

A green, curved line representing a hill. On the hill, there are five black silhouettes of people in various walking or standing poses, moving from left to right.

# 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: October 14, 2015

Subject: 2015 Latch Key Program

The Department of Education [The Department] is seeking approval of school-age child care program requirement waivers for eight (8) school corporations during the 2015 - 2016 school year. State Board of Education [SBOE] approval is required for Latch Key programs 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.

Each of the eight (8) school corporations has submitted the 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.
- 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.

A green wavy line representing a hill spans the width of the header. Silhouettes of five people are walking along the top of the hill from left to right. The first person is sitting on the ground, the second is walking, the third is walking, the fourth is walking, and the fifth is wearing a graduation cap and gown.

## Indiana Department of Education

**Glenda Ritz, NBCT**  
Indiana Superintendent of Public Instruction

- 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 school corporation names and supporting documentation is attached for your review.

It is the Department's recommendation that the SBOE approve the eight (8) school-age child care (Latch Key) program waiver requests for the 2015 - 2016 school year.

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

Attachments: List of School Corporations  
Waiver Supporting Documentation



**Indiana  
Department of Education**

**Glenda Ritz, NBCT**  
Indiana Superintendent of Public Instruction

The school corporations requesting a school-age childcare requirement waiver are:

1. Brownstown Central Community School Corporation – Brownstown, IN
2. Covington Community School Corporation – Covington, IN
3. Fairfield Community Schools – Goshen, IN
4. Greensburg Community Schools – Greensburg, IN
5. Milan Community School Corporation – Milan, IN
6. Northeast School Corporation – Hymera, IN
7. Southwestern Consolidated School Corporation – Shelbyville, IN
8. Western School Corporation – Russiaville, IN



Indiana Department of Education

Glenda Ritz, NBCT
Indiana Superintendent of Public Instruction

WAIVER FORM

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

Brownstown Central 3695 requests a waiver of the requirement that it
(Corporation Name & Number)

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 2015-2016 school year.

[Signature]
(Superintendent's Signature)

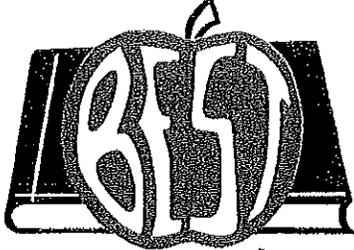
Greg D. Walker
(Superintendent's Name Printed)

gwalker@btanncis.k12.in.us
(E-mail Address)

812-358-4271
(Area Code) (Telephone number)

Return form and attachments to: Attn: DeVonne Richburg
Indiana Department of Education
115 W. Washington Street
South Tower, Suite 600
Indianapolis, IN 46204

OUR MISSION . . .



BUILDING EVERY STUDENT'S TALENTS

# BROWNSTOWN

Mr. Thomas McCool  
Principal

Mr. Mike Kelley  
Asst. Principal

Mrs. Jill Miller  
Guidance Counselor

BROWNSTOWN  
ELEMENTARY • SCHOOL

October 1, 2015

To Whom It May Concern:

The following attached letter explains the reasoning why ChildCare Network will not be able to offer the latch key program services at Brownstown Elementary School. Brownstown Elementary can not offer this services without the help of ChildCare Network.

The weekly cost of Program A for 5 students would be \$225. This \$225 pays for the staff salaries, snacks and supplies.

Sincerely,

Thomas McCool  
Principal  
Brownstown Elementary School

## BEFORE AND AFTER SCHOOL CHILDCARE SURVEY

Dear Parents/Guardians,

We are collecting names of parents that are interested in having Child Care Network, Inc. establish a Kid's Klub program at Brownstown Elementary. The Kids Klub program is designed to be a fun and safe environment for children while providing time to do crafts, games, activities and homework with adult supervision.

Please check all that apply:

\_\_\_\_\_ I am interested in my child being enrolled in Kid's Klub.

\_\_\_\_\_ I would use this program to meet my needs.

Name of Parent/Guardian: \_\_\_\_\_

Name of child or children: \_\_\_\_\_

Grade of child or children: \_\_\_\_\_

Home address: \_\_\_\_\_

Home phone number: \_\_\_\_\_

Please return this survey to the school's office by Monday, September 14, 2015. After collecting this information, Child Care Network will contact you with more information about "Kid's Klub" at Brownstown Elementary School.

*Note: 5 full time students must be registered (in a specific program) to offer services.*

### Kids Klub Program Fees

A \$25 Registration Fee is charged for each school year.  
The Registration Fee is per family not per child.

<i>Program</i>	<i>Description</i>	<i>Weekly Fee</i>
A	Full time AM <i>AND</i> PM (4-5 days)	\$45
B	Full time AM <i>OR</i> PM (4-5 days)	\$30
C	Part time AM <i>AND</i> PM (2-3 days)	\$30
D	Part time AM <i>OR</i> PM (2-3 days)	\$20
E	Part time AM <i>AND</i> PM 1 Day -- Regular use	\$15
F	Part time AM <i>OR</i> PM 1 Day -- Regular use	\$10
<i>Pay per Use</i>		
G	Drop In--Random Use	\$15

September 29, 2015

Dear Mr. McCool and Whom it May Concern,

Child Care Network, Inc. via Brownstown Central School Corporation recently surveyed the families of Brownstown Elementary School to address the need for before and after school care.

Thirteen surveys were returned and all families received a follow up call. Voicemail messages were left at 12 of the 13 asking for return calls but none have been received to our office. One parent via a conversation stated that she had alternate care as of now but would be interested in enrolling if the Kids Klub program were to open.

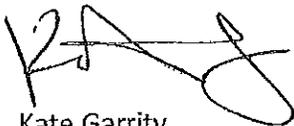
Child Care Network, Inc. needs a minimum of 5 students enrolled full time to open a program at Brownstown Elementary. The program fees would go toward staff salaries (\$8/hr base rate), snacks, supplies, etc. Please see the chart below for the Kids Klub Program Fees. Currently the enrollment minimum requirement is not met.

