



GOVERNMENT OF BERMUDA  
**Department of Health**

**CHILD CARE REGULATION PROGRAMME  
 CHILD TO STAFF RATIO (CSR) FORM  
 TWO YEAR OLD (2 YEARS – 3 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].*

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.				
4.				
<b>Staff Responsible:</b>				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				

**Assistant Responsible:**

Additional Part Time Children				
*Must maintain max group size and ratios 1:4 or 2:5-14 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 2 before October 31st. All children must be 2 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 2 before February 28<sup>th</sup>/29<sup>th</sup>. All children must be 2 years before April 30<sup>th</sup>.**
3. **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.**
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).