

## Counselor-To-Child Ratio Worksheet Day Camps for Children

**Use of form:** Use of this form is voluntary. Day camps for children may use this form to determine the maximum number of children in a group and to ensure compliance with DCF 252. The ratio of counselors to children may not be less than the minimum number of counselors to children specified in Table DCF 252.425. To determine counselor-to-child ratios while swimming, see the department form Counselor-to-Child Ratio While Swimming Worksheet – Day Camps for Children (DCF-F-2455).

**Instructions:** Fill in the number of children in each age group and review the criteria to determine the number of counselors required.

Date Calculations Completed (mm/dd/yyyy)	Time of Day	Name of the Group of Children	
Counselor Name	Counselor / Assistant Counselor Name		
<b>CALCULATIONS</b>			
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
3 years to 4 years	X	.25	=
4 years to 5 years	X	.167	=
5 years through 6 years	X	.083	=
7 years and older	X	.056	=
Group Size TOTAL	=	Counselors Required TOTAL	=

### CRITERIA

1. **Ratio:** One staff member is required for a group of children whose total numerical number 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.
2. When there is a mixed-age group, the counselor-to-child ratio shall be adjusted on a pro rata basis according to age. 252.425(2)(a)2.
3. When 9 or more children are present, whether at the camp or on a field trip, there shall be at least 2 adults available at all times and at least one of the adults shall be a counselor. The ratios in Table DCF 252.425 shall be met. 252.425(1)(i); 252.425(2)(a)4.
4. Children of staff who attend the camp and who are on the premises for supervision and care shall be included in determining counselor-to-child ratios. 252.425(2)(d)
5. When children are transported in a vehicle, there shall be at least one adult supervisor in addition to the driver whenever there are more than 3 children who have a disability or limited ability to respond to an emergency. 252.09(7)(d)
6. Ratios shall be adequate to manage and supervise the adventure-based activity based upon the number of children participating and type of activity, and at no time shall the counselor-to-child ratio be less than that specified in Table DCF 252.425. [252.44(13)(e)]
7. The camp director shall be at the camp during the hours of operation. 252.425(1)(h).
8. Counselors, whether paid or unpaid, who are counted in determining the counselor-to-child ratio shall be at least 18 years of age and have completed high school or the equivalent. 252.42(2)(d)
9. Camp counselors shall not engage in any duties that are not related to caring for children when they are counted in meeting counselor-to-child ratios. 252.425(2)(c)
10. Counselors who are considered in determining counselor-to-child ratios may not provide care to children more than 12 hours in any 24-hour period. 252.425(1)(c)

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11. A support staff person may only be considered in determining ratios if that person meets the qualifications of a camp counselor and gives their full attention to the care and supervision of children. 252.425(2)(b)

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## EXAMPLES

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**Example 1** – 6 children age 5 years and 5 children age 7 years will be served in one group.

Children age 5 years	6	.083	=	.498	2 staff required (at least 1
Children age 7 years	5	.056	=	.280	► counselor + 1 additional adult). See
Group Size TOTAL	<u>9</u>	Counselors Required TOTAL	=	<u>.778</u>	Criteria No. 2 for an explanation.

**Example 2** – 6 children age 3 years and 5 children age 7 years will be served in one group.

Children age 3 years	6	.25	=	1.5	
Children age 7 years	5	.056	=	.28	► 2 counselors are required.
Group Size TOTAL	<u>11</u>	Counselors Required TOTAL	=	<u>1.78</u>	