Program:	Description:	Weekly Fee
A	Full time AM <b>AND</b> PM (4-5 days)	\$45
B	Full time AM <b>OR</b> PM (4-5 days)	\$30
C	Part time AM <b>AND</b> PM (2-3 days)	\$30
D	Part time AM <b>OR</b> PM (2-3 days)	\$20
E	Part time AM <b>AND</b> PM 1 day – Regular use	\$15
F	Part time AM <b>OR</b> PM 1 day – Regular use	\$10
G	Drop in – Random Use	\$15

Child Care Network, Inc. will continue to survey families to determine need in the future.

Please feel free to contact our office with any questions or concerns.

Thank you,



Kate Garrity  
Executive Director  
(812) 524-2585  
ccn1@cabjackson.org



113 North Chestnut Street, Suite 305 ~ P.O. Box 346 ~ Seymour, In 47274

Phone: 812.524.2585 ~ Fax: 812.523.8139

[www.childcarenetworkinc.org](http://www.childcarenetworkinc.org)

a Jackson County United Way Partner



Rec'd 8-28-15

# WAIVER FORM

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

Covington Community School Corporation requests a waiver of the requirement that it  
(Corporation Name & Number) #2440  
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 2015-2016 school year.

  
\_\_\_\_\_  
(Superintendent's Signature)

Kirk Booe  
\_\_\_\_\_  
(Superintendent's Name Printed)

booe@covington.k12.in.us  
\_\_\_\_\_  
(Email Address)

765-793-4877  
\_\_\_\_\_  
(Area Code) (Telephone number)

Return form and attachments to: **Attn: DeVonne Richburg**  
**Indiana Department of Education**  
**115 W. Washington Street**  
**South Tower, Suite 600**  
**Indianapolis, IN 46204**

To: DeVonne Richburg  
From: Alison Karrfalt -- Covington School Corporation  
Re: Latchkey Waiver Form  
Date: 10-1-15

Covington Community School Corporation has to provide the latchkey program. We do not have outside agencies available. We figured that our minimum cost would be \$250 a week. This is based on paying an employee \$15 an hour for three hours a day five days a week. Total cost for that employee for the week would be \$225. We included \$25 a week for snacks for the program.

1110 7th Street  
Covington, IN 47932

Phone 765-793-2254  
Fax 765-793-5214



# Covington Elementary School



**Alison Karrfalt, Principal**

**Yessenia Girdler, Counselor**  
**Mitzi Barnes, Secretary**

**Melanie Harmon, Title I/Office**  
**Kelli Pinkerton, Nurse**

Covington Elementary School notified each parent in our weekly bulletin about a latchkey program. Parents contacted the office with interest in the program. We had one parent representing two kids interested in our latchkey program.

We were going to have two pick-up times, one at 4:30 and again at 6:00. We were going to charge \$5.00 a child for the 4:30 pick-up time and \$7.00 a child for the 6:00 pick-up time.

Our costs to run a minimum program per week would be \$250. Our survey results show that we would only collect \$70 a week.

## Survey Results

2 interested in full time

Working Together  for Children

August 14, 2015

COVINGTON ELEMENTARY SCHOOL  
\*\*\*WORKING TOGETHER FOR CHILDREN\*\*\*

Bulletin #2

Get your "Gold Rush" shirts!!! The shirts are short sleeve for only \$10.00. Forms are available in the CES office. Last day to order is Friday, August 21<sup>st</sup>. Please make checks payable to: Gold Rush.

Computer Lab is now a Special for students. Students will have computer time each week. Teachers will take students to the library to check out books at least once a week or as needed for older students.

Covington Elementary will be taking names for any student who will need after school care. Please call the office before Friday, August 21<sup>st</sup>. If not enough interest we will not be having the program.

CROSSING GUARDS WILL BE AVAILABLE FROM 7:55 – 8:10 IN THE MORNING. If you arrive at school after this time, please drive around to the front of the building to drop your child off for school. Car line and Walker doors will be locked after 8:10a.m.

BIRTH CERTIFICATES AND SHOT RECORDS are due in the office ASAP!

PLEASE BE SURE TO TURN IN YOUR REGISTRATION SIGNATURE PAGE IF YOU DID NOT DO SO AT REGISTRATION!!

REGISTRATION FORMS for the PK 4 year old class at CES are available. Students must be 4 years of age on or before August 1, 2015.

TRANSPORTATION CHANGES NEED TO BE SENT TO THE CHILD'S TEACHER. WE WILL NOT ALLOW STUDENTS TO CHANGE HIS/HER REGULAR ROUTINE WITHOUT A NOTE OR PHONE CALL TO THE OFFICE. THIS IS FOR THE SAFETY OF YOUR CHILD/REN.

When entering CES, please do so at the MAIN ENTRANCE ONLY and CHECK IN AT THE OFFICE. Thank you!

TREATS BROUGHT IN FOR THE STUDENTS NEED TO BE PRE-PACKAGED FROM A STORE.

Please continue to send in BOX TOPS FOR EDUCATION. However, we DO NOT take Campbell labels for education.

TRASH BAG SALES will be on sale Tuesday, August 18<sup>th</sup>.

BACKGROUND CHECKS for parents wanting to go on field trips can be obtained through the school website under the Superintendent's tab. There is a fee for the process. Background checks are good for 2 years.

\*\*\*\*\* Please find the August lunch menu on the back of this bulletin. \*\*\*\*\*

SCHOOL PICTURES WILL BE WEDNESDAY, SEPTEMBER 23 FOR PRE-K (MONDAY, WEDNESDAY, AND FRIDAY) CLASSES AND KINDERGARTEN---THURSDAY, SEPTEMBER 24 PRE-K (TUESDAY AND THURSDAY) CLASSES AND 1<sup>ST</sup> THROUGH 5<sup>TH</sup> GRADES.

Covington Church of the Nazarene will be having a Caravan Kick Off on Friday, August 19<sup>th</sup> @7:00p.m. Free hot dogs and ice cream. Church is located on 1203 Washington, St. Covington.

