



INDIANA STATE BOARD OF EDUCATION

To: Indiana State Board of Education
From: Jeremy Owens, Staff Attorney
Date: November 1, 2023
RE: Latch Key Program Waiver – Western School Corporation

Recommendation: Approve the Latch Key Program Waiver Request

Western School Corporation (“Western”) is seeking a waiver from the latch key program requirement for the 2023-2024 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 that 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.

Pursuant to IC 20-26-5-2(c), 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.” 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.

Western School Corporation has provided the required documentation. As such, Western School Corporation’s request for a Latch Key Program Waiver should be approved.



Indiana Department of Education

Dr. Katie Jenner, Secretary of Education

WAIVER FORM

Indiana State Board of Education

Deadline: September 1st (Annually)

School-Age Child-Care Program Waiver

Submission Date: 10/26/23

Western 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

2023-24 school year.

Mark DuBois

(Superintendent's Signature)

Mark DuBois

(Superintendent's Name Printed)

2600 S 600 W.

(Address)

Russiaville 46979

(City)

(Zip)

~~765-883-5576~~ 765-883-5576

(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 20265-2(a). [IC 202652(c)(1)]

In April 2023, 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 May 16, 2023 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 = 8

Staffing estimates (minimum)

2 workers x \$12.87/hour x 7.5 hours/week = 193.05

2 workers x \$34.33/hour x 7.5 hours/week = 514.95

Benefits = 422.56

\$1130.56/week or \$226.11/day

\$226.11 x 180 school days = \$42026.40 + 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. = \$49,019.93

Per day (180) = \$272.33

Per student (9) \$30.26/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.

Item #13 - Latch Key Waiver Request:

Date: 5/16/23

To: Mark DuBois, Superintendent

From: Abby Wright

Subject: Latch Key Waiver Request

CC: Western School Corporation

Each school corporation must annually request 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 detailed description of its attempt to implement a child care/latch key program. A survey was provided to all parents for the 2023-2024 school year. Based upon the information received from the survey, the cost of a latch-key program would be excessive for 2 hours of childcare per student. Therefore, I am seeking board approval to submit a waiver request to the Indiana State Board of Education due to an undue hardship on the school corporation and families that would intend to use the child care program. The survey and results are attached for your review.

4 workers daily		9 Students	Daily Cost		
Weekly pay					
2wks @ 12.87/hour x 7.5 hrs (non-certified)		193.05			
2 wks @ 34.33/hr x 7.5 hrs (certified)		514.95			
		708.00			
			141.6		
Benefits @	0.1365	96.64			
Insurance		325.92			
Cost per week		422.56	84.5124		
Total Weekly Cost		1130.56	226.11		
Materials		1000.00			
Program Administrator		3950.00	21.94	42026.4	233.48 x 180
Abby	Ben @ .1815	716.93		1000.00	Materials
		4666.93		4666.93	Program Adm
Secretarial/bookkeeping				1326.60	Secretarial
	2hrs/wk	32.42		49019.93	TOTAL
	Benefits @ 0.1365	4.43			
	Cost/week	36.85		per day	
	Cost/day		7.37	272.33	49019.93 / 180
	Cost /yr	1326.60		30.26	Cost per child/day
	Daily Cost		233.48		

Latch Key Survey Responses

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

Mrs. Shepherd made a motion to approve the Latch Key Waiver Request. Mr. Gaskins seconded the motion which passed 7-0.

Western School Corporation
AFTER-SCHOOL CHILD CARE SERVICES SURVEY
2023-2024

In order to determine the need and feasibility for after-school child care services for children in Kindergarten through grade 6 for the 2023-2024 school year, this request for information must be returned to your child's teacher by **Friday, April 14th**.



As the parent or guardian of a child or children who will be students (K-6) at Western Schools during school year 2023-2024, 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. **(Please do not send cash)**. 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
(Please do not send cash)

Children's Names	Grade (2023-24)	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 Abby Wright, Director of Exceptional Learners and Testing, at 765-883-5930.

Latch Key Survey Responses

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