

## School-Aged Child Care

Section 1. General. Indiana law mandates that each school corporation offer a “latchkey” or school-aged child care program. This school-aged child care program is designed to assist parents by offering them quality child care service. Students will be provided a comfortable and enjoyable environment in which they may participate in a variety of creative, educational and recreational activities. The Superintendent will develop regulations, fee schedules, and forms to implement this Guideline.

Section 2. Basis for Approval. The school corporation will contract in writing with a not-for-profit organization or a for-profit organization on an annual basis to provide a school age child care program (latch key program) which utilizes school corporation building(s). The school corporation will request proposals for providing latch key programs as required by Indiana law; such proposals must include the organization’s fee schedule. Additionally, such organization may use classrooms or other space for students who are enrolled in a half-day kindergarten program depending upon the availability of the space.

School buildings, grounds, equipment, and facilities will be used in the operation of any school-aged child care program and shall have precedence over all other uses. Such use is limited to before or after the school day, or both, and to periods when school is in session.

An organization eligible to contract with the school corporation for a child care program must meet or exceed the following standards:

1. A maximum 1-to-15 adult-to-child ratio governing the overall supervision of students being served will serve as a staffing recommendation. Staff, for purposes of determining the child to staff ratio, is defined as any person who is responsible for and directly engaged in supervising children.
2. Maintain liability insurance to cover all participants with \$700,000 per person and \$5,000,000 per occurrence limits.

Section 3. Drop-off and Pick-up Procedures. When dropping off or picking up their children, parents/guardians must come into the school to sign them into or out of the school-aged child care program. Children may not enter or leave the program unless accompanied by an adult. Children will be released only to their parents/guardians or other adults for whom written authorization by the parent/guardian must be on file.

Section 4. Fees. Parents/guardians will be assessed a fee to reimburse the school corporation or not-for-profit or for-profit organization for providing security, maintenance, utilities, school personnel, consumable supplies, or other added costs directly attributable to the use of the buildings for the implementation of the program(s) will be assessed. Fees may not be charged for any rental.

Section 5. Transportation. Students will be transported from their home school to an after school child-care site or from a before school child-care site to their home school prior to the beginning of the school day if the number of students and the distance they travel is feasible.

Section 6. Medical Emergencies. If a medical emergency arises, the program director will first attempt to contact the parent. If the parent cannot be reached, the family doctor will be contacted. If the emergency is such that immediate hospital attention is necessary, emergency transportation to a hospital or emergency care facility will be arranged.

Section 7. Visitation. Parents/guardians are to be encouraged to visit the program. They are also encouraged to make arrangements with the director to volunteer in the program activities.

Section 8. Guidelines for Safety and Reasonable Practice. Each program director will establish appropriate guidelines at the program site to ensure the safety and well being of the participants.

Section 9. School-age Child Care Survey. During the second semester of every school year the administration will survey parents/guardians who have children entering kindergarten and who are presently in kindergarten through grade 5 to determine if there is enough interest to implement a school-aged child care program. This survey will serve as documented evidence that a request in writing was made to all parents/guardians asking them to indicate their interest in utilizing the services of the school-age child care program.

Section 10. Waivers. The administration will apply for a waiver from the Indiana Department of Education indicating the school corporation or a not-for-profit or for-profit organization cannot implement a school-age child care program if it believes it would experience an undue hardship due to a low number of eligible students intending to utilize this service. This waiver must include a detailed description of the steps taken to conduct its own school-aged child care program or to actively solicit other not-for-profit or for-profit organizations for its implementation. Documented evidence must be provided by the administration that a request in writing was made to all parents/guardians asking them to indicate their willingness to utilize the school-age child care program.

Section 11. Forms. The program director is to obtain from the parent/guardian the following forms: "Contract-Enrollment Form", and "Health History Information." These forms are to be kept in the director's file for the school year in which the child participated in the program.

Section 12. Regulations for School Age Child Care Program. The organization contracted to provide a school age child care program is subject to the following regulations in regard to the use of school building(s):

1. The organization must complete a form, which is available at the Superintendent's office. The completed form must be returned to the Superintendent prior to the signing of the contract. This form requires the organization to indemnify and hold harmless the East Allen County Schools' corporation for and from any and all judgments or settlements of claims arising out of the organization's use of school property.
2. Any damages to school property will be the responsibility of the contracted organization. Replacement values and labor will be used to calculate reimbursement.
3. The use of special equipment such as stage lighting, scenery, curtains, picture projectors, public address systems, etc., shall be permitted only when operated by employees or other persons authorized by the building principal.
4. No furniture or equipment may be moved without approval of the building principal or his or her designee.
5. No signs, displays, or other materials may be attached to walls, nailed or otherwise affixed to the floors, walls, window glass, woodwork, draperies, etc., without permission of the building principal.

Legal Reference:

I.C. 20-26-5-2

I.C. 20-26-5-3

I.C. 5-22-9