

Ratio Tally Chart

Being out of ratio is the result of poor planning, scheduling, training or a lack of communication. Complete the chart below to analyze what’s happening at your program.

Scenario	What happened as a result?	How many times did this occur in the last month?
Planned absence but forgot to schedule accordingly to meet ratio		
Unplanned absence and didn't have enough staff to meet ratio		
Staff member late for scheduled shift		
Staff member steps out of room for any reason and left teaching partner out of ratio		
You had to reassign staff to meet ratio		
You had to regroup children to meet ratio		