City of Covington is collecting new and gently used winter coats (adult and children sizes) for its annual coat give-away this fall. Coats may be brought to the City Building, 1329 Second Street, between 8:00a.m. to 4:00p.m. The city is also accepting monetary donations for the purchase of winter coats. For more information please call 765-793-3423.

*All Covington Elementary students will improve their math problem skills across the curriculum.  
All Covington Elementary students will improve their reading comprehension skills across the curriculum.*



Steve Thalheimer, Superintendent  
Philip R. Menzie, Business Manager

phone: (574) 831-2188

fax: (574) 831-5698

email: [pmenzie@fairfield.k12.in.us](mailto:pmenzie@fairfield.k12.in.us)

May 29, 2015

DeVonne Richburg  
Indiana Department of Education  
115 W. Washington St.  
South Tower, Suite 600  
Indianapolis, IN 46204

RE: Waiver Request—School-aged Child Care  
Fairfield Community Schools #2155

Enclosed please find a Waiver Request Form for school-aged child care along with cost calculations and survey forms that were used.

Please let me know when our waiver is approved.

Sincerely,

FAIRFIELD COMMUNITY SCHOOLS

Philip R. Menzie  
Business Manager

/pm

Rec'd June 3  
2015

**WAIVER FORM  
2015-16 School Year**

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

**FAIRFIELD COMMUNITY SCHOOLS** requests a waiver of the requirement that it make a school-age child-care program available to all children in Kindergarten through Grade 6 as required by IC 20-26-5-2. In support of this request, the school corporation submits the following detailed information required by law:

1. A description of the steps taken to conduct its own latch key program or to actively solicit other not-for-profit organizations or for-profit organizations to implement the latch key program. [IC 20-26-5-2 (c) (1)]

The three (3) elementary schools in the corporation (Benton, Millersburg, & New Paris) sent out surveys in the community to gain input on the need for a school-age child-care program. The results were tallied according to those students attending each of the three elementary schools next school year. The results are provided below:

School	Daily	Several Times Weekly	Only Occasionally
Benton	16	14	7
Millersburg	3	2	0
New Paris	14	4	9

2. Evidence that a request in writing was made to all parents to contact the school corporation to indicate willingness to utilize the latch-key program (attached copy) and documentation of the results received from parents in this regard. [IC 20-26-5-2 (c) (2)]

A survey was sent home. A copy of the form that was sent from each school is enclosed.

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 Section 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)] (Please include a detailed analysis of the financial hardship.)

Cost of such a program versus the income would not be profitable and it is doubtful all persons indicating interest in the program would actually follow through.

See attached "Exhibit A" for the cost estimate.

4. Based upon the Indiana Department of Education letter dated 8/14/2003, which stated "since the legislation does not require that a school-age child care (latch-key) program be offered in each elementary school building, just that a program be made available to all children in Grades K-6 and transportation provided in order to meet a reasonable level of program access, that an investigation regarding the feasibility of offering such a program at just one site, New Paris Elementary, be conducted for school year 2004-2005". The investigation regarding the feasibility of offering the program for 2015-2016 school year was completed, with the cost estimate being attached as "Exhibit B".

The school corporation believes that the hardship described in Section 3 or Section 4 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 2015-16 school year.

  
(Superintendent's Signature)

Steve Thalheimer  
(Superintendent's Name)

67240 C.R. 31  
(Address)

Goshen, IN 46528

(574) 831-2188  
(Area Code) (Telephone Number)

Return form and attachments to:  
DeVonne Richburg  
Indiana Department of Education  
115 W. Washington Street  
South Tower, Suite 600  
Indianapolis, IN 46204

**Exhibit A**

**FAIRFIELD COMMUNITY SCHOOLS #2155**

Latch Key Information  
2015-2016 School Year

<b>Cost Estimate:</b>		<u># of Staff</u>	<u>Hrly Rate</u>	<u># of Hours</u>	<u>Total</u>
Daily Wages:	Instructional Staff	5	\$15.22	3.5	\$266.35
	Secretarial Staff	3	\$16.37	2.5	\$122.78
Daily Benefits:	Instructional Staff	21.85%			\$58.20
	Secretarial Staff	21.85%			\$26.83

<b>Total Wages &amp; Benefits:</b>		<u>Amt/Day</u>	<u># of Days</u>	<u>Wkly Amt</u>	<u># of Wks</u>	<u>Annual Amt</u>
	Instructional Staff					
	Wages	\$266.35	5.0	\$1,331.75	36.0	\$47,943.00
	Benefits	\$58.20	5.0	\$290.99	36.0	\$10,475.55
	Secretarial Staff					
	Wages	\$122.78	5.0	\$613.88	36.0	\$22,099.50
	Benefits	\$26.83	5.0	\$134.13	36.0	\$4,828.74
Materials Cost:	\$515 per site					\$1,545.00
Other Costs:	3 Building Program Administrators			3 x \$2,000		\$6,000.00
<b>Total Cost:</b>						<b>\$92,891.79</b>

<b>Income Estimate:</b>	<u>Daily</u>	<u>Several Times</u>	<u>Occasionally</u>	<u>Amt/Day</u>	<u>Amt/Wk</u>	<u>Annual Amt</u>
Benton	16	14	7	\$8.00	\$1,032.00	\$37,152.00
Millersburg	3	2	0	\$8.00	\$168.00	\$6,048.00
New Paris	14	4	9	\$8.00	\$728.00	\$26,208.00
<b>Total Income:</b>						<b>\$69,408.00</b>
<b>Estimated Loss</b>						<b>(\$23,483.79)</b>

Assumptions:

- a. One (1) secretary required per building.
- b. Instructional staff estimated at 1 per 10 children
- c. Benefits were estimated at 21.85% (PERF 14.2%; FICA 7.65%)
- d. After-school child care rate estimated at \$8 per day
- e. Number of days of care--daily-5; several times-3; occasionally-1

Fairfield School Board believes that we should not conduct a school-age child care program on this basis. The Board approved the application for a waiver at the May 28, 2015 meeting. See the enclosed minutes.

