

Guidance for School Corporation and Entity Agreements for the operation of Latch Key  
Programs during E-Learning

Agreements should include the following:

1. The responsibilities of each party, including: staffing, enrollment, wi-fi access, hardware or software availability, technical support, provision of meals or snacks, etc.
2. Which entity is responsible for any costs of operating the program, as applicable
3. Any required state or local “boilerplate” agreement language for the school corporation
4. A section addressing potential liability and the school corporation’s responsibilities for oversight to ensure compliance and safe operations
5. Liability Insurance requirements for the Operating Entity
6. Safety and security requirements regarding physical space, COVID-19 social distancing and sanitization, staff qualifications, etc.
7. A specific adult to child ratio for the supervision of students on site
8. COVID-19 protocols for potential exposures or positive cases