



# INDIANA STATE BOARD OF EDUCATION

**To:** Indiana State Board of Education

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

**Date:** December 12, 2018

**Re:** Latch Key Program Waiver Request – Covington Community School Corporation

**Recommendation: Approve the Latch Key Program Waiver Request.**

Covington Community School Corporation (“Covington”) 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 1<sup>st</sup> of each year.<sup>1</sup> Covington’s Latch Key program waiver request was submitted August 28, 2018.

Covington 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 Covington’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.

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



DEPARTMENT OF EDUCATION

Dr. Jennifer McCormick  
Superintendent of Public Instruction

*Working Together for Student Success*

### WAIVER FORM

Indiana State Board of Education  
School-Age Child-Care Program Waiver  
Submission Date: 8-28-18

Deadline: September 1<sup>th</sup> (Annually)

Covington Elementary School 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 18-19 school year.

K.R.S.M.  
(Superintendent's Signature)

Dr. Kevin R. Smith  
(Superintendent's Name Printed)

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(Address)

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(City)                                      (Zip)

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# Covington Elementary School



**Alison Karrfalt, Principal**

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

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

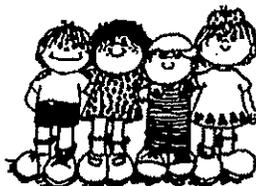
Covington Elementary School notified each parent in our weekly bulletin about a latchkey program. Parents contacted the office with interest in the program. We had three parents representing four kids interested in our latchkey program.

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 \$120 a week.

## Survey Results

3 interested in full time  
1 interested in part time



Working Together

for Children

August 24, 2018

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

Bulletin #4

## TRASH BAG SALES WILL END MONDAY, AUGUST 27.

PLEASE CHECK OUT OUR NEW WAY OF COMMUNICATION THROUGH TWITTER. GO TO TWITTER AND SEARCH @CCSCTROJANSI. THEN CLICK FOLLOW. SCHOOL MESSENGER WILL BE USED TO COMMUNICATE DELAYS, CANCELLATIONS, AND A MULTITUDE OF USEFUL INFORMATION. \*NO NEED TO SIGN UP. INFO RECEIVED AT REGISTRATION IS USED TO ESTABLISH CONTACT.

### **BREAKFAST/LUNCH PRICES HAVE CHANGED SINCE LAST YEAR:**

Student breakfast \$1.50, Student reduced .30, Adult \$1.85.....Student lunch \$2.25, Student reduced .40, Adult \$3.55.

School begins at 8:15a.m. and will release students at 2:55p.m.  
Every Wednesday students will be dismissed early at 2:20p.m.

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!

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<sup>st</sup>.

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.

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.

School Pictures will be Thursday, September 20<sup>th</sup> and Friday, September 21<sup>st</sup>. Thursday the 20<sup>th</sup> will be Pre-School (Tuesday and Thursday classes), Kindergarten through 2<sup>nd</sup> grades. Friday the 21<sup>st</sup> will be Pre-School (Monday, Wed, and Friday classes), 3<sup>rd</sup> through 5<sup>th</sup> grade.

For the safety and the enjoyment of all that attend Covington High School football games, Covington Elementary School students will not be allowed to run and play everywhere around the complex during games. If your child is not sitting in the bleachers, he/she will only be allowed to run and play in the grassy area north of the main home bleachers. Please understand this is not a supervised area. You are still responsible for the behavior and safety of your child. Thank you for your help in making sure our students stay safe and our fans enjoy the game.

CES will be taking names of students who will need after school care. Please call the office with days and times that you will need for your child. There is a possibility that we will not be able to have this program due to lack of interest.

THE COVINGTON HIGH SCHOOL MARCHING BAND WANTS TO INVITE YOU TO ITS GAME NIGHT BASH! COME ENJOY ENTERTAINMENT AND FOOD FROM 5:30 – 6:30 AT THE TROJAN COMPLEX PRIOR TO THE CHS VS. NORTH VERMILLION VARSITY FOOTBALL GAME ON AUGUST 31<sup>ST</sup>. ALL FOOD PROCEEDS WILL GO THE BAND'S NEW UNIFORM FUND. THEN, STICK AROUND FOR THE BAND'S HALF-TIME SHOW, FEATURING MUSIC FROM KINGDOM HEARTS, TETRIS, AND HALO. HOPE TO SEE YOU THERE!!

FREE COATS! \*\*\* FIRST ANNUAL COAT GIVEAWAY\*\*\*\*

ATTICA FIRST UNITED METHODIST CHURCH AND THRIFT SHOP WILL BE GIVING AWAY FREE COATS ON SATURDAY, SEPTEMBER 15<sup>TH</sup>, DURING THE ATTICA HERITAGE DAYS FESTIVAL IN THEIR PARKING LOT. ALL ITEMS IN THE THRIFT SHOP ARE FREE FROM 9:00AM TO NOON. COAT GIVEAWAY WILL CONTINUE UNTIL 4:00PM. LOCATION IS 200 E. JACKSON ST. ATTICA, INDIANA ACROSS FROM SUPERTEST GAS STATION.

AWANA CUBBIES AND GOOD SOIL KIDS REGISTRATION WILL BE SEPTEMBER 5 FROM 6:30 – 7:30PM AT COVINGTON FIRST BAPTIST CHURCH 515 6<sup>TH</sup> STREET. PROGRAMS START FROM 4 YEARS TO 5<sup>TH</sup> GRADE.

INDIANA HUNTER EDUCATION WILL BE ON FRIDAY, SEPTEMBER 21<sup>ST</sup> FROM 5-9PM AT THE FOUNTAIN COUNTY 4H FAIRGROUNDS. FOR MORE INFO CALL STEVE LANHAM AT 765-376-7396 OR KEITH STEWARD AT 765-585-1973.

THE CITY OF COVINGTON IS COLLECTING NEW AND GENTLY USED WINTER COATS (ADULT AND CHILDREN SIZES) FOR ITS ANNUAL GIVE-AWAY THIS FALL. COATS MAY BE BROUGHT TO THE CITY BUILDING, 1329 SECOND STREET, BETWEEN 8AM – 4PM (EST) WEEKDAYS. COAT DISTRIBUTION WILL BEGIN OCTOBER 1<sup>ST</sup>, 8AM TO 4PM AT THE COVINGTON CITY BUILDING. FOR MORE INFORMATION CALL 765-793-3423.

TAILGATE WITH TROJAN FANS BEFORE THE VARSITY GAME ON SEPTEMBER 14. BURGERS, TENDERLOINS, SIDES, DESSERT, TABLE SERVICE, AND DRINKS PROVIDED FOR ONLY \$1/PERSON. PLEASE BRING CHAIRS. EVENT WILL START AT 5:00 – 6:30PM.

COVINGTON COLTS YOUTH FOOTBALL NIGHT FRIDAY, SEPTEMBER 14. PLAYERS WEAR JERSEY AND GET INTO THE GAME FREE! PLAYERS WILL BE ANNOUNCED ON THE FIELD BEFORE THE GAME AT 6:15PM.

*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.*