### Purpose

Children arrive and depart at different times and attendance varies greatly during these times. The provision of reduced ratios allows flexibility in staffing requirements during arrival and departure.

As children are not active during rest period, a reduced staff-child ratio can also be scheduled for staff to have a meal break while children are adequately supervised.

In the case of children under 18 months, physical safety considerations in the event of an emergency prohibit any reduction in ratios (e.g., emergency evacuation, lockdown, etc.)

### Policy

Reduced ratios may not be less than two thirds of the required ratios.

Reduced ratios are prohibited for infants.

Reduced ratios are prohibited during outdoor play.

There must always be at least two staff members on duty in the Centre at all times.

Reduced ratios may only be considered only for arrival (the first 90 minutes of the morning) and departure (the last 60 minutes). In our centre, reduced ratios may occur from 7:15 am until 8:45 am and from 4:30 pm until 5:30 pm.

### Procedure

|  |  |  |
| --- | --- | --- |
| 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 |
| 21-26 | 2 |
| Primary/Junior School Age | 1-23 | 1 |
| 24-30 | 2 |