

Ratio Planning Chart

As a follow up to the Explore Activity, complete the following chart to evaluate how you ensure staff maintain ratios at all times regardless of the scenario.

Scenario	Protocol:	Action steps for ensuring staff follow protocol (planning, scheduling, training, communication)
Planned absences		
Unplanned absences		
Tardiness		
Leaving classroom out of ratio		
Reassigning staff to meet ratio		
Regrouping children to meet ratio		