



INDIANA STATE BOARD OF EDUCATION

To: Indiana State Board of Education
From: Jeremy Owens, Staff Attorney
Date: March 8, 2024
RE: **Latch Key Program Waiver – Milan Community Schools**

Recommendation: Approve the Latch Key Program Waiver Request

Milan Community Schools is seeking a waiver from the latch key program requirement for the 2024-2025 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 childcare program and documentation of the results received from parents.

Milan Community Schools has provided the required documentation. As such, Milan Community School’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
School-Age Child-Care Program Waiver
Submission Date: 3-8-2024

Deadline: September 1st (Annually)

Milan 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 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 2024-25 school year.

Patrick Murphy
(Superintendent's Signature)

Patrick Murphy
(Superintendent's Name Printed)

412 E. Carr Street
(Address)

Milan 47031
(City) (Zip)

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

MILAN COMMUNITY SCHOOL CORPORATION

LATCH KEY PROGRAM

REQUEST FOR WAIVER

for

2024-25

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 February 6, 2024 with a return date of February 23, 2024, concerning interest in the latch key program via parent/guardian contact email in each students profile.

RESULTS OF THE 2024-2025 LATCH KEY SURVEY:

512 surveys distributed

110 returned

61 interested

49 not interested

402 no response

There were a total of 512 surveys distributed in grades kindergarten through 5th grade at the elementary school. (This encompasses the students who will be in 6th grade next school year.) Of this number, 110 completed surveys were returned. Of the total surveys returned, parents of 61 students showed an interest in the latch key program, with 35 parents of students stating they could not or would not pay for the service. Of the 110 returned, 49 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 2024-2025 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 – 61 students

26 students whose parents will pay for service

35 students whose parents cannot contribute

FEEES: \$75.00 weekly per child

\$35.00 additional child(ren)

15 students x \$75.00 weekly = \$ 1,125.00 per week

11 students x \$35.00 weekly = \$ 385.00 per week

Total payment = \$ 1,510.00 per week

\$ 15.00 per day x 180 days = \$ 2,700.00 per child per year generated

\$ 7.00 per day x 180 days = \$ 1,260.00 per child per year generated

\$2,700.00 year x 15 students = \$ 40,500.00 per year

\$1,260.00 year x 11 students = \$ 13,860.00 per year

Total income for program = \$ 54,360.00 per year

CARETAKER: 1 for every 10 students

6 caretakers x \$18.00 per hour x 4 hrs./day x 5 days/wk. = \$2,160.00/wk.

3:15 p.m. to 7:15 p.m.

+ 10% fringes = \$ 144.00

+ supplies = \$ 225.00

+ food = \$ 450.00

WEEKLY COST = \$ 2,979.00

Salary - \$432.00/day x 180 days = \$ 77,760.00

Food &
Supplies -\$ 135.00 x 180 days = \$ 24,300.00

Total cost for program = \$ 102,060.00 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 2022-23 school year.

Pat Murphy, Superintendent
412 East Carr Street
Milan, Indiana 47031
812-654-2365

PM/mc

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.

Latch Key Program Survey

This survey will assess

the need for a school age child care program: first to see if there is enough interest to offer a program, and second, to determine if the program can be self-sustaining.

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. Please answer the following questions to help Milan Community Schools determine the need for a program.

Please complete by February 23, 2024

1. The program would only be available for students who would be in grades K-6 for the 2024-25 school year.

I will have students enrolled in the following grades:

Check all that apply.

- Pre-School
- Kindergarten
- 1st Grade
- 2nd Grade
- 3rd Grade
- 4th Grade
- 5th Grade
- 6th Grade
- Other: _____

2. 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)

Mark only one oval.

- Yes
- No

3. If this program is implemented, a service fee of \$75.00 per child weekly might be charged and a \$35.00 fee for each sibling. Are you prepared and able to pay the service fee?

Mark only one oval.

- Yes
- No

4. If this program could be implemented free of charge, due to grant funding, would you enroll your child(ren)?

Mark only one oval.

Yes

No

This content is neither created nor endorsed by Google.

