



GOVERNMENT OF BERMUDA

Department of Health

CHILD CARE REGULATION PROGRAMME
CHILD TO STAFF RATIO (CSR) FORM
FOUR YEAR OLD (4 YEARS – 5 YEARS)

DAY CARE CENTRE NAME: _____

CLASSROOM NAME: _____

MAXIMUM CAPACITY PER 25 .SQ.FT (AS PER YOUR LICENCE): _____

AGE OF YOUNGEST CHILD: _____

AGE OF MAJORITY: _____

Children Act 1998, Section 75 (2) The operator of a licensed Day Care Centre shall furnish to the Director of the Department of Health such records, returns and reports as the Director of the Department of Health requests in such form and manner and within such time as the Director of the Department of Health may require. [Section 75 amended by 2018:66 s.2 effective 10 January 2019].

Table with 11 columns: Full Time, Mon., Tue., Wed., Thur., Fri. Header: Please indicate total number of children in class. *If daily enrollment fluctuates please specify per day.

Table with 5 columns: CHILD'S NAME, D. O. B MM/DD/YYYY, Full Time/Part Time, Part Time Days. Rows 1-8.

Table with 5 columns: Staff Responsible, D. O. B MM/DD/YYYY, Full Time/Part Time, Part Time Days. Rows 9-18.

19.				
20.				
21.				
22.				
23.				
24.				
Assistant Responsible:				
Additional Part Time Children				
*Must maintain max group size and ratios 1:8 or 2: 9-24 on any given day				

Notes:

1. **September– December ratios can be based on the majority age of the children, with the majority of children turning age 4 before October 31st. All children must be 4 years before December 31st.**
2. **January – April ratios can be based on the majority age of the children, with the majority of children turning age 4 before February 28th/29th. All children must be 4 years before April 30th.**
3. **Multi-age group are allowed. For classes with children 3 years and up ratios are based on the age of majority.**
4. **Centre’s can choose to meet lower ratios than the law requires.**
5. **A form must be completed for each class at the Day Care Centre where staff have changed since the last notification to the Child Care Regulation Programme.**
6. **If the document is subject to a PATI request, the names of the children will be redacted and will not be released.**

Print Name: _____

Signature: _____

Date Submitted: _____
(dd/mm/yyyy)

***PATI disclaimer:** This correspondence and any response thereof is subject to public disclosure under the Public Access to Information Act 2010. Most exempt records may be disclosed if it is in the public interest (s.21). Personal information, such as names and personal details of service users, patients, complaints, children and vulnerable adults, is exempt from disclosure 9s.23). Information of people receiving discretionary benefits such as a Licence is not personal information and can be disclosed (s.24 (1)). Commercial information and information received in confidence may be disclosed if it is in the public interest (s.25&s.26).*