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| Provide the name of each classroom. | | | | | | | | | | |
| DATE | TIME | Infants  Class | Toddler 1  Class | Toddler 2  Class | Preschool 1  Class | Preschool 2  Class | Preschool 3  Class | School-Age  Class | KITCHEN  STAFF | OFFICE  STAFF |
| 1/1/2001 | 11:00 am | 2:8 | 2:7 | 2:9 | 1:8 | 1:10 | 1:12 | 1:12 | 1 | 1 |
|  |  |  |  |  | Number of teachers first; then number of children present. |  |  |  |  |  |
|  |  |  |  |  |  |  | Kitchen and office staff do not count in regular, daily ratio checks; however, they do count in the event of an emergency. |  |  |  |
| Always put the date and time of a ratio check. Keep all ratio check sheets on file for up to four years. During a licensing review or investigation, this form will provide documentation for staffing practices. |  |  |  |  |  |  |  |  |  |  |
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| DATE | TIME | Infants  Class | Toddler 1  Class | Toddler 2  Class | Preschool 1  Class | Preschool 2  Class | Preschool 3  Class | School-Age  Class | KITCHEN  STAFF | OFFICE  STAFF |
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