**Exhibit B**

**FAIRFIELD COMMUNITY SCHOOLS #2155**

Latch Key Information  
2015-2016 School Year

<b>Cost Estimate:</b>		<u># of Staff</u>	<u>Hrly Rate</u>	<u># of Hours</u>	<u>Total</u>
Daily Wages:	Instructional Staff	5	\$15.22	3.5	\$266.35
	Secretarial Staff	1	\$16.37	2.5	\$40.93
Daily Benefits:	Instructional Staff	21.85%			\$58.20
	Secretarial Staff	21.85%			\$8.94

<b>Total Wages &amp; Benefits:</b>		<u>Amt/Day</u>	<u># of Days</u>	<u>Wkly Amt</u>	<u># of Wks</u>	<u>Annual Amt</u>
	Instructional Staff					
	Wages	\$266.35	5.0	\$1,331.75	36.0	\$47,943.00
	Benefits	\$58.20	5.0	\$290.99	36.0	\$10,475.55
	Secretarial Staff					
	Wages	\$40.93	5.0	\$204.63	36.0	\$7,366.50
	Benefits	\$8.94	5.0	\$44.71	36.0	\$1,609.58
Materials Cost:						\$1,000.00
Other Costs:	1 Building Program Administrator					\$2,000.00

Transportation:						
	2 drivers @ \$39.77 (1/2 daily rate) per day x 180 days					\$14,317.20
	Benefits for 2 drivers @ \$8.69 per day					\$3,128.40
	Fuel & maintenance 27 miles @ \$ .575 per mile x 180 days					\$5,589.00

**Total Cost: \$93,429.23**

<b>Income Estimate:</b>	<u>Daily</u>	<u>Several Times</u>	<u>Occasionally</u>	<u>Amt/Day</u>	<u>Amt/Wk</u>	<u>Annual Amt</u>
Benton	16	14	7	8.00	\$1,032.00	\$37,152.00
Millersburg	3	2	0	8.00	\$168.00	\$6,048.00
New Paris	14	4	9	8.00	\$728.00	\$26,208.00
<b>Total Income:</b>						<b>\$69,408.00</b>
<b>Estimated Loss</b>						<b>(\$24,021.23)</b>

Assumptions:

- a. One (1) secretary required
- b. Instructional staff estimated at 1 per 10 children
- c. Benefits were estimated at 21.85% (PERF 14.2%; FICA 7.65%)
- d. After-school child care rate estimated at \$8 per day
- e. Number of days of care--daily-5; several times-3; occasionally-1
- f. 2 additional drivers required for 1/2 day rate; parents would pick up students at NPE
- g. Does not include purchasing 2 additional buses

Fairfield School Board believes that we should not conduct a school-age child care program on this basis. The Board approved the application for a waiver at the May 28, 2015 meeting. See the enclosed minutes.

## Fairfield After School Care Survey

Fairfield Community Schools is considering the need for after school care for elementary age students during the 2015 – 2016 school year. The care would be provided at the school. If you are interested in having after school care for your school age children during the 2015 – 2016 school year, please complete the form below and return it to the school office by Friday, May 1<sup>st</sup>. This information will be used to help plan the program and does not commit you to your response at this time. Please contact the **Millersburg Elementary School** office at 642-3074 with questions or comments. Thank you for your assistance.

---

## Fairfield After School Care Survey

Yes, I am interested in after school care for my school age child, provided by an independent organization at Millersburg Elementary School for the 2015 – 2016 school year.

I have \_\_\_\_\_ children who would be involved.

My Children are in grades \_\_\_\_\_.

I would be interested in after school care in the following way:

**Daily**

**Several Times Weekly**

**Only Occasionally**

I would like the care to be available from after school until \_\_\_\_\_ P.M.

My address is: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

My home telephone number is \_\_\_\_\_ and my work/cell number is \_\_\_\_\_.

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

## Fairfield After School Care Survey

Fairfield Community Schools is considering the need for after school care for elementary age students during the 2015 – 2016 school year. The care would be provided at the school. If you are interested in having after school care for your school age children during the 2015 – 2016 school year, please complete the form below and return it to the school office by Friday, May 1<sup>st</sup>. This information will be used to help plan the program and does not commit you to your response at this time. Please contact the **New Paris Elementary School** office at 831-2196 with questions or comments. Thank you for your assistance.

---

## Fairfield After School Care Survey

Yes, I am interested in after school care for my school age child, provided by an independent organization at New Paris Elementary School for the 2015 – 2016 school year.

I have \_\_\_\_\_ children who would be involved.

My Children are in grades \_\_\_\_\_.

I would be interested in after school care in the following way:

**Daily**

**Several Times Weekly**

**Only Occasionally**

I would like the care to be available from after school until \_\_\_\_\_ P.M.

My address is: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

My home telephone number is \_\_\_\_\_ and my work/cell number is \_\_\_\_\_.

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

## Fairfield After School Care Survey

Fairfield Community Schools is considering the need for after school care for elementary age students during the 2015 – 2016 school year. The care would be provided at the school. If you are interested in having after school care for your school age children during the 2015 – 2016 school year, please complete the form below and return it to the school office by Friday, May 1<sup>st</sup>. This information will be used to help plan the program and does not commit you to your response at this time. Please contact the **Benton Elementary School** office at 831-2192 with questions or comments. Thank you for your assistance.

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## Fairfield After School Care Survey

Yes, I am interested in after school care for my school age child, provided by an independent organization at Benton Elementary School for the 2015 – 2016 school year.

I have \_\_\_\_\_ children who would be involved.

My Children are in grades \_\_\_\_\_.

I would be interested in after school care in the following way:

**Daily**

**Several Times Weekly**

**Only Occasionally**

I would like the care to be available from after school until \_\_\_\_\_ P.M.

My address is: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

My home telephone number is \_\_\_\_\_ and my work/cell number is \_\_\_\_\_.

