

TRI-TOWNSHIP CONSOLIDATED SCHOOL CORPORATION

POLICY

REGARDING

SCHOOL AGE CHILD CARE PROGRAM and REASONABLE CARE STANDARDS

The School Corporation will provide a latch key program in corporation buildings. Such a program will adhere to the standards set out in this policy. Such use is limited to after the school day. Such use is limited to periods when school is in session. The school corporation will conduct a school age child care program or 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). Additionally, such program or 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. The use of school buildings, grounds, equipment, and facilities for school purposes shall have precedence over all other uses.

If the School Corporation seeks to contract out the school age child care program, 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. An organization eligible to contract with the school corporation for a child care program must meet or exceed the following standards:

1. Provide child care for children enrolled in kindergarten through sixth (6) grade.
2. Maintain liability insurance to cover participants with \$700,000 per person and \$5,000,000 per occurrence limits.
3. Maintain a maximum child to staff ratio of 15 to 1. 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.

No fee will be assessed for the use of school buildings under this policy. However, a fee to reimburse the school corporation for providing security, maintenance, utilities, school personnel, or other added costs directly attributed to the use of the buildings for the program(s) will be assessed.

The Superintendent will develop regulations, fee schedules, and forms to implement this policy.

Legal Reference: I.C. 20-26-5-2
I.C. 20-26-5-3
I.C. 5-22-9

Adopted by the Tri-Township Consolidated School Corporation School Board this 11th day of
June, 2012.

Reviewed and approved on April 21, 2016

REGULATIONS FOR CONTRACTED 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 Tri-Township Consolidated School 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.