 Weekly Schedule of Regular Hours and Supervision Plan

CENTER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TEACHER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ YEAR: 2023-2024

Policy: Active Supervision is implemented following the required adult/child ratios established by Licensing and Regulatory Affairs and the GSRP Implementation Plan requirements. A staff person must be scheduled at the site while children are riding the bus both to and from school including NMCAA, Transit and Public-School buses. Refer to requirements on the reverse side of this form. See Active Supervision Policies and Procedures for more information.

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| **NAME** | **POSITION** | **MONDAY** | **TUESDAY** | **WEDNESDAY** | **THURSDAY** | **FRIDAY** | **BREAK TIME** | **TOTAL HOURS** |
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**UPDATE ACCORDING TO STAFF CHANGES**

**GSRP Classrooms and GSRP/Head Start Blended Classrooms**

**State of Michigan GSRP Ratio Requirements:**

1:8 adult/child ratio must be maintained at all times. A consistent third adult must be present in any classroom where 17 or 18 children are enrolled. Class size must be capped at 18 children with three consistent adults.

**Head Start Classrooms**

**Michigan Child Care Licensing Ratio Requirements:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Age** | **Caregiver to Child Ratio** | **Maximum Group Size** |
| **(a)** | **Infants and Toddlers, birth until 30 months of age** | **1 to 4** | **12** |
| **(b)** | **Preschoolers, 30 months of age until 3 years of age** | **1 to 8** | **16** |
| **(c)** | **Preschoolers, 3 years of age until 4 years of age** | **1 to 10** | **30** |
| **(d)** | **Preschoolers, 4 year of age until school-age** | **1 to 12** | **36** |
| **(e)** | **School-age** | **1 to 18** | **36** |

Children who have reached 33 months of age may, when developmentally appropriate, be enrolled in a 3-year-old classroom with written parental permission.

**Additional Considerations**

A childcare staff member may need to be away from their assigned area of the center for a brief period of time for routine activities such as use of restroom, toileting a child, attending to a sick child, escorting children from the bus, etc. In those situations, at least one staff member must remain with the children.

When children from multiple classrooms share a playground and/or gym, the total group size must not exceed 30 if there are any three-year olds present and 36 if the children are all age four or older. Plan outdoor and gym schedules with other classrooms to determine total group size. Areas may be shared if there are well-defined spaces designed and used exclusively for a specific group of children AND the space meets square footage requirements. (35 square feet per child indoors and 75 square feet per child outdoors). Staff may place cones, for example, to divide areas to create separate and distinct play spaces.

Distribution: **Origina**l - Teacher, **Copy** - Supervisor

Reference: HSPPS 1302.47(b)(5)(iii), 1302.102(d)(1)(ii),1302.21(b)1,3,4), Licensing R 400.8158, R 400.8182 (Tech. Assistance) R 400.8760, GSRP Classroom Requirements-Transportation

6/23 EHS-HS Team\ADMIN\Procedure Manual \Licensing\Weekly Schedule of Regular Hours.