence that a request in writing was made to all parents to contact the school corporation to indicate their willingness to utilize the Latch Key program and documentation of any parental survey results.
- Analysis of parent interest and projected attendance from the implementation of such a program.
- The nature of the hardship that the school corporation would experience due to a low number of eligible children intending to utilize the Latch Key program services.

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

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

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

INDIANA STATE BOARD OF EDUCATION ACTION

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

Chad E. Ranney
General Counsel
Indiana State Board of Education
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143 W. Market, Suite 500, Indianapolis, IN 46204



INDIANA STATE BOARD OF EDUCATION

WAIVER FORM

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

Deadline: September 1th (Annually)

Submission Date: 8-17-20

Northwestern 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 2020-2021 school year.

Kristen Bilkey
(Superintendent's Signature)

Kristen Bilkey
(Superintendent's Name Printed)

3075 N. Washington
(Address)

Kokomo, IN 46901
(City) (Zip)

765-457-8101
(Area Code) (Telephone number)



“Where Excellence in Education is a Tradition”

To Whom it May Concern,

Northwestern School Corporation is seeking a waiver for the requirement that it make a school-age childcare program available to all children in K-6 as required by IC 20-26-5-2. Northwestern School Corporation would experience an undue hardship due to the low number of eligible children intending to use the childcare program. Information was sent to all parents. Northwestern has two elementary schools. Initially, Howard Elementary had 6 families interested in AM care and 4 families interested in PM care. Those families were informed of the lack of interest in the program and Howard did not offer a childcare program. Initially, Northwestern Elementary School had 30 parents respond with interest in a program. With 30 interested families, Northwestern worked with the YMCA to offer a program for the students. Pam Richard from the YMCA contacted all 30 parents and only 7 parents responded. The final count was 1 family needed AM care and 4 families needed PM care. The YMCA/Northwestern could not afford to offer a program for only 5 families. Please consider our request of a waiver for the requirements of IC 20-26-5-2 for the 2020-2021 school year.

Sincerely,

Kristen R. Bilkey
Superintendent
Northwestern School Corporation

Fwd: childcare

1 message

Bilkey, Kristen <kristen.bilkey@nwsc.k12.in.us>
To: "Bilkey, Kristen" <kristen.bilkey@nwsc.k12.in.us>

Mon, Aug 17, 2020 at 11:21 AM

On Mon, Aug 17, 2020 at 10:23 AM Ravas, Janine <janine.ravas@nwsc.k12.in.us> wrote:

The only thing that I have for documentation is my final count on paper.

I only had

Before School 6

After School 4

On Mon, Aug 17, 2020 at 9:42 AM Bilkey, Kristen <kristen.bilkey@nwsc.k12.in.us> wrote:

Janine,

I have to submit a waiver to the state indicating that we are not providing after school care due to lack of need. Could you send me the information/data you collected last year for YCare?

Thank you,
Kristen

Kristen Bilkey
Superintendent
Northwestern School Corporation
765-457-8101 ext. 1110

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Janine Ravas
Howard Elementary School
ECA Treasurer/Secretary
Phone 765-459-0319
Fax 765-868-8395

Be Kind! Be Happy! Be You!

To: <THICKGIRL1989@gmail.com>, <Meshasmith017@gmail.com>, <jbishir@gmail.com>, <blue.kari2011@gmail.com>, <amanda.blunt@nwsc.k12.in.us>, <mjdean2002@aol.com>, <Ciarradawn1989@gmail.com>, <Starz5676@yahoo.com>, <tori.baldi@gmail.com>, <jamiebostic078@yahoo.com>, <denisemcwilder@gmail.com>, <hlanning@live.com>, <sgray081186@gmail.com>, <juliehoulahan1907@comcast.net>, <sheenamcmillan04@yahoo.com>, <thejordans53@yahoo.com>, <christopherkerby2010@gmail.com>, <hmarie10@yahoo.com>, <ashley.leidig@nwsc.k12.in.us>, <brittanyvince24@gmail.com>, <jeffn24@gmail.com>, <sunshinebus@live.com>, <spostell2012@gmail.com>, <arhoton@live.com>, <aliciasims@ascseniorcare.com>, <chelseareed1222@gmail.com>, <mtemme@kokomoschools.com>, <kjtillley13@yahoo.com>, <irishfan0802@hotmail.com>, <cbilby324@gmail.com>, <kristinawoolf146@gmail.com>

Cc: Missy Markley <missy.markley@kokomoymca.org>, Susan Price <susan.price@kokomoymca.org>

Good morning!

I have been informed by Ms. Myers at Northwestern Elementary that you have expressed interest in Before and/or After School Care. At this time, the YMCA had decided not to offer the program due to the lack of enrollment in past years. However, I am willing to look at it again due to the expressed interest.

Please keep in mind that to be able to provide this service I needed to have a few things to occur.

