



# INDIANA STATE BOARD OF EDUCATION

**To:** Indiana State Board of Education  
**From:** Jeremy Owens, Attorney  
**Date:** April 12, 2023  
**RE:** **Latch Key Program Waiver – Covington Elementary School**

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

Covington Elementary School is seeking a waiver from the latch key program requirement for the 2022-2023 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.

Covington has provided the required documentation. As such, Covington’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 1<sup>st</sup> (Annually)

School-Age Child-Care Program Waiver

Submission Date: 9-2-22

Covington Elementary 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 2022-23 school year.

[Signature]  
(Superintendent's Signature)

Brady Scott  
(Superintendent's Name Printed)

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# Covington Elementary School



**Michelle Beck, Principal**

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

**Melanie Harmon, Secretary**  
**Kelli Pinkerton, Nurse**

To: Cole Dietrich  
From: Michelle Beck - Covington School Corporation  
Re: Latchkey Waiver Form  
Date: 8-31-22

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.

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 interest in one full time student and three students for only a few days each week.

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 survey results show that we would only collect \$100 a week.

Working Together



for Children

Bulletin #4

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

Sept. 2, 2022

No School Monday, Sept 5 Labor Day

If you would like to purchase a Yearbook from last year 2021-2022 You can buy them from the CES office \$15/ea.

CES school pics are Wednesday, October 5.

Wednesday's are early release days for Covington schools. School will dismiss at 2:30.

Just a reminder that Breakfast and Lunches are *not* free this year. Please see the list below for prices.

Breakfast \$1.50

Reduced Breakfast \$.30

Lunch \$2.75

Reduced Lunch \$.40

Extra milk or milk break for PreK and Kindergarten \$ .50

CROSSING GUARDS AND CAR RIDER DOORS WILL BE AVAILABLE FROM 7:50 – 8:00 IN THE MORNING. After this time, please drive around to the front of the building to drop off your child for school.

BIRTH CERTIFICATES, PROOF OF RESIDENCY AND SHOT RECORDS are due in the office ASAP!  
You can snap a picture and send it to [harmonm@covington.k12.in.us](mailto:harmonm@covington.k12.in.us).

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. DUE TO LIMITED SPACE, IF YOUR CHILD IS NOT A REGULAR BUS RIDER HE/SHE WILL NOT BE PERMITTED TO RIDE THE BUS FOR REASONS SUCH AS SLEEPOVERS OR BIRTHDAY PARTIES, ETC.

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

BACKGROUND CHECKS – If you have been designated by your child's teacher to go on a field trip. You will need to bring your driver's license into the CES building and go through a background check. Please **DO NOT** wait on the day of the field trip! It will only take around 5 minutes.

CES will be taking names of students who will need after school care. We will be offering a 3:00pm – 4:30pm class and 3:00pm to 6:00pm class. Those picking their child up at 4:30 will have a weekly charge of \$25. Those staying until 6:00 will have a charge of \$35. Please contact the office if you are interested in either of these options. There is a possibility that we will not be able to have this program due to lack of interest.

The YMCA will be having their 3<sup>rd</sup> annual Basketball Camp on October 8, 2022 from 9:00 a.m. to 12 p.m. (ILL time).  
1<sup>st</sup> -3<sup>rd</sup>, 4<sup>th</sup> – 6<sup>th</sup>, 7<sup>th</sup> – 8<sup>th</sup> grades. \$25.00/player  
You can register @coachkrisbell Also, you may pick up forms in the CES office. Registrations are due by Friday Sept. 23, 2022.

#### FOOTBALL TAILGATE

Sept. 2 from 4:45 – 6:15 (IN time)

Trojan Complex

Hamburger or Tenderloin, chips, cookies and drink

Free will donation

Bring chairs and enjoy a meal before the game!

TEAM KID at First Baptist Church will be having a registration night / Ice Cream Social on Wednesday, September 7, from 6 to 8p.m. Children and parents will fill out registration papers and enjoy some ice cream. This is a come and go night. Parents are required to accompany their child/children. The first regular meeting night will be Wednesday, September 14. Dinner for kids and families will be served at 5:45. The program will run from 6:30 – 8:00p.m. Kids may be dropped off at 6:15 to sign in if they are not eating dinner.