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date



July 15-15



# Indiana Department of Education

Glenda Ritz, NBCT  
Indiana Superintendent of Public Instruction

## WAIVER FORM

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

Greensburg Community Schools #1730 requests a waiver of the requirement that it  
(Corporation Name & Number)

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 2015-2016 school year.

  
(Superintendent's Signature)

Thomas Hunter  
(Superintendent's Name Printed)

thunter@greensburg.k12.in.us  
(Email Address)

812-663-4774  
(Area Code) (Telephone number)

Return form and attachments to: **Attn: DeVonne Richburg**  
**Indiana Department of Education**  
**115 W. Washington Street**  
**South Tower, Suite 600**  
**Indianapolis, IN 46204**

INDIANA STATE BOARD OF EDUCATION  
SCHOOL AGE CHILD CARE PROGRAM WAIVER

Greensburg Community School Corporation requests a waiver of the requirement that it make a school age child care program available to all children in K-6 as required by IC 20-26-5-2. The corporation submits the following detailed information that is required by law to support the request:

1. A description of the steps taken by the school corporation to conduct a latch key program or solicit other not-for-profit organizations or for-profit organizations to implement the program. IC 20-26-5-2(a)
  - a. Decatur County Day Care (bus transportation provided by GCS)
  - b. Decatur County YMCA (bus transportation provided by GCS)There was no interest on the part of either of these current providers to have a program located in the elementary school. Both have facilities that currently provide school age child care and do not want to engage in programs not housed in their facilities.
2. A survey was sent to each parent, with a return date of May 22, 2015, concerning interest in the latch key program.

Results of the survey: 2015-2016 School Year

1134 surveys were sent home to parents K-6

27 surveys were returned expressing interest (37 students interested)

There were a total of 1134 surveys distributed; the elementary school distributed 963 and the middle school distributed 171.

- A. Evidence is provided that a request was made to all parents, in writing, concerning the latch key program (copy enclosed).
- B. The results of the 2015-2016 survey indicate that the parents of the Greensburg Community School Corporation are not interested in the latch key program. The results of the survey (37/1134) indicated there was no need for the latch key program to be further pursued.

## Financial Information

Estimated Daily Attendance: 37 students

Caretaker: 1 for every 10 students

4 caretaker x \$16.00 per hour x 3 hrs/day x 5 days/wk = \$960.00/wk

Supplies: \$135.00/ wk

Food: \$1.25 x 37 x 5 = \$231.25/ wk

Total weekly cost to Greensburg Schools: \$1,326.25

Total cost per student for Greensburg Schools: \$35.84 / wk (\$1,326.25/37)

Total Cost of the program per year to Greensburg Community Schools: **\$25,515.00**

Caretakers: \$960.00 x 36 = \$34,560.00

Supplies: \$135.00 x 36 = \$4,860.00

Food: \$231.25 x 36 = \$8,325.00

Total cost to parents: \$20.00 / wk (\$26,640.00 = \$20 x 36 wks x 37 students)

Total income from parents: **\$26,640.00**

**Revenue to Greensburg Community Schools: \$26,640.00 – \$25,515.00 = \$1,125.00**

Greensburg Community Schools requests a waiver based on:

1. Possible financial hardship could be placed on the school corporation if students dropped out of the program.
2. Lack of participants in the program (only 37/1134 eligible students)
3. An undue hardship because the parents showed little interest in the program

Request for Waiver:

The Greensburg Community School Corporation requests the Indiana State Board of Education grant a waiver of the requirement of IC 20-26-5-2 for 2015-2016 school year.

Thomas Hunter, Superintendent  
Greensburg Community School Corporation



AFTER SCHOOL PROGRAM SURVEY  
"LATCH-KEY"

May 12, 2015

Dear Parent of Elementary Age Students:

The 1991 State Legislature passed a law that requires local school corporations to offer an after school "latch-key" program. This program would provide child care services (babysitting) from the time the school day ends to 6:00 P.M. Participating children would be required to be enrolled 5 days a week. There would be a fee charged for the program. The number of students enrolled would determine the fee. We can not project the fee at the current time. The program must pay for itself and we need to know the number of participants before assigning a cost.

If you are interested in taking part in this program, please complete the survey at the bottom of this letter and return the form to your building principal. This program is for students in grades K-6 and would be housed at Greensburg Elementary School.

Thank you for allowing me to explain this proposed service to you.

Sincerely,



Tom Hunter  
Superintendent

---

Latch-Key Survey

Parent's Name: \_\_\_\_\_

Parent's Address: \_\_\_\_\_

Parent's Telephone Number: \_\_\_\_\_

Number of elementary age children in the family: \_\_\_\_\_

Grade levels of elementary age children: K \_\_\_ 1 \_\_\_ 2 \_\_\_ 3 \_\_\_ 4 \_\_\_ 5 \_\_\_ 6 \_\_\_

Yes, we would be interested in having our child/children enrolled in the Latch-Key Program.

Signed: \_\_\_\_\_

Please return by May 22, 2015 to your child's school.



Indiana Department of Education

Glenda Ritz, NBCT
Indiana Superintendent of Public Instruction

rec'd 4-17-15

WAIVER FORM

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

Milan Community School Corporation 6910 requests a waiver of the requirement that it
(Corporation Name & Number)

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 2015-16 school year.

Paul Ketcham
(Superintendent's Signature)

Paul Ketcham
(Superintendent's Name Printed)

paul.ketcham@milan.k12.in.us
(Email Address)

812-654-2365
(Area Code) (Telephone number)

Return form and attachments to: Attn: DeVonne Richburg
Indiana Department of Education
115 W. Washington Street
South Tower, Suite 600
Indianapolis, IN 46204

MILAN COMMUNITY SCHOOL CORPORATION

LATCH KEY PROGRAM

REQUEST FOR WAIVER

for

2015 - 2016

SCHOOL YEAR

INDIANA STATE BOARD OF EDUCATION

SCHOOL AGE CHILD CARE PROGRAM WAIVER

Milan Community School Corporation requests a waiver of the requirement that it make a school age child care program available to all children in K-6 as required by IC 20-26-5-1. The corporation submits the following detailed information that is required by law to support the request:

1. A description of the steps taken by the school corporation to conduct a latch key program or solicit other not-for-profit organizations or for-profit organizations to implement the program. IC 20-26-5-1.

