

STAFF-CHILD RATIO INFORMATION SHEET

Developed for use by religiously exempt child day centers under Section 63.2-1716 of the Code of Virginia.

INSTRUCTIONS: List the number of children enrolled in your center in the middle column, noting in the left-hand column when major changes in enrollment occur during your hours of operation. Please do not overlap the time periods. List the staff assigned to supervise children in the right-hand column, placing the names near the age group supervised. Place an asterisk (*) beside the names of staff persons under the age of 18 years. Use additional sheets as necessary.

TIMES	NUMBER OF CHILDREN ENROLLED BY AGE GROUP		NAMES OF STAFF ASSIGNED EACH PERIOD
	Age Group	Total Number	
_____ To _____ (For this time period)	0 – 24 mos. 2 – 6 yrs. 6 yrs. +	_____ _____ _____	_____ _____ _____ _____ _____ _____
_____ To _____ (For this time period)	0 – 24 mos. 2 – 6 yrs. 6 yrs. +	_____ _____ _____	_____ _____ _____ _____ _____ _____
_____ To _____ (For this time period)	0 – 24 mos. 2 – 6 yrs. 6 yrs. +	_____ _____ _____	_____ _____ _____ _____ _____ _____

NOTE: Staff are counted in the staff-to-children ratio only when directly supervising children
 At least one adult must be regularly present in each grouping of children
 Staff members must be at least 16 years of age
 Staff members under age 18 must be under the supervision of an adult staff member
 Adult staff members may supervise no more than 2 staff members under 18 years of age at any one time

REQUIRED STAFF-CHILD RATIOS:
 Birth – 24 mos. = 1 staff for every 4 children
 2 yrs. – 6 yrs. = 1 staff for every 10 children
 6 yrs. and over = 1 staff for every 25 children

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TIMES	NUMBER OF CHILDREN ENROLLED BY AGE GROUP		NAMES OF STAFF ASSIGNED EACH PERIOD
	Age Group	Total Number	
<p style="text-align: center;">_____ 6:30 _____ To _____ 8:30 _____</p> <p style="text-align: center;">(For this time period)</p>	0 – 24 mos.	_____ 8 _____	<p>_____ Ms. Kidd _____</p> <p>_____ Mrs. Rogers _____</p> <p>_____</p>
	2 – 6 yrs.	_____ 20 _____	<p>_____ Mrs. Thomas _____</p> <p>_____ Ms. Steinham _____</p> <p>_____</p>
	6 yrs. +	_____ 15 _____	<p>_____ Ms. Smith _____</p> <p>_____</p> <p>_____</p>
<p style="text-align: center;">_____ 8:30 _____ To _____ 3:30 _____</p> <p style="text-align: center;">(For this time period)</p>	0 – 24 mos.	_____ 8 _____	<p>_____ Ms. Kidd _____</p> <p>_____ Mrs. Rogers _____</p> <p>_____</p>
	2 – 6 yrs.	_____ 14 _____	<p>_____ Mrs. Thomas _____</p> <p>_____ Ms. Steinham _____</p> <p>_____</p>
	6 yrs. +	_____ 0 _____	<p>_____</p> <p>_____</p> <p>_____</p>
<p style="text-align: center;">_____ 3:30 _____ To _____ 6:00 _____</p> <p style="text-align: center;">(For this time period)</p>	0 – 24 mos.	_____ 5 _____	<p>_____ Ms. Lewis _____</p> <p>_____ Miss Jones* _____</p> <p>_____</p>
	2 – 6 yrs.	_____ 20 _____	<p>_____ Mrs. Greene _____</p> <p>_____ Miss Lee * _____</p> <p>_____</p>
	6 yrs. +	_____ 15 _____	<p>_____ Ms. Smith _____</p> <p>_____ Miss Brown* _____</p> <p>_____</p>

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