



INDIANA STATE BOARD OF EDUCATION

To: Indiana State Board of Education

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

Date: October 3, 2018

Re: **Latch Key Program Waiver Requests**

Recommendation: Approve the Latch Key Program Waiver Requests.

The school corporations in the attached petitions (DeKalb County Eastern Community School District, East Noble School Corporation, and Linton-Stockton School Corporation) are seeking approval of a school-age child care program requirement waiver for the 2018-2019 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 1st of each year.¹ The school corporations' Latch Key program waiver requests were submitted prior to the deadline.

Each school corporation that submitted a petition has 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 the attached waiver requests for the 2018-2019 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 waivers.

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



WAIVER FORM

Indiana State Board of Education
School-Age Child-Care Program Waiver
Submission Date: 8-28-18

Deadline: September 1th (Annually)

Linton-Stockton 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 2018/19 school year.

Kathy Goad
(Superintendent's Signature)

KATHY GOAD
(Superintendent's Name Printed)

801 1st Street NE
(Address)

Linton 47441
(City) (Zip)

812-847-6020
(Area Code) (Telephone number)

LINTON-STOCKTON SCHOOL CORPORATION

Superintendent
Dr. Kathy Goad

Board of Education
Ralph Witty
John D. Preble
Clint House
Mike Perigo
Les Newman

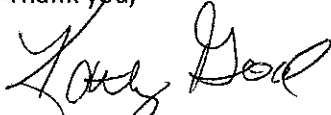
August 27, 2018

Re: LATCH KEY

The following steps have been taken by the Linton-Stockton School Corporation in regards to providing a Latch Key Program for the 2018/19 school year.

- On June 1st, 2018, an advertisement was placed in the local paper soliciting organizations for their interest in implementing a Latch Key Program. In addition, letters along with the proposal were mailed to local daycares facilities. No response was received back.
- A survey was posted on the school's website, asking parents to complete the survey regarding their interest and/or participation in a Latch Key Program. There was no response or interest in the program.
- The minimal cost of operating a program would be \$6,606. Due to lack of interest in the Latch Key Program and the lack of space in our facilities, the program would impose financial hardships on the school corporation.

Thank you,



Dr. Kathy Goad
Superintendent
Linton-Stockton School Corporation



801 N.E. 1st Street, Linton, IN 47441-1199 (812) 847-6020 FAX (812) 847-8659

NOTICE

To: Greene County Daily World

From: Lisa Andis

Re: Publication of Notice to Bidders

Please publish the attached Notice to Bidders in you legal section one (1) time on June 1, 2018 and (1) time on June 4, 2018.

Thanks, Lisa

REQUEST FOR PROPOSAL

AFTER SCHOOL CHILD CARE PROGRAM

The Linton-Stockton School Corporation is soliciting proposals from a not-for-profit organization or a for-profit organization to provide a school age child care program (latch key program) for the 2018/19 school year.

Organizations interested in providing an after-school care program shall submit a written proposal. Said proposals are available for review on the schools website: www.lssc.k12.in.us and/or at the Superintendent's office at 801 N.E. 1st Street, Linton, Indiana.

Linton-Stockton School Corporation will accept proposals until Tuesday, June 12, 2018 at 2:00 p.m. in the Superintendent's Office at 801 N.E. 1st Street, Linton, Indiana.

Dated this 29th day of May, 2018.

Linton-Stockton School Corporation

BOARD OF SCHOOL TRUSTEES

Ralph Witty, President
Clint House, Vice-President
John Preble, Secretary
Mike Perigo, Member
Les Newman, Member

LATCH KEY PROGRAM SURVEY

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

Please complete the on line survey for the Linton-Stockton School Corporation

1) Would you use an after school Latch Key program during the 2018-2019 school year if such were available?

Yes No

If you answered YES to question #1 please continue with the survey with question #2. If you answered NO to question #1 please skip to question #5.

2) How much would you be willing to pay per session for this service?

\$3.00 \$4.00 \$5.00 \$6.00

3) How many evenings a week would you anticipate using the Latch Key Program?

1 2 3 4 5

4) How late should the Latch Key program be made available?

5:00 p.m. 5:30 p.m. 6:00 p.m.

5) Would you use a before school Latch Key program during the 2018-2019 school year if such were available?

Yes No

If you answered YES to question #5 please continue with the survey with question #6. If you answered NO to question #5 please skip to question #9.

6) How early should the before school Latch Key program be made available?

6:30 a.m. 6:45 a.m. 7:00 a.m.

7) How much would you be willing to pay per session for this service?

\$3.00 \$4.00 \$5.00 \$6.00

8) How many mornings a week would you anticipate using the Latch Key Program?

