

LATCH KEY PROGRAM

The Lafayette School Corporation may offer child care programs commonly referred to as latch key programs for public and non-public school children who are enrolled in any grade, kindergarten through sixth, and whose parent(s) or legal guardian(s) are residents of the corporation or are paying transfer tuition to the corporation. Such program(s) will usually operate before and/or after the school day on days the school operates for a full day. If a program operates on partial school days, the time schedule for operating will be recommended by the operating agency and approved by the building principal. The program will not operate on non-school days. Child care will not be offered to kindergarten students during times in which grades 1-6 are in session. Operational guidelines for latch key programs will be developed for each operating site and approved by the building principal.

Absent a waiver, the corporation will comply with the statutory mandate to offer an on-site latch key program either by conducting a program or by contracting with not-for-profit organization(s) to conduct a program. Any one (or all) elementary and middle school(s) may but is not required to offer a latch key program under this policy except that, absent a waiver from the Indiana State Board of Education, a program must be offered at each school site. Provided space is available, operating site(s) will offer open enrollment to any eligible child. Transportation normally will be the responsibility of the parent. Children may be suspended or excluded from the program for good and just cause including but not limited to failure to follow normal school rules of conduct.

Contracting organization(s) shall enter into a lease agreement with the corporation and also provide the corporation a release and indemnification agreement acceptable to the corporation. The lease agreement will specify the contractual rights and obligations of both parties including the requirement that the Lessee will obtain comprehensive general liability insurance protecting Lessor and Lessee against all claims, demands, suits and liabilities in a sum not less than \$1,000,000 per occurrence. Lessee shall have worker's compensation insurance to cover all employees working in the child care program. The lease agreement will include a statement to the effect that, absent special circumstances, maximum adult-to-child ratios governing the overall supervision of the children being served normally shall be one adult to fifteen children. The lease agreement will include additional requirements as specified by the corporation.

The school corporation may not assess a fee for the use of a building in a latch key program conducted under this policy. However, the school corporation may assess a fee to reimburse the school corporation for providing security, maintenance, utilities, school personnel, or other added costs directly attributable to the use of the building(s) for programs conducted under this policy. If the corporation offers its own latch key program, the school corporation may assess a fee to cover the costs attributable to implementing the program. Fees which the corporation may assess under this policy may be waived for good reason as approved by the superintendent of schools.

Contracting organizations may assess reasonable participant fees. However, should there be surplus funds that have been generated by a contracting organization as a result of operating a latch key program that are not to be expended in the operation of that program, such surplus funds will be used by the contracting organization to reduce fees charged to participants for the following year's operation. Should the program be discontinued any such surplus funds will be conveyed to the school corporation within 90 days. Lessee will provide Lessor a financial report of income and expenditures upon request.

The corporation may apply to the Indiana Board of Education for a waiver of the requirement to provide latch key child care services if the corporation believes that it would experience an undue hardship due to a low number of eligible children intending to utilize the services of the latch key program, regardless of whether the latch key program is conducted by the school or under a contractual agreement.

Lafayette School Corporation expects providers to develop a student dismissal procedure that will ensure that students are safely dismissed to the proper parent/legal guardian at the conclusion of the provider's service each day. A copy of the procedure must be provided to the Lafayette School Corporation and each student's proper parent/legal guardian prior to implementation.

Legal Reference:	I.C. 20-26-5-2
Board Adopted:	April 13, 1992
Board Revised:	February 28, 1994; June 9, 2003; June 9, 2008; April 10, 2023