



GOVERNMENT OF BERMUDA

Department of Health

CHILD CARE REGULATION PROGRAMME  
CHILD TO STAFF RATIO (CSR) FORM  
TODDLERS (12 MONTHS – 24 MONTHS)

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].*

Please indicate total number of children in class. *If daily enrollment fluctuates please specify per day.											
Full Time		Mon.		Tue.		Wed.		Thur.		Fri.	

	CHILD'S NAME:	D. O. B MM/DD/YYYY	Full Time/Part Time	Part Time Days
1.				
2.				
3.				
Teacher Responsible:				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
Assistant Responsible:				
11.				
12.				
Assistant Responsible:				
Additional Part Time Children				
*Must maintain max group size and ratios 1:3 or 2: 4-10 or 3:11-12 on a daily basis				


**Notes:**

- 1. Multi-age group are allowed. Children under the age of 3 the staff: child ratios are based on the age of the youngest in the group.**
- 2. September-December ratio based on majority age of children with all children turning class 1 year before Dec. 31.**
- 3. Centre's can choose to meet lower ratios than the law requires.**
- 4. 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.**
- 5. If the document is subject to a PATI request, the names of the children will be redacted and will not be released.**

<p><b>Print Name:</b> _____</p> <p><b>Signature:</b> _____</p> <p><b>Date Submitted:</b> _____ (dd/mm/yyyy)</p>
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***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).*