

CHAPTER TWO: RATIOS AND GROUP SIZES

Ratios and Group Sizes	Age Categories Ratios and Maximum Group Size Mixed Age Grouping Reduced Ratios Supervisors Counted as Part of Ratios Minimum Number of Staff on Premises Resource Teachers
Revised: September 2017	Policy Number: 2.0 (Previously Policy 1.2)

Policy

All programs within North Hastings children's Services shall employ sufficient Program Staff as per the Child Care and Early Years Regulations for Child Care Centers.

Procedures

Regular ratios must always be maintained when outside or off the premises.

1.0 Ratios of Qualified Employees to Children

Students and Volunteers must never be left alone with children. Paid Staff only.

Enhanced Support Staff/Resource Teachers are not counted in ratios.

All children are to be supervised by an adult at all times. Staff who work with kindergarten and school age children describe the supervision strategies for these groups (e.g. washroom routines)

*** Number of children should never exceed number the program is licensed for.

Name of Age Category	Age Range of Age Category	Ratio of Employees to children	Max number of children in group	Proportion of employees that must be qualified employees
Infant	Younger than 18	3:10	10	1/3

	months	1:3		
Toddler	18 months or older but younger than 30 months	1:5	15	1/3
Preschool	30 months or older but younger than 6 years	1:8	24	2/3
Kindergarten	44 months or older but younger than 7 years	1:13	26	1 /2
Primary/Junior School Age	68 months or older but younger than 13 years	1:15	30	1 /2
Junior School Age	9 years or older but younger than 13 years	1:20	20	1/1

2.0 Mixed Age Grouping by Age Category

This chart shows the maximum number of children from the younger age category that can be included while still maintaining the ratio, maximum group size and proportion of qualified employees for the older age category.

Name of Age Category	Group Size	Maximum Number of children from younger category
Infant	n/a	n/a
Toddler	15	3
	10	2
	5	1
Preschool	24	5
	16	3
Kindergarten	26	*7
	20	5
Primary/Junior	30	8
Junior School Age	20	5

* Where a kindergarten group includes no more than 25 per cent of children who are between 2.8 years of age (if care is provided after first day of school in a calendar year) and 44 months and all children are younger than 7 years of age, the ratio, maximum

group size and proportion of qualified employees for the licensed age group are observed.

Infants and Toddlers can be combined when there is no more than 2 staff needed to meet the ratios. Arrangements need to be made to ensure that;

- Non walking infants can be protected from mobile children.
- The environment is safe for both infants and toddlers.
- There is sufficient play space for the number of children.

3.0 Reduced Ratios

Reduced Ratios may occur between the hours of:

7:30 a.m – 9:00 a.m

12 noon – 2:00 p.m

4:30 p.m – 5:30 p.m (5 p.m to 6 p.m. in Maynooth AS Program)

Name of Age Category	Number of Children in Room	Number of Staff Required
Toddler	1-8	1
	9-15	2
Preschool	1-12	1
	13-24	2
Kindergarten	1-20	1
Primary/Junior	1-23	1
	24-30	2
Junior School Age	20	1

4.0 Minimum Number of Adults on Premises

Where there are five or fewer children who are not in a licensed infant or licensed infant/toddler group, there is at least one adult on the premises.

Or

Where there are six or more children who are not in a licensed infant or licensed infant/toddler group, there are at least two adults on the premises.

Where there are three or less children in a licensed infant or licensed infant/toddler group, there is at least one adult on the premises.

Or

Where there are four or more children in a licensed infant or licensed infant/toddler group, there are at least two adults on the premises.

5.0 Supervisor Counted as Part of Ratios

1. If fewer than five full-time employees are required to meet the ratios, the supervisor may be counted as a full-time employee.
2. If five or six full-time employees are required to meet the ratios, a full-time supervisor may be counted as a full-time employee for up to half the time a full-time employee is required to be on staff.
3. If seven or more full-time employees are required to meet the ratios, the supervisor shall not be counted as an employee.