

## Staffing Policy & Recommended Ratios

**Policy:** It is the policy of this church that the person/s responsible for staffing to make an attempt to follow the staffing recommendations below.

**Note:** The “Two Adult Rule” (No Alone Policy) is applicable for all classes where minors are taught. This is found in the abuse area.

### 0-24 Months (Nursery) Staffing:

# of Kids	Recommended # of Staff	Minimum Staff Types	Comments
1	2	1 must be at least a worker, the other can be a helper.	1 volunteer must be female
2-5	2	“ “	“
6-10	3	1 must be at least a worker, the others can be helpers.	“
11-15	4	2 Workers, 2 Helpers	“

**Turn-away Point:** For children 0-24 months, Some states require Group Day Care Centers (not church nurseries) to have no more than 8 children per qualified adult. This church mandates a solid maximum of 8 infants per adult, past this ratio, children may not be added.

### Toddlers & Young Elementary Age:

# of Kids	Recommended # of Staff	Minimum Staff Types
1	2	1 must be at least a worker, the other can be a helper.
2-12	2	“ “
13-24	3	1 must be at least a worker, the others can be helpers.
25-36	4	2 Workers, 2 Helpers

**Turn-away Point:** Some states require Group Day Care Centers (not short term church classes) one qualified adult to have no more than the following : 12 children (ages 2-2.5), 16 children (ages 2.5-3), 20 children (ages 3-4), 24 (ages 4-5). This church mandates a solid maximum of 12 per adult, past this ratio, children may not be added.

### Elementary Age:

# of Kids	Recommended # of Staff	Minimum Staff Types
1	2	1 must be at least a worker, the other can be a helper.
2-24	2	“ “
24-48	3	1 must be at least a worker, the others can be helpers.
48-64	4	2 Workers, 2 Helpers

**Turn-away Point:** Some states require Group Day Care Centers (not short term church classes) one qualified adult to have no more than 32 children ages 5 and up. This church mandates a solid maximum of 32 per adult, past this ratio, children may not be added.

**Notes:** Medical emergency volunteers must being scheduled in addition to back up volunteers (in addition to the regularly scheduled volunteers). Napping children and familial relations of volunteers to students/children slightly augment the amount of kids that a volunteer can handle. The above ratios do not apply to special events or field trips, since those events require more adult staffing than a stationary class setting.