



**Indiana
Department of Education**

Glenda Ritz, NBCT
Indiana Superintendent of Public Instruction

MEMORANDUM

To: State Board of Education

From: DeVonne Richburg, Latch Key Summer School Coordinator

Date: November 4, 2015

Subject: 2015 Latch Key Program

The Department of Education [The Department] is seeking approval of a school-age child care program requirement waiver for the Charles A. Beard Memorial School Corporation during the 2015 - 2016 school year. State Board of Education [SBOE] approval is required for Latch Key program waivers according to IC 20-26-5-2. The Department has provided background information to assist board members with the decision making process.

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.

School corporations may seek a waiver from the child care program requirement if compliance would result in "undue financial hardship." To be eligible for such a waiver, the school corporation must demonstrate that it has made a good-faith effort to implement a program and that, after sufficient notification, there was too little interest in such a program for implementation to be economically feasible.

The Department's publicized internal deadline for all waiver requests was September 30, 2015. The Charles A. Beard Memorial School Corporation latch key program waiver request was received on October 15, 2015.

The school corporation has provided all supporting documentation required including:

- A) A written description of the steps taken to conduct a latch key program and/or to actively solicit other non-profits or for-profits organizations to implement a program.



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- B) 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.
- C) 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.
- D) Detailed financial analysis including the projected costs, attendance, and income expected from the implementation of such a program.

The Department defers to the SBOE's discretion for approval or rejection of the Charles A. Beard Memorial School Corporation school-age child care (Latch Key) program waiver request for the 2015 - 2016 school year.

The school corporation will be notified of the SBOE's final decision.

Attachments: Charles A. Beard Memorial School Corporation Waiver Supporting Documentation



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Indiana Superintendent of Public Instruction

REC 101
10-14-15



Indiana Department of Education
SUPPORTING STUDENT SUCCESS

Latch Key
Narrative

In September of 2015, Charles A. Beard Memorial Schools conducted a survey to gauge family willingness to participate in an after or before school child care program. Surveys were sent home with kindergarten through 3rd grade students at Knightstown Elementary School. Surveys were also sent home with 4th, 5th, and 6th grade students at Knightstown Intermediate School.

As the attached chart shows, 776 surveys were sent to parents / guardians. 145, or 19%, of the surveys were returned. We received 25 responses indicating an interest in participation in a Latch Key program for after school child care.

We are requesting a waiver for Latch-Key services for the 2015-2016 school year based on a need request of 17% of the returned surveys and less than 5% of those asked. It is my belief that this will cause an undue hardship on the corporation due to a low number of children intending to use the program.

As has been in years past, we did receive feedback from our survey indicating concern about starting Latch-Key programs. The Knightstown Community has a strong network of at-home and church-based day-care providers.

As IC 20-26-5-2 requires, we will conduct annual surveys to gauge the level of need within the community and maintain contact with community day-care providers.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jediah T. Behny', written in a cursive style.

Jediah T. Behny

Superintendent

CAB Schools



WAIVER FORM

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

Charles A. Beard Memorial Schools 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 has attached a detailed description of the following:

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 and documentation of the results received from parents. [IC 20-26-5-2(c)(2)]

The school corporation requests that the Indiana State Board of Education grant a waiver of the requirements of IC 20-26-5-2 for the 2015-2016 school year.

(Superintendent's Signature)

Mr. Jediah T. Behny
(Superintendent's Name Printed)

8139 W. U.S. 40
(Address)

Knightsdown, IN 46148
(City) (Zip)

(765) 345 - 5101
(Area Code) (Telephone number)

Return form and attachments to: **Attn: DEVONNE RICHBURG**
Indiana Department of Education
151 West Ohio Street
Indianapolis, IN 46204-2798

Charles A. Beard Memorial School Corporation

8139 West US 40
Knightstown, Indiana 46148



September 2nd, 2015

Dear Parents,

As of the 1992-1993 school-year, state law requires each school corporation in Indiana to assess the community need for after-school care. If the results of that assessment indicate a strong level of need, Charles A. Beard Memorial Schools will develop a plan to assist with that care.

On the back of this page, you will find a short survey to help us gather data and assess the level of need. Please take a moment to fill out the survey and send it back to your child's school by Friday, September 11th. **Please only submit one survey per household.**

If you have any questions, please feel free to contact me at (765) 345-5101 or jbehny@cabeard.k12.in.us.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jediah Behny', written in a cursive style.

Jediah Behny

Superintendent



Latch-Key Survey Data
Charles A. Beard Memorial Schools
2015-2016

<i>School</i>	<i># Distributed</i>	<i># Returned</i>	<i>% Returned</i>	<i># Yes</i>	<i>% Yes</i>	<i># Total Served</i>
Knightsdown Elementary	330	97	29%	16	16%	21
Knightsdown Intermediate	446	48	11%	9	19%	16
	776	145	19%	25	17%	37

**"# Yes" represents the total number of returned surveys that would utilize an after or before school service.

***"# Total Served indicates the total number of students to be served and takes in to account multiple students in a household.

10.20.2015

Memo

To
DeVonne L. Richburg

OVERVIEW:

From
Jediah Behny,
Superintendent

Below, please find a detailed cost estimate of a School Age Child Care Program within Charles A. Beard Memorial Schools. Thank you for assistance in this matter.

CC

COST ESTIMATE:

Total Sites: 2

Re
Estimated Cost of School
Age Child Care Program

Site Locations: Knightstown Elementary School
Knightstown Intermediate School

Compensation: Instructional - \$16.00/Hr (Salary) + \$3.50/Hr (Benefits)
Sec./Support -\$13.75/Hr (Salary) + \$3.00/Hr (Benefits)

Number of Staff: Instructional – 3
Sec./Support – 2

Additional Information: Student: Instructional Staff Ratio = 10:1
1 Support Staff Member per Site
Benefits are Based on 21.85%
Fee Rate of \$8.00/Day/Child
Day = 3.5 Hrs

Daily Total Cost of Employment:	<u>Daily</u>	<u>Weekly</u>	<u>Yearly</u>
Instructional Staff	\$204.75	\$1,023.75	\$36,855.00
Secretarial/Support	\$117.25	\$586.25	\$21,105.00

Additional Expenses	
Administrator Stipend	\$4,000 / Yr.
Materials Expenses	\$1,000/ Yr.
Nutrition	\$900/ Yr.

TOTAL ANNUAL PROGRAM COST \$63,860.00/ Yr.

Total Collected Projection (37 Children, 180 Days, \$8/Day) \$53,280.00/ Yr.

\$10,580.00

Charles A. Beard Memorial Schools

Tel (765) 345-5101
@CABSupt

8139 W. US 40
Knightstown, IN 46148

www.cabeard.k12.in.us
jbehny@cabeard.k12.in.us



Charles A. Beard Memorial
School Corporation
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Attn: DeLorne Richberg
Dir. Dept. of Education
115 W. Washington St.
South Tower, Suite 600
Indianapolis, IN

46204

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