

**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: *When a group of children receiving care includes children from different age groups, the age of the youngest child in the group shall be used to determine the staff-to-children ratio that applies to that group.*

Staff are counted in the staff-to children ratio only when directly supervising children.

At least one adult staff member must be regularly present in each group 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:

Age Group	Staff to Children Ratio
0 to 16 months	1 staff to 4 children
16 months to 24 months	1 staff to 5 children
24 months to 36 months	1 staff to 8 children
36 months to 5 years	1 staff to 10 children
5 years to 9 years	1 staff to 20 children
9 years to 12 years	1 staff to 25 children

Center Name _____

Operated by: _____

(Religious Institution)

DAY	NUMBER OF CHILDREN ENROLLED BY AGE GROUP		NAMES OF STAFF ASSIGNED EACH PERIOD
	Age Group	Total Number	
MONDAY Period: From _____ Time To _____ Time	0-16 mos. _____ 16-24 mos. _____ 24-36 mos. _____ 36 mos. - 5 yrs. _____ 5-9 yrs. _____ 9-12 yrs. _____	_____ _____ _____ _____ _____ _____ _____	
Period: From _____ Time To _____ Time	0-16 mos. _____ 16-24 mos. _____ 24-36 mos. _____ 36 mos. - 5 yrs. _____ 5-9 yrs. _____ 9-12 yrs. _____	_____ _____ _____ _____ _____ _____ _____	
Period: From _____ Time To _____ Time	0-16 mos. _____ 16-24 mos. _____ 24-36 mos. _____ 36 mos. - 5 yrs. _____ 5-9 yrs. _____ 9-12 yrs. _____	_____ _____ _____ _____ _____ _____ _____	

Center Name _____

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DAY	NUMBER OF CHILDREN ENROLLED BY AGE GROUP		NAMES OF STAFF ASSIGNED EACH PERIOD
	Age Group	Total Number	
TUESDAY Period: From _____ Time To _____ Time	0-16 mos.	_____	_____
	16-24 mos.	_____	_____
	24-36 mos.	_____	_____
	36 mos. - 5 yrs.	_____	_____
	5-9 yrs.	_____	_____
	9-12 yrs.	_____	_____
Period: From _____ Time To _____ Time	0-16 mos.	_____	_____
	16-24 mos.	_____	_____
	24-36 mos.	_____	_____
	36 mos. - 5 yrs.	_____	_____
	5-9 yrs.	_____	_____
	9-12 yrs.	_____	_____
Period: From _____ Time To _____ Time	0-16 mos.	_____	_____
	16-24 mos.	_____	_____
	24-36 mos.	_____	_____
	36 mos. - 5 yrs.	_____	_____
	5-9 yrs.	_____	_____
	9-12 yrs.	_____	_____

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DAY	NUMBER OF CHILDREN ENROLLED BY AGE GROUP		NAMES OF STAFF ASSIGNED EACH PERIOD
	Age Group	Total Number	
WEDNESDAY Period: From _____ Time To _____ Time	0-16 mos. _____ 16-24 mos. _____ 24-36 mos. _____ 36 mos. - 5 yrs. _____ 5-9 yrs. _____ 9-12 yrs. _____	_____ _____ _____ _____ _____ _____ _____	
Period: From _____ Time To _____ Time	0-16 mos. _____ 16-24 mos. _____ 24-36 mos. _____ 36 mos. - 5 yrs. _____ 5-9 yrs. _____ 9-12 yrs. _____	_____ _____ _____ _____ _____ _____ _____	
Period: From _____ Time To _____ Time	0-16 mos. _____ 16-24 mos. _____ 24-36 mos. _____ 36 mos. - 5 yrs. _____ 5-9 yrs. _____ 9-12 yrs. _____	_____ _____ _____ _____ _____ _____ _____	

Center Name _____

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DAY	NUMBER OF CHILDREN ENROLLED BY AGE GROUP		NAMES OF STAFF ASSIGNED EACH PERIOD
	Age Group	Total Number	
THURSDAY Period: From _____ Time To _____ Time	0-16 mos. _____ 16-24 mos. _____ 24-36 mos. _____ 36 mos. - 5 yrs. _____ 5-9 yrs. _____ 9-12 yrs. _____	_____ _____ _____ _____ _____ _____ _____	
Period: From _____ Time To _____ Time	0-16 mos. _____ 16-24 mos. _____ 24-36 mos. _____ 36 mos. - 5 yrs. _____ 5-9 yrs. _____ 9-12 yrs. _____	_____ _____ _____ _____ _____ _____ _____	
Period: From _____ Time To _____ Time	0-16 mos. _____ 16-24 mos. _____ 24-36 mos. _____ 36 mos. - 5 yrs. _____ 5-9 yrs. _____ 9-12 yrs. _____	_____ _____ _____ _____ _____ _____ _____	

Center Name _____

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DAY	NUMBER OF CHILDREN ENROLLED BY AGE GROUP		NAMES OF STAFF ASSIGNED EACH PERIOD
	Age Group	Total Number	
FRIDAY Period: From _____ Time To _____ Time	0-16 mos. _____ 16-24 mos. _____ 24-36 mos. _____ 36 mos. - 5 yrs. _____ 5-9 yrs. _____ 9-12 yrs. _____	_____ _____ _____ _____ _____ _____ _____	
Period: From _____ Time To _____ Time	0-16 mos. _____ 16-24 mos. _____ 24-36 mos. _____ 36 mos. - 5 yrs. _____ 5-9 yrs. _____ 9-12 yrs. _____	_____ _____ _____ _____ _____ _____ _____	
Period: From _____ Time To _____ Time	0-16 mos. _____ 16-24 mos. _____ 24-36 mos. _____ 36 mos. - 5 yrs. _____ 5-9 yrs. _____ 9-12 yrs. _____	_____ _____ _____ _____ _____ _____ _____	