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 251.055(2). Please note that the staff-to-child ratio when swimming is different from the ratios presented on this form. The department's form DCF-F-2465 Staff-to-Child Ratio While Swimming Worksheet may be used to ensure compliance with DCF 251.06(12)(c)3. and 4.

Instructions: Add the number of children in each age group to column 2; multiply the numbers in column 2 by the numbers in column 3 to arrive at the numerical weight for each age group and add those weights to column 4. Add together all of the numbers in column 4 to get the total numerical weight of the group. Evaluate the total numbers of children in the group and the total numerical weight of the group to determine how many groups and how many staff are required.

Date Calculations Completed (mm/dd/yyyy)	Time of Day (hh:mm) ☐ A.M. ☐ P.M.	Name of Classroom
Teacher Name		Hours worked (hh:mm) ☐ A.M. ☐ P.M. − ☐ A.M. ☐ P.M.
Second Teacher or Assistant Teacher Name		Hours worked (hh:mm) ☐ A.M. ☐ P.M. − ☐ A.M. ☐ P.M.

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 18 months		x	.25	=	
18 months to 2 ½ yrs		x	.143	=	
2 ½ years		x	.125	=	
3 years		x	.10	=	
4 years		x	.077	=	
** 5 years and over		x	.056	=	
Total number of children in the group			Total numerical weight of the group		

Ratio: One staff member is required for a group of children whose total numerical weight equals 1.04 or less. 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.

Group: Per DCF 251.055(2)(e), 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 251.055(2)(d), when infants and toddlers are part of a group, the maximum group size may not exceed 8. **If the group is made up of all school-age children (age 5 and above), the maximum group size may not exceed 36.

SIGNATURE − Person Completing Form	Date Signed

EXAMPLES

Group 1	• 3 children age 4 years	x	.077	=	.231	**Ratio:** The total numerical weight of the group is greater than 1.04, so 2 child care workers are required.
	• 16 children age 5 years	x	.056	=	.896	
	Total numerical weight of Group 1				**1.127**	**Group:** No more than 2 child care workers are required, and no infants or toddlers are included, so 1 group is fine.
Group 2	• 1 child age 1 year	x	.25	=	.25	**Ratio:** The total numerical weight of the group does not exceed 1.04, so 1 child care worker is required.
	• 1 child age 2 years	x	.143	=	.143	
	• 5 children age 2 ½ years	x	.125	=	.625	**Group:** No more than 2 child care workers are required, and the group, which includes infants / toddlers, does not exceed 8, so 1 group is fine.
	Total numerical weight of Group 2				**1.018**	
Group 3	• 14 children age 3 years	x	.10	=	1.40	**Ratio:** The total numerical weight of the group is greater than 2.04, so 3 child care workers are required.
	• 10 children age 4 years	x	.077	=	.77	
	• 3 children age 5 years	x	.056	=	.168	**Group:** More than 2 child care workers are required, so Group 3 will need to be split into 2 separate groups of children.
	Total numerical weight of Group 3				**2.338**	