Planning and visitation have taken place over a three-year period. Discussion was held with the local Step Ahead consultant and the Ripley County Health Coalition concerning not-for-profit organizations implementing the program. There is no interest in our rural community. There is also no available for-profit organization to implement such a program in our rural community.

The school board adopted our official Child Care Policy on March 16, 1992. The survey and outline for the program was approved at this time also. The survey approved in 1992 was changed somewhat to reuse in the 2005-06 survey.

A survey was sent to each parent on April 6, 2015 with a return date of April 10, 2015, concerning interest in the latch key program.

RESULTS OF THE 2015-16 LATCH KEY SURVEY:

472 surveys distributed

164 returned

11 interested

153 not interested

308 no response

There were a total of 472 surveys distributed in grades kindergarten through 5<sup>th</sup> grade at the elementary school. (This encompasses the students who will be in 6<sup>th</sup> grade next school year.) Of this number, 164 completed surveys were returned. Of the total surveys returned, parents of 14 students showed an interest in the latch key program, with 5 of those stating they could not or would not pay for the service. Of the 164 returned, 153 parents stated they had no interest in the latch key program.

- A. Evidence is provided that a request was made to all parents, in writing, concerning the latch key program. (copy enclosed)
- B. The results of the 2014-2015 survey indicate that the parents of the Milan Community School Corporation are not interested in the latch key program.
- C. Board policy (copy enclosed)

The results of the survey indicated there was no need for the latch key program to be further pursued.

FINANCIAL INFORMATION:

ESTIMATED DAILY ATTENDANCE:

Milan Elementary School – 14 students

9 students whose parents will pay for service

5 students whose parents cannot contribute

FEES: \$60.00 weekly per child

\$30.00 additional child(ren)

7 students x \$60.00 weekly = \$ 420.00 per week

2 students x \$30.00 weekly = \$ 60.00 per week

Total payment = \$ 480.00 per week

\$ 12.00 per day x 180 days = \$ 2160.00 per child per year generated

\$ 6.00 per day x 180 days = \$ 1080.00 per child per year generated

\$2160.00 year x 7 students = \$ 15120.00 per year

\$1080.00 year x 2 students = \$ 2160.00 per year

**Total income for program = \$ 17280.00 per year \*\***

CARETAKER: 1 for every 10 students

1 caretakers x \$18.00 per hour x 4 hrs/day x 5 days/wk = \$360.00/wk

3:00 p.m. to 7:00 p.m. (30 minutes before and 30 minutes after)

+ 10% fringes = \$ 36.00

+ supplies = \$ 70.00

+ food = \$ 140.00

WEEKLY COST = \$ 606.00

Salary - \$72.00/day x 180 days = \$ 12960.00

Food &  
Supplies -\$ 42.00 x 180 days = \$ 7560.00

Total cost for program = \$ 20520 .00 per year

As a result of the financial information provided, it is not economically feasible for Milan Elementary School to offer a child care program.

The Milan Community School Corporation has valid reasons for not being able to provide a latch key program.

1. An undue financial hardship would be placed on the school corporation.
2. Lack of participants in the program.
3. An undue hardship because the parents showed no interest in the program.

REQUEST FOR WAIVER:

The Milan Community School Corporation requests the Indiana State Board of Education grant a waiver of the requirement of IC 20-26-5-1 for the 2015-2016 school year.



Paul Ketcham, Superintendent  
412 East Carr Street  
Milan, Indiana 47031  
812-654-2365

PK/sd

Enclosures: Survey  
Policy

## 7450 - LATCHKEY POLICY

In accordance with IC 20-26-5-1, the Milan School Corporation, beginning with the 1992-93 school year, will conduct an after-school child care program that is available to all children in Kindergarten through sixth grade.

The program will be conducted in a Milan School Corporation building, but may be operated by an independent, not-for-profit organization other than the Milan School Corporation. Any contracted entity providing services for operation of the program shall be required to obtain liability insurance to cover participants with \$300,000 per person and \$5,000,000 per occurrence limits.

Maximum adult-to-child ratios (1-15) for the program shall be adhered to for the overall supervision and enrichment opportunities.

No rental fees will be assessed for use of the facilities. However, parents will be charged reasonable fees to reimburse the Milan School Corporation for personnel, maintenance, food or other added costs directly attributable to the operation of the Child-Care/Latch Key Program.

If the Milan School Corporation experiences undue hardships due to a low number of eligible children to support the program cost (less than 10 full-time enrollees) the School Corporation may receive a waiver from the State, after providing documentation for a "waiver of services."

Each year the Milan Community Schools will conduct a written assessment of parents' needs and their willingness to participate in after-school child-care services. The results of this instrument will be utilized in developing plans for future child-care needs.



# MILAN COMMUNITY SCHOOLS

412 EAST CARR STREET

MILAN, INDIANA 47031

Tel (812) 654-2365 Fax (812) 654-2441

*Paul Ketcham  
Superintendent*

Re: Milan Community Schools Latch Key Program

Dear Parents:

Beginning with the 1992-93 school year, each Indiana school corporation was required to offer, on the school grounds, a school aged childcare program that at a minimum, is operated after the school day, and is available to all of that corporations' students in grades K-6. The school corporation may assess fees for the program, but only to reimburse for added costs directly connected to the operation of the program. The school corporation may contract with an outside agency to provide these services, but the program itself must use school facilities. A school corporation may receive a waiver from the state board from this requirement if the corporation believes it would experience an undue hardship due to the low number of eligible children intending to use the services of the program.

The purpose of this paper is to notify you, as a parent or guardian, of this program and assess your intentions to use such services during the 2015-16 school year. Please answer the following questions to help Milan Elementary School determine the need for a program.

