

## MEMORANDUM

To: Superintendents and Principals

From: Cole Dietrich, Assistant Director of Charter Schools and Special Programs

Date: June 29, 2020

Re: COVID Latch Key Requirements and Waivers

### **Background:**

**Latch Key Expectations:** IC 20-26-5-1,2,3 requires school districts to provide a Latch Key program for before or after school. Latch Key is an elementary school-age child care program that provides 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.

**Latch Key Waiver Process:** IC 20-26-5-2 allows flexibilities for school corporations to seek a waiver from the Latch Key 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.

**Waivers are due to Cole Dietrich at [adietrich@doe.in.gov](mailto:adietrich@doe.in.gov) by September 1 each year.**

### **Guidance:**

In light of COVID-19, Under IC 20-26-5-2, schools are required to conduct a latch key program for children who attend (either in person or virtually) kindergarten through grade 6. To the extent students are expected to attend school (either in person or virtually) on a given day and the school is offering instruction, the school should also offer a latch key program. This is true regardless of whether students are attending in person or virtually under a hybrid model.

For more information, best practices in provision of Latch Key programs, and waiver forms and requirements, please visit our [website](#). All waiver forms and questions can be emailed to Cole Dietrich at [adietrich@doe.in.gov](mailto:adietrich@doe.in.gov).