



INDIANA STATE BOARD OF EDUCATION

To: Indiana State Board of Education

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

Date: June 13, 2018

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

Recommendation: Approve the Latch Key Program Waiver Request.

Western School Corporation (“Western”) 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.

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 Western's Latch Key program waiver request was submitted May 14, 2018.

Western 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 Western'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.

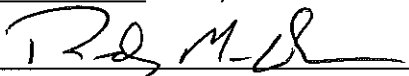
¹ See <https://www.doe.in.gov/21stccle/latch-keyschool-age-child-care-program>.

WAIVER FORMIndiana State Board of Education
School-Age Child-Care Program Waiver
Submission Date: 5/14/2018Deadline: September 1th (Annually)

Western 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 school year.


(Superintendent's Signature)

Randy McCracken
(Superintendent's Name Printed)

2600 S 600 W
(Address)

Russellville 46979
(City) (Zip)

765-883-5930
(Area Code) (Telephone number)

WAIVER FORM
Indiana State Board of Education
School-Age Child-Care Program Waiver
Western School Corporation #3490

- 1. A description of the steps taken by the school corporation to conduct a latchkey program or to actively solicit other nonprofit organizations or for profit organizations to implement the program as described in IC 202652(a). [IC 202652(c)(1)]**

In March 2018, a take-home survey was distributed to all students, Kindergarten through Fifth grade. Surveys were also made available at Kindergarten roundup. Results are indicated on the survey, please see attached. We researched what the program would cost our school as well as researched what the local YMCA would charge for an after school program. The superintendent requested that the Western School Board approve an application for a waiver based upon the lack of sufficient interest or need for after-school childcare. The Western School Board met on April 17, 2018 and approved a waiver-request. The waiver form has been completed by the superintendent, signed by the superintendent, and is now being forwarded to the Indiana State Board of Education.

- 2. Evidence that a request in writing was made to all parents to contact the school corporation to indicate their willingness to utilize the latchkey program. Attach a copy of the survey along with documentation of the results received from parents in this regard. [IC 202652(c)(2)]**

Survey and results of survey are attached.

- 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 latchkey program, as described in item 2 of this request, regardless of whether the latchkey program is conducted by the school or under a contractual agreement. [IC 202652(c)]**

Estimated Daily attendance at one site in Western School Corporation = 13

Program Costs:

\$10.00 per day x 2-5 days = \$20-\$50 x 36 weeks = \$720-\$1800

Registration Fee: \$25.00

Activity Fee: \$25.00

Total Costs:

Per student (13) \$770-\$1850 per school year

OR

Estimated Daily attendance at one site in Western School Corporation = 13

Staffing estimates (minimum)

2 workers x \$11.15/hour x 10.5 hours/week = 234.15

2 workers x \$16.73/hour x 4.5 hours/week = 150.57

Benefits = 219.16

\$603.88/week or \$120.78/day

\$120.78 x 180 school days = \$21,740.40 + added full days/holidays, etc if state grant is utilized.

Materials and supplies = est. \$1,000.00

Other Costs:

Program administrator (added to existing job description of current employee)

= est. \$4,666.93/year

Secretarial/bookkeeping services (added to existing job description of current employee)

= est. \$1326.60/year

Total Costs:

Est. = \$28,733.93

Per day (180) = \$159.63

Per student (13) \$12.28/day for 2 hours

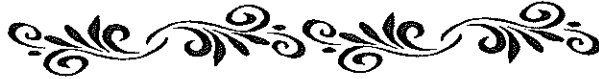
Analysis:

This would be excessive for two hours of childcare per student.

Adequate childcare facilities are located within Western School Corporation, and bus transportation is provided to and from school.

Western School Corporation
AFTER-SCHOOL CHILD CARE SERVICES SURVEY
2018-2019

In order to determine the need and feasibility for after-school child care services for children in Kindergarten through grade 6 for the 2018-2019 school year, this request for information must be returned to your child's teacher by **Thursday, April 5.**



As the parent or guardian of a child or children who will be students (K-6) at Western Schools during school year 2018-2019, I am submitting this registration form and a check (or money order) for \$10.00 per child to hold space(s) in the After School Child Care Program. I understand that if the program does not operate due to lack of enrollment, my check (or money order) will be returned. A determination as to whether or not it is possible to have an After School Child Care Program will be made by mid-summer.

Please make checks payable to Western School Corporation

Children's Names	Grade (2018-19)	Expected # of <u>Days</u> to attend per week
	Kindergarten	
	1 st Grade	
	2 nd Grade	
	3 rd Grade	
	4 th Grade	
	5 th Grade	
	6 th Grade	

Parent's Name: _____

Address: _____

Telephone Number: _____

The After School Program provides supervision for children from 3:30 – 5:30 P.M. There is a daily charge per child with a sliding scale for families qualifying for financial assistance.

If you have questions please contact Lissa Stranahan, Director of Exceptional Learners and Testing, at 765-883-5930.

Latch Key Survey Responses

Grade	Days/Week
5th	1-2 days/month
5th	2-3 days
6th	2-3 days
KG	2-3 days
1st	4 days
1st	4 days
2nd	4 days
3rd	4 days
1st	5 days
1st	5 days
3rd	5 days
6th	5 days
KG	5 days