1. I am interested in a supervised childcare program at Milan Elementary School (including grade 6 students) until 6:00 p.m. on school nights for my child(ren)? \_\_\_\_\_yes \_\_\_\_\_no
2. If this program is implemented, a service fee of \$60.00 per child weekly might be charged and a \$30.00 fee for each sibling. Are you prepared and able to pay the service fee? \_\_\_\_\_yes  
\_\_\_\_\_no
3. Check here if not interested in program. \_\_\_\_\_

Please return this paper to the school office by April 10, 2015.

Respectfully,

Paul Ketcham  
Superintendent

PK/sd

**Please return only one form per family.**

For the 2015-16 school year I will have the following number of students enrolled in school:

Kindergarten \_\_\_\_\_ 1<sup>st</sup> Grade \_\_\_\_\_ 2<sup>nd</sup> Grade \_\_\_\_\_ 3<sup>rd</sup> Grade \_\_\_\_\_ 4<sup>th</sup> Grade \_\_\_\_\_

5<sup>th</sup> Grade \_\_\_\_\_ 6<sup>th</sup> Grade \_\_\_\_\_

*Maximizing Student Achievement So That All Students Graduate*



Glenda Ritz, NBCT  
Indiana Superintendent of Public Instruction

### WAIVER FORM

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

Northeast School Corp. (7645) requests a waiver of the requirement that it  
(Corporation Name & Number)

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 2015 - 2016 school year.

Mark A. Baker  
(Superintendent's Signature)

Mark A. Baker  
(Superintendent's Name Printed)

bakerm@nesc.k12.in.us  
(Email Address)

(812) 383-5761  
(Area Code) (Telephone number)

Return form and attachments to: **Attn: DeVonne Richburg**  
**Indiana Department of Education**  
**115 W. Washington Street**  
**South Tower, Suite 600**  
**Indianapolis, IN 46204**

**Northeast School Corporation**  
**Sullivan County**

406 North Vine Street  
P.O. Box 493  
HYMERA, INDIANA 47855  
Phone 812/383-5761  
Fax 812/383-4591

**DR. MARK A. BAKER**  
Superintendent of Schools

**VIKKI HUNTWORTH**  
Treasurer

**SHEILA WOODARD**  
Payroll Secretary

October 2, 2015

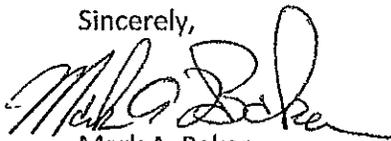
To Whom It May Concern:

The Northeast School Corporation has been under a financial hardship for the past several years. Since 2009 the corporation has been experiencing a decline in enrollment and a loss of revenue. We have cut programs, RIFed teachers and even closed two of our six school buildings in May 2014. We lost over 2.2 million dollars in revenue (24% of our General Fund) for the 2014-2015 school year. We lost another \$512,000 in revenue for the 2015-2016 school year. We RIFed five more teachers last May and had a salary freeze for the third year in a row.

The town of Hymera does not have any licensed day care providers or local YMCA to help with a Latch Key program. Therefore, we would have to find and hire an organization outside of the district and even the county to provide services. The estimated cost of starting a program is over \$40,000.

With the number of families at both schools that are satisfied with their current arrangements and the financial hardship the corporation is already under, there is no need to spend \$40,000 for child care services.

Sincerely,



Mark A. Baker

August 21, 2015

The Latch Key Survey was conducted from August 11 to August 21 at Northeast North Elementary School. Parents were asked if they were satisfied with the current child care arrangements. They were also asked if there was a need for child care and what arrangements were for after school at the present time (see attached survey sample). The school asked for parents to return only one survey per household. Below is the data gathered as a result of the answers provided by parents/guardians.

Total Surveys Returned: 195/278 (70%)

Total Surveys Indicating Satisfied with Current Childcare Option: 150/278 (53%)

Total Surveys Indicating NOT Satisfied with Current Childcare Option: 14/278 (5%)

Total Surveys Indicating Need for Child Care: 76/278 (26%)

1-indicated a need for **before school** child care

55-indicated a need for **after school** child care (16 of these indicated that the child goes home with parent, 18 indicated child goes home with adult relative, 8 child/ren go to daycare or child care program, 1 goes to a sibling under age 18, 4 indicated other (neighbor), 1 goes with younger sibling, 7 have an adult babysitter. All surveys that indicated a need for child care, indicated that there was a plan in place for care.

20 indicated a need for **before and after school** care. All of these have a plan for child care indicated on survey as well.

As a result of the information collected with the majority of the families satisfied with their current arrangements, it does not seem necessary for the school /district to provide before/after school child care at the present time.

Dawn Mckillop, Principal

Northeast North Elem. School

September 4, 2015

Latch Key Survey Report

The Latch Key Survey was conducted from August 11, 2015 to September 4, 2015 at Northeast East Elementary School. Parents were asked if they were satisfied with their current child care arrangements. They were also asked when child care would be needed. Below is the result of this survey.

Total number of surveys sent and returned:	116/142	(81.7%)
Total number of surveys indicating satisfied:	84/116	(72.4%)
Total number of surveys with no indication:	23/116	(19.8%)
Total number of surveys indicating an need:	9/116	(07.8%)

Based on the results of the survey, the vast majority of parents are satisfied with their arrangements for child care. It is my recommendation that due to cost factors and lack of need, no before/after school child care services be provided at Northeast East Elementary School.

Walter W. Hoke, Principal

Northeast East Elementary School

**PARENT SURVEY ON CHILD CARE**

August 11, 2015

Dear Parent or Guardian:

State law requires each school corporation in Indiana to evaluate the need of child-care programs for students in Grades K-5. In order to assess this need, Northeast North Elementary is conducting a survey that will help us gather our required data. Please help us by completing this form and returning it to your student's school no later than **August 21, 2015**. All individual responses will be kept completely confidential. Please return only one survey per household. Thank you!

- 1. How many children do you have in each of the following grades that need child care?**  
(Please put a number in each of the blanks.)

