

**Religiously Exempt Child Day Centers  
Model Form**

**STAFF-CHILD RATIO INFORMATION SHEET**

Center Name \_\_\_\_\_ Operated by: \_\_\_\_\_  
(Religious Institution)

**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.

**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 and volunteers counted in ratios 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 - 6yrs = 1 staff for every 10 children  
6 yrs and over = 1 staff for every 25 children

DAY	NUMBER OF CHILDREN ENROLLED BY AGE GROUP		NAMES OF STAFF ASSIGNED EACH PERIOD
	Age Group	Total Number	
<b>MONDAY</b>  Period: From _____ Time  To _____ Time	0-24 mos.	_____	_____
	2-6 yrs.	_____	_____
	6yrs.+	_____	_____
Period: From _____ Time  To _____ Time	0-24 mos.	_____	_____
	2-6 yrs.	_____	_____
	6yrs.+	_____	_____
Period: From _____ Time  To _____ Time	0-24 mos.	_____	_____
	2-6 yrs.	_____	_____
	6yrs.+	_____	_____

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DAY	NUMBER OF CHILDREN ENROLLED BY AGE GROUP		NAMES OF STAFF ASSIGNED EACH PERIOD
	Age Group	Total Number	
<b>TUESDAY</b>  Period: From _____ Time  To _____ Time	0-24 mos.	_____	_____
	2-6 yrs.	_____	_____
	6yrs.+	_____	_____
Period: From _____ Time  To _____ Time	0-24 mos.	_____	_____
	2-6 yrs.	_____	_____
	6yrs.+	_____	_____
Period: From _____ Time  To _____ Time	0-24 mos.	_____	_____
	2-6 yrs.	_____	_____
	6yrs.+	_____	_____

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	Age Group	Total Number	
<b>WEDNESDAY</b>  Period: From _____ Time  To _____ Time	0-24 mos.	_____	_____
	2-6 yrs.	_____	_____
	6yrs.+	_____	_____
Period: From _____ Time  To _____ Time	0-24 mos.	_____	_____
	2-6 yrs.	_____	_____
	6yrs.+	_____	_____
Period: From _____ Time  To _____ Time	0-24 mos.	_____	_____
	2-6 yrs.	_____	_____
	6yrs.+	_____	_____

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	Age Group	Total Number	
<b>THURSDAY</b>  Period: From _____ Time  To _____ Time	0-24 mos.	_____	_____
	2-6 yrs.	_____	_____
	6yrs.+	_____	_____
Period: From _____ Time  To _____ Time	0-24 mos.	_____	_____
	2-6 yrs.	_____	_____
	6yrs.+	_____	_____
Period: From _____ Time  To _____ Time	0-24 mos.	_____	_____
	2-6 yrs.	_____	_____
	6yrs.+	_____	_____

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DAY	NUMBER OF CHILDREN ENROLLED BY AGE GROUP		NAMES OF STAFF ASSIGNED EACH PERIOD
	Age Group	Total Number	
<b>FRIDAY</b>  Period: From _____ Time  To _____ Time	0-24 mos.	_____	_____
	2-6 yrs.	_____	_____
	6yrs.+	_____	_____
Period: From _____ Time  To _____ Time	0-24 mos.	_____	_____
	2-6 yrs.	_____	_____
	6yrs.+	_____	_____
Period: From _____ Time  To _____ Time	0-24 mos.	_____	_____
	2-6 yrs.	_____	_____
	6yrs.+	_____	_____