



GOVERNMENT OF BERMUDA  
**Department of Health**

**COVID-19**

**CHILD TO STAFF RATIO (CSR) FORM**

**DAY CARE CENTRE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**Planned Reopen Date:** \_\_\_\_\_

*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].*

**TEACHER RESPONSIBLE:** \_\_\_\_\_ **ASSISTANT RESPONSIBLE:** \_\_\_\_\_

**SUBSTITUTE/RELIEF ASSIGNED:** \_\_\_\_\_

	CHILD'S NAME:	D.O.B: MM/DD/YYYY	ATTENDANCE (P/T OR F/T)	P/T DAYS/TIME*
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

**TEACHER RESPONSIBLE:** \_\_\_\_\_ **ASSISTANT RESPONSIBLE:** \_\_\_\_\_

**SUBSTITUTE/RELIEF ASSIGNED:** \_\_\_\_\_

	CHILD'S NAME:	D.O.B: MM/DD/YYYY	ATTENDANCE (P/T OR F/T)	P/T DAYS/TIME*
1.				
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TEACHER RESPONSIBLE: \_\_\_\_\_ ASSISTANT RESPONSIBLE: \_\_\_\_\_

SUBSTITUTE/RELIEF ASSIGNED: \_\_\_\_\_

	CHILD'S NAME:	D.O.B: MM/DD/YYYY	ATTENDANCE (P/T OR F/T)	P/T DAYS/TIME*
1.				
2.				
3.				
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*\*For part-time students identify the days and times they attend the school.*

**Note:**

1. Due to use of the conservative ratios, multi-age groups are allowed. Group sizes should not exceed 8 children supervised by 2 adults
2. Centres can choose to meet lower ratios than the requirement outlined in the guidance
3. Centres must meet lower ratios if the room does not allow for children to be appropriately distanced
4. Changing and/or rotating of staff is strongly discouraged as children should remain in same groupings with the same teacher daily. Please add the name of a designated relief to ensure appropriate coverage.
5. A Covid-19 CSR 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. Change of Information Forms will be filed in a locked cabinet to ensure minimal contact with the information and names of the children will not be disclosed to any persons other than the Child Care Regulation Officers appointed by the Minister of Health in relation to their jobs.
7. If the document is subject to a PATI request, the names of the children would be redacted and would not be released.

Print Name: _____	
Owner/Operator Signature: _____	Date Submitted: _____

*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 (s.23). Information of people receiving discretionary benefit 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).*