

**APPENDIX H
CHILD CARE STAFF-TO-CHILD RATIO WORKSHEET**

DEPARTMENT OF CHILDREN AND FAMILIES
Division of Early Care and Education
DCF-F-(CFS-78) (Rev. 01/2009)

STATE OF WISCONSIN

**CHILD CARE STAFF-TO-CHILD RATIO WORKSHEET
GROUP CHILD CARE CENTERS**

Use of form: Use of this form is voluntary. Group child care centers may use this form to determine the maximum number of children in a group and to ensure compliance with DCF 251.05(4).

Instructions: Any total numerical weight below .05 is considered statistically insignificant and should be dropped. For example, if the total numerical weight is 1.05 or above, two staff persons are required; however, if the total numerical weight is 1.04, drop the .04 and only one staff member is required.

Date – Calculations Completed (mm/dd/yyyy)	Time of Day <input type="checkbox"/> A.M. <input type="checkbox"/> P.M.	Name – Classroom
Name – Teacher		Name – Teacher / Assistant Teacher

CALCULATIONS

1 Age - Child	2 Number of Children in Age Group	3 Numerical Weight for Age Group	4 Weight in Age Group Column 2 x Column 3
* Birth to 2 years	_____	.25	_____
2 years	_____	.167	_____
2 ½ years	_____	.125	_____
3 years	_____	.10	_____
4 years	_____	.077	_____
** 5 years	_____	.059	_____
** 6 years and over	_____	.056	_____
TOTAL	_____		TOTAL _____

TOTAL STAFF required – Indicated by the total of column 4. _____

The number of children in a group may not exceed the maximum number of children that can be cared for by 2 staff members as determined by the staff-to-child ratio formula. *Per 251.05 (4)(g), when infants and toddlers are part of a mixed-age group, the maximum group size may not exceed 8. **If the group is made up of all school-age children (age 5 and above), it is not considered a mixed-age group and the maximum group size may not exceed 36.

CRITERIA

One staff member is required for a group of children whose individual numerical weights total 1.0.

Example 1	3 children age 4 years @ .077 = .231	2 child care workers required
	16 children age 5 years @ .059 = <u>.944</u>	
	TOTAL = 1.175	
Example 2	3 children under 1 year of age @ .25 = .75	1 child care worker required
	1 child 1 year of age @ .25 = <u>.25</u>	
	TOTAL = 1.00	
Example 3	14 children 3 years of age @ .10 = 1.40	2 separate groups of children with a total of 3 child care workers required
	10 children 4 years of age @ .077 = .77	
	3 children 5 years of age @ .059 = <u>.177</u>	
	TOTAL = 2.347	

SIGNATURE – Person Completing Form	Date Signed
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