

# Staff-to-Child Ratio & Mixed Age Grouping Policy

In accordance with Schedule E of the Child Care Licensing Regulation (CCLR).

To ensure regulatory compliance and uphold the highest standards of child supervision, all staff must be familiar with and adhere to the following guidelines for mixed-age grouping and staff-to-child ratios:

## Mixed Age Grouping Rules

Children under and over 36 months of age may only be grouped together:

1. During the first 30 minutes of the day and/or the last 30 minutes of the day.
2. The maximum number of children in a mixed age group during these specific transition times is eight (8).

## Age Composition Limits within the Mixed Group:

- A maximum of three (3) children may be under 36 months.
- Of those, only one (1) child may be under 12 months.

 **IMPORTANT:** Exceeding these limits at any time is a violation of licensing regulations and may result in serious consequences for the center.

## Supervision Requirements

- All staff must know the exact number of children present in their group at any specific time.
- This includes knowing the age distribution of children when mixed-age grouping is in effect.
- Keeping accurate headcounts and understanding the age composition of the group is a core supervision responsibility and essential for maintaining safety and compliance.

All staff are required to read, understand, and follow both **Schedule E of the CCLR** and the facility's **Child Supervision Policy and Procedures**. If clarification is needed at any time, staff must consult the Manager or Assistant Manager immediately.