1 2 3 4 5

9) Are you, or an organization that you belong to, interested in sponsoring the Latch Key program?

Yes No

Name of Organization

Contact Information

No responses received

Timestamp 1. Would you use an after school Latch Key program during the 2018-2019 school year if such were available?

2. How much would you be willing to pay per session for this service? 3. How many evenings a week would you anticipate using the Latch Key Program?

4. How late should the Latch Key program be made available?

5. Would you use a before school Latch Key program during the 2018-2019 school year if such were available?

6. How early should the before school Latch Key program be made available? 7. How much would you be willing to pay per session for this service?


8. How many mornings a week would you anticipate using the Latch Key Program?

9. Are you, or an organization that you belong to, interested in sponsoring the Latch Key program? Name of Organization Contact Information

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LINTON-STOCKTON SCHOOL CORPORATION

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WELCOME

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[Youth Mental Health First Aid Training provided by the available for anyone who wants to attend on Wednesday,](#)

Annual Performance
Report-2017

Youth Experiencing
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The Mission Mickinney-Vento Plan

Request for Proposal

Latch Key Survey

January 24, 2017, 8 A.M to 4 P.M.

Mission Statement

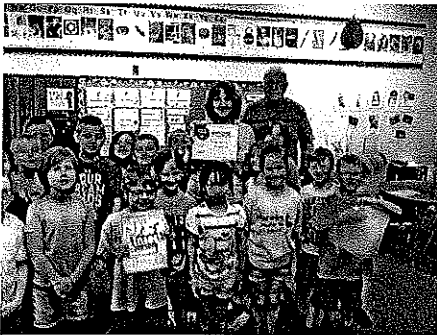
Our community is to develop productive citizens committed to life-long learning in an ever-changing society.

We Believe That:

All Linton-Stockton citizens...including students, parents, taxpayers, and all employees...are members of the "school community." Learning is a life-long process. Everyone is a teacher and a learner. Education is fundamental to a quality life in a free society. Education requires commitment. Schools must be willing to change to meet the needs of society.



RECENT NEWS



Cause for Applause April/May

05/21/2018

Janet Wade is the Cause for Applause recipient for April/May.

[Read More](#)



Chromebook RFQ

05/01/2018

Please click here to access the RFQ document.

[Read More](#)

DEKALB COUNTY EASTERN COMMUNITY SCHOOL DISTRICT

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

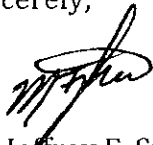
August 21, 2018

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 13, 2018

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 2018- 2019 school year at Butler Elementary.

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

Sincerely,

A handwritten signature in black ink, which appears to read "Kim K. Clark", is located below the word "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 13, 2018

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



WAIVER FORM

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

Deadline: September 1th (Annually)

Waiver Submission Date: 8/30/2018 _____

East Noble 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 2018-19 school year.

Ann W Linson
(Superintendent's Signature)

Ann W Linson
(Superintendent's Name Printed)

1210 West Rush St
(Address)

Kendallville 46955
(City) (Zip)

260-347-2502
(Area Code) (Telephone number)

August 30, 2018

Cole Dietrich
Indiana Department of Education
South Tower, Suite 600
115 W. Washington Street
Indianapolis, IN 46204

East Noble School Corporation is formally requesting a waiver from the child care program requirement in I.C. 20-26-5-2. East Noble School Corporation is comprised of five elementary schools that reside in three distinct geographical locations within the corporation boundaries. Three schools are located in Kendallville, one in Avilla and one in Rome City, Indiana. As in past years, the Cole Center Family YMCA has provided before and after school care for our students at their facility in Kendallville, IN and East Noble School Corporation provides bussing to and from each school location.

Providing on-site care for such a small number of students presents a financial hardship for the provider. We have used a minimum number of 15 students in the past to determine if on-site care is a financially sound choice. We have offered on-site programs in the past and then were forced to suspend care in the middle of the school year when enrollment drops below 10 students. It is more disruptive to families to change care routines in the middle of the year than to use a central location for services. By transporting all students to one facility, the provider's employees and resources are centrally located and more opportunities can be offered to all students.

We are currently in the planning stages with the Freedom Academy to begin a partnership to provide after-school programming with a tutoring focus; however, our target start date is not until mid to late October. The program will begin in the elementary buildings with the highest levels of poverty and greatest academic need first and then eventually expand to all five elementary buildings. Until the final details of the program can be solidified, an interest survey has yet to be conducted. Since the program could not start prior to the September 1st Latch Key Waiver deadline, we are requesting a waiver at this time as we continue to establish this new opportunity for our students.

Becca Lamon



Assistant Superintendent
East Noble School Corporation