First, I have to see if the staff that worked last year are willing to do work again this year. If they are not interested I am unable to provide the program due to not having staff to be with the children.

The second factor that has to be met is that I need to have 15 children attending daily in both sessions, meaning I need 15 morning children and 15 afternoon children each day. This means that by Friday, August 7th, I must have 15 registrations with payment by noon for each time period. This way if I can not provide the service those families that have paid will have a few days to figure alternative plans.

I have attached the registration form and ask that you just write in Northwestern at the top since it is not identified as a site. The fees for care is 35.00 for 3 days a.m. or p.m., 55.00 for 5 days a.m. or p.m. and if you need both times it is 70.00 for 3 days and 110.00 for 5 days. There is a 30.00 registration fee for one child and 40.00 registration fee for a family if 2 or more fee.

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Pam Richárd

Director of Early Learning Center

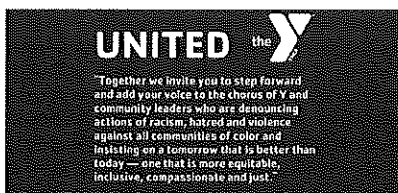
701 St. Joseph Dr.

Kokomo, IN 46901

(p) 765.236.2070

(e) pam.richard@kokomoymca.org

(sm) facebook.com/kokomoymca // @kokomoymca



The Y: We're for youth development, healthy living and social responsibility.

--

Pam Richárd

Director of Early Learning Center

701 St. Joseph Dr.

Kokomo, IN 46901

(p) 765.236.2070

(e) pam.richard@kokomoymca.org

Fwd: numbers for B and A school care at Northwestern

1 message

TIFFANY MYERS <tiffany.myers@nwsc.k12.in.us>
To: Kristen Bilkey <Kristen.Bilkey@nwsc.k12.in.us>

Fri, Aug 7, 2020 at 5:54 PM

Begin forwarded message:

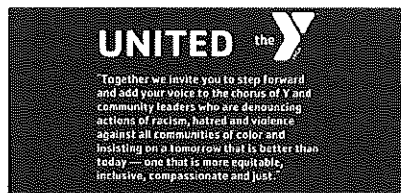
From: Pam Richard <pam.richard@kokomoymca.org>
Date: August 7, 2020 at 3:11:20 PM EDT
To: tiffany.myers@nwsc.k12.in.us
Subject: numbers for B and A school care at Northwestern

Hi Tiffany

I sent out the 30 emails to all the families on the list. I had 3 emails and said they found other care. 2 that said after school and 1 that wanted before.school care. I know we had another family that has been here and if we had it they would use it and they were probably afternoons only. So that made 1 a.m. and 4 p.m out of the 30 individuals. I did not hear anything from 23 families.

Let me know if you need anything else.

--
Pam Richard
Director of Early Learning Center
701 St. Joseph Dr.
Kokomo, IN 46901
(p) 765.236.2070
(e) pam.richard@kokomoymca.org
(sm) facebook.com/kokomoymca // @kokomoymca



The Y: We're for youth development, healthy living and social responsibility.

Fwd: Northwestern Care

1 message

TIFFANY MYERS <tiffany.myers@nwsc.k12.in.us>
To: Kristen Bilkey <Kristen.Bilkey@nwsc.k12.in.us>

Fri, Aug 7, 2020 at 5:55 PM

Begin forwarded message:

From: Pam Richard <pam.richard@kokomoymca.org>
Date: August 7, 2020 at 3:06:30 PM EDT
To: tiffany.myers@nwsc.k12.in.us
Subject: Fwd: Northwestern Care

This is what I sent out to let them know due to the lack of interest. As you can see Jamie Bostic had wanted it.

----- Forwarded message -----

From: Pam Richard <pam.richard@kokomoymca.org>
Date: Fri, Aug 7, 2020 at 12:45 PM
Subject: Re: Northwestern Care
To: Jamie Bostic <jamiebostic07@yahoo.com>

Just wanted to let you know that we will not be running the program this year at Northwestern due to the lack of interest.

I wish you a safe and healthy year.

Pam Richa'rd

On Wed, Aug 5, 2020 at 8:46 AM Jamie Bostic <jamiebostic07@yahoo.com> wrote:

Good morning, Pam!

I'm attaching the completed registration for before/after school for Northwestern that was requested! At this time, our family really only needs after school care. I'll be sure to call to make a payment before Friday and fingers crossed there's enough kids/staff participating to get it up and running!

Thanks so much!

Jamie Haag, RN

On Tuesday, August 4, 2020, 08:54:38 AM EDT, Pam Richard <pam.richard@kokomoymca.org> wrote:

I just sent this out and had typed your email incorrectly.

Pam

----- Forwarded message -----

From: Pam Richard <pam.richard@kokomoymca.org>
Date: Tue, Aug 4, 2020 at 8:51 AM
Subject: Northwestern Care