



INDIANA STATE BOARD OF EDUCATION

To: Indiana State Board of Education

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

Date: August 1, 2018

Re: **Latch Key Program Waiver Request – West Central School Corporation**

Recommendation: Approve the Latch Key Program Waiver Request.

West Central School Corporation (“West”) is 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.



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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 West's Latch Key program waiver request was submitted July 15, 2018.

West 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 West's Latch Key program waiver request 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 waiver.

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



WAIVER FORM

Indiana State Board of Education
School-Age Child-Care Program Waiver
Submission Date: July 15, 2018

Deadline: September 1th (Annually)

West Central 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 2018-19 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

2018-19

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 operate other than churches.
2. Parents of the 308 elementary students received the survey.
 - A. Three (3) parents indicated they would use the service five days per week.
 - B. Two (2) parents indicated they would use the service three 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 a before and/or 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 2018-19 school year if such were available?

Yes No

How late should the after school program be made available?

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

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

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

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

1 2 3 4 5

Would you use a before school program, beginning in the 2018-19 school year if such were available?

Yes No

How early should the before school program be made available?

6:30 AM 6:45 AM 7:00 AM

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

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

How many mornings 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

