

Book Policy Manual  
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I.C. 12-17.2-2-8  
Adopted May 2, 2022

## 2262 - LATCH-KEY PROGRAMS

~~[PLEASE CHOOSE ONE (1) OF THE FOLLOWING OPTIONS~~

~~[ ] OPTION 1~~

~~The School Board shall provide a school-aged child care program (Latch-Key Program) so that care, nurture, or supervision can be provided for students who are enrolled in ( ) preschool through Grade 6 ( ) Kindergarten through Grade 6 [END OF OPTION]~~

~~[NOTE: CHOOSE ONE (1) OF THE FOLLOWING TWO (2) OPTIONS]~~

~~[ ] after the school day Monday through Friday until \_\_\_\_\_ pm.~~

~~[ ] before the school day Monday through Friday beginning at \_\_\_\_\_ am, and after the school day Monday through Friday until \_\_\_\_\_ pm.~~

~~[END OF OPTIONS]~~

~~[ADDITIONAL **OPTION** **OPTIONS** REGARDING THE PROGRAM]~~

~~[ ] The Board's Latch-Key Program also shall be provided when school is not otherwise in session so that care, nurture, or supervision can be provided during school vacation periods.~~

~~[ ] The Board's Latch-Key Program also shall be provided when students are attending school via remote or e-learning due to a declared emergency.~~

~~[ ] The Board's Latch-Key Program also shall be provided when students are participating in a learning recovery program that administers an assessment to measure student learning loss and provides Indiana academic standards-aligned instruction.~~

~~[END OF ADDITIONAL OPTION OPTIONS]~~

~~The Latch-Key Program provided by the School Corporation shall meet the standards established by the Indiana Department of Education (IDOE) and the Division of Family and Children.~~

~~The fees to be charged shall be sufficient to cover the Corporation's costs for security, maintenance, utilities, school personnel, and other costs directly attributable to the use of the facility for the Latch-Key Program. The Board shall annually approve the fees to be charged on a per participant basis for the Corporation's Latch-Key Program.~~

~~The Board shall establish a minimum number of participants required if a Latch-Key Program is to be provided by the Corporation. If that minimum number is not attained, the Superintendent shall apply for a waiver from the IDOE.~~

~~[END OF OPTION 1]~~

**[ X ] [OPTION 2]**

The School Board shall solicit proposals from nonprofit or for-profit organizations to provide a school-aged child care program (Latch-Key Program) so that care, nurture, or supervision can be provided for students who are enrolled in ( ) preschool through Grade 6 **( X )** Kindergarten through Grade 6 **[END OF OPTION]**

**[NOTE: CHOOSE ONE (1) OF THE FOLLOWING TWO (2) OPTIONS]**

**[ X ]** after the school day Monday through Friday until   **6**   pm.

**[ ]** before the school day Monday through Friday beginning at \_\_\_\_\_ am, and after the school day Monday through Friday until \_\_\_\_\_ pm.

**[END OF OPTIONS]**

**[ADDITIONAL **OPTION** **OPTIONS** REGARDING THE PROGRAM]**

**[ ]** The Latch-Key Program also shall be provided when school is not otherwise in session so that care, nurture, or supervision can be provided during school vacation periods.

[.] The Board's Latch-Key Program also shall be provided when students are attending school via remote or e-learning due to a declared emergency.

[.] The Board's Latch-Key Program also shall be provided when students are participating in a learning recovery program that administers an assessment to measure student learning loss and provides Indiana academic standards aligned instruction.

**[END OF ADDITIONAL ~~OPTION~~ OPTIONS]**

The contract proposal shall require the responsible offeror whose proposal to operate the Latch-Key Program is determined in writing to be the most advantageous to the Corporation to meet the standards established by the Indiana Department of Education (IDOE) and the Division of Family and Children. The Corporation shall comply with I.C. 5-22-9 in awarding a contract to operate a child care program (Latch-Key program).

The Board's facilities shall be available without a fee for facility use to the responsible offeror whose proposal to operate the Latch-Key Program is determined in writing to be the most advantageous to the Corporation.

The contract proposal shall specify the costs for security, maintenance, utilities, school personnel, and other costs directly attributable to the use of the facility for the Latch-Key Program that will be reimbursed to the Corporation when billed bi-monthly for the duration of the contract.

The contract proposal will specify the fees that will be charged to parents for this service and will prohibit increases in those fees during the term of the contract.

The contract proposal shall specify the minimum number of participants required if a Latch-Key Program is to be provided for the Corporation by the offeror selected by the Board.

If that minimum number is not attained, the Superintendent shall apply for a waiver from the IDOE and the contract shall be considered null and void.

The organization operating the Corporation's Latch-Key Program shall maintain adequate liability insurance of not less than \$ 300,000 [minimum of \$300,000 is recommended] per person and \$ 5,000,000 [minimum of \$5,000,000 is recommended] per occurrence and shall list the Corporation on the policy as an insured.

**[END OF OPTION 2]**

The maximum staff-child ratios in the child care program, whether operated by the Corporation or another organization, shall be as follows:

- A. If the program is limited to students in Kindergarten through Grade 6, the maximum number of children to be supervised by one (1) staff person is:
  1. fifteen (15) if there are children who are five (5) years of age in the group;
  2. twenty (20) for groups containing only children who are six (6) years of age or older.
- B. If the program includes preschool-age children, the maximum number of children to be supervised by one (1) staff person is:
  1. fifteen (15) if there are children who are five (5) years of age in the group;
  2. twenty (20) for groups containing only children who are six (6) years of age or older.

The program shall follow the regulations of the Division of Family and Children with respect to the maximum number of children to be supervised by one (1) staff member for children younger than five (5) years of age.

**[NOTE: the current regulations do not account for children under age 5 in the program. The regulations governing licensed child care centers in Indiana provide a ratio of 10:1 for three-year-old children and a ratio of 12:1 for four-year-old children.]**

**I.C. 12-17.2-2-8**

I.C. 20-26-5-1 thru -3

470 I.A.C. 3-4.6

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