Google Forms

Latch Key Program Survey

75 responses

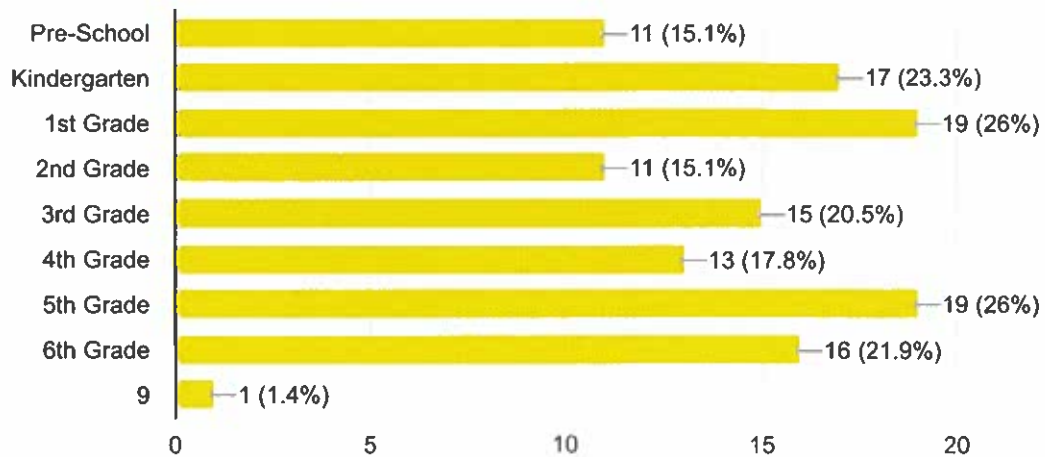
[Publish analytics](#)

The program would only be available for students who would be in grades K-6 for the 2024-25 school year.

 Copy

I will have students enrolled in the following grades:

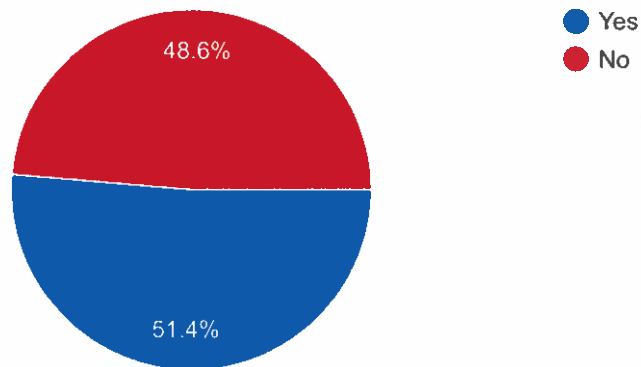
73 responses



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)

 Copy

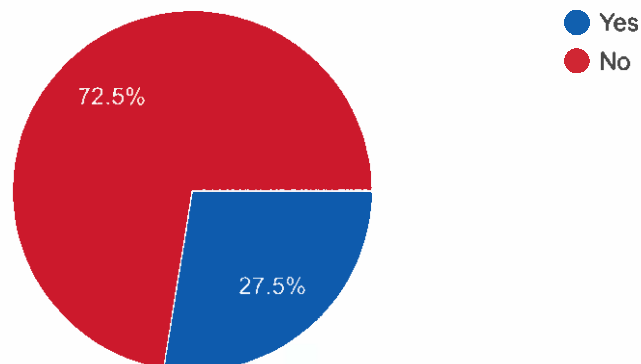
74 responses



If this program is implemented, a service fee of \$75.00 per child weekly might be charged and a \$35.00 fee for each sibling. Are you prepared and able to pay the service fee?

 Copy

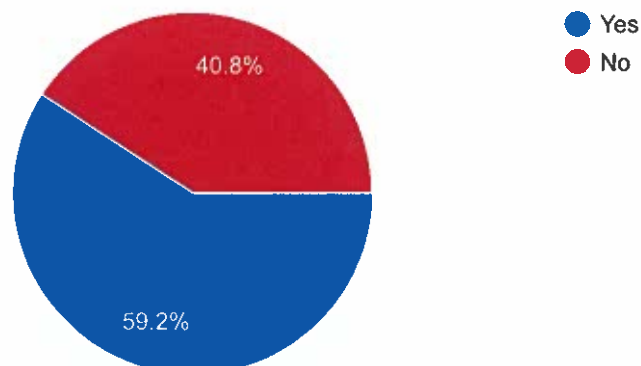
69 responses



If this program could be implemented free of charge, due to grant funding, would you enroll your child(ren)?

 Copy

71 responses



Google Forms