Kindergarten     2<sup>nd</sup> Grade     4<sup>th</sup> Grade  
 1<sup>st</sup> Grade     3<sup>rd</sup> Grade     5<sup>th</sup> Grade

- 2. When do you need child care?**

Before School     After School     Before and After School

- 3. Are you satisfied with your current child care arrangements?**

Yes     No

- 4. What does your child/children do after school now? (please select only one option)**

Home with parent(s)     Home with adult babysitter  
 Home with adult relative     Home alone  
 Home with older sibling (under age 18)     Enrolled in child-care program  
 Home with younger sibling     Other: \_\_\_\_\_



WAIVER FORM

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

SOUTHWESTERN CONSOLIDATED SCHOOL CORP. (SHELBY) 7360 requests a waiver of the requirement that it
(Corporation Name & Number)

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 2015-2016 school year.

Paula Maurer
(Superintendent's Signature)

Paula Maurer
(Superintendent's Name Printed)

pmaurer@swshelby.k12.in.us
(Email Address)

317-729-5746
(Area Code) (Telephone number)

Return form and attachments to: Attn: DeVonne Richburg
Indiana Department of Education
115 W. Washington Street
South Tower, Suite 600
Indianapolis, IN 46204



Mrs. Michele Bedwell  
Treasurer

Mrs. Bonnie Thopy  
Deputy Treasurer

Dr. Paula Maurer  
Superintendent

Mr. Timothy Hancock  
Facility Manager

Mrs. Susan Neville  
Technology Director

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

(Southwestern Consolidated School Corporation-Shelby County 7360)

**Financial Analysis**

1. 16 work hours per week (3 hrs/day Mon, Tues, Wed, Fri and 4 hrs/Thursday)
2. Staff salary: \$20/hour Coordinator salary: \$20/hour
3. \$5/child per day
4. 26 children per day = \$130 per day or \$650 per week
5. Staff at five days per week = \$640 per week
6. Coordinator present one day per week = \$80 per week
7. Total cost for employee pay per week = \$720
8. Snack cost per week = No more than \$80 per week depending on number of students

**\*Employee pay (\$720) + Snack Cost (\$80) = Approximately \$800** (this leaves us with a DEFICIT of \$150 per week X 32 weeks = -\$4,800. No funds could be used to purchase materials for the After-Care Program, cover Teacher Retirement Fund, etc....)

\*Possible extra income from "late pick up" fee

\*Discounted rate for school staff: \$2.50 per child per day (For child care during professional development days, PTO meetings, etc....)

**Procedures:**

1. A survey form was created and sent home to every enrolled student at Southwestern Elementary School. (Form is Attached)
2. Survey is attached. We received only 26 confirmations of interest out of 278 surveys sent out (10%).
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 are financial. The number of interest would not constitute being able to financially sustain reimbursement of staff for their hourly rate of supervision, pay into Teacher Retirement Fund, and maintain needed materials for the latch-key program. (There will be a financial deficit to the school \$150per week).

406 West 600 South  
Shelbyville, Indiana 46176-9632  
317-729-5746  
Fax 317-729-5330  
www.swshelby.k12.in.us

*Our mission is to encourage, challenge, explore, and strive for excellence.*



Dr. Paula Maurer  
Superintendent

Mr. Timothy Hancock  
Facility Manager

Mrs. Michele Bedwell  
Treasurer

Mrs. Bonnie Thopy  
Deputy Treasurer

Mrs. Susan Neville  
Technology Director

August 04, 2015

Dear Parents/Guardians:

According to IC 20-26-5-2 all Indiana school corporations are required to OFFER a school-age child-care program to all children in Kindergarten through Grade Six. Transportation will not be provided to those enrolled in the after school child care program taking place here at Southwestern Elementary School. IF community interest dictates a need for the program, a program MAY be offered to students at Southwestern Elementary School.

At this time, if you are interested in your child/children participating in an after school child-care program here at Southwestern Elementary School please check the box below and write your name on the line next to the box. Only return the form with your child to give to his/her teacher if you are interested in the program.

Thank you for your time and interest in this program.

Sincerely,

Josh Edwards  
Principal  
Southwestern Elementary School

YES I am interested in after school child care. **Student Name** \_\_\_\_\_

**\*Please return to school by no later than Monday, August 10, 2015 if you are interested.\***

406 West 600 South  
Shelbyville, Indiana 46176-9632  
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*Our mission is to encourage, challenge, explore, and strive for excellence.*



### WAIVER FORM

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

Western School Corp #3490 requests a waiver of the requirement that it  
(Corporation Name & Number)

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 2015-2016 school year.

Randy McCracken  
(Superintendent's Signature)

Randy McCracken  
(Superintendent's Name Printed)

rmccrack@western.k12.in.us  
(Email Address)

(765) 883-5576  
(Area Code) (Telephone number)

Return form and attachments to: **Attn: DeVonne Richburg  
Indiana Department of Education  
115 W. Washington Street  
South Tower, Suite 600  
Indianapolis, IN 46204**

## 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 April 2015, 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. 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 19, 2015 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 \$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 (8) \$19.95 day for 2 hours

**Analysis:**

A rate of \$19.95/day is considered excessive for 2 hours of child care.

18-20 students per day would be a minimum number desired to operate the program effectively.

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**  
**2015-2016**

In order to determine the need and feasibility for after-school child care services for children in Kindergarten through grade 6 for the 2015-2016 school year, this request for information must be returned to your child's teacher by **Thursday, April 2.**



As the parent or guardian of a child or children who will be students (K-6) at Western Schools during school year 2015-2016, 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 (2015-16)	Expected # of <u>Days</u> to attend per week
	Kindergarten      3 Students	5 days
	1 <sup>st</sup> Grade            0 Students	--
	2 <sup>nd</sup> Grade            0 Students	--
	3 <sup>rd</sup> Grade            1 Student	3-5 days
	4 <sup>th</sup> Grade            2 Students	3-5 days
	5 <sup>th</sup> Grade            0 Students	--
	6 <sup>th</sup> Grade            2 Students	5 days

**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.