STAFFING PLAN

RGS 1: A written staffing plan * is in place assuring continuity of care (including a plan for substitute staff situations), appropriate adult to child ratios, appropriate group size, and that children are benefitting from having Primary Caregivers.

Name of Program:

Number of Classrooms:

Ages of children served:

Hours of Care:

Position Title (DIR, PCG, AID, ACG, Sub)	Staff Name	Classroom Assignment	Number of children	General Responsibilities	Work Hours	Breaks/ Sub Care
PCG	*Jane Doe*	*Preschool Room*	*15*	*Provide early childhood services to 15 preschool age children. Complete weekly lesson plans and implement Creative Curriculum. Individualize for all children and assist families with setting educational/developmental goals for their children. Assess children using the DIAL and provide two parent/teacher conferences each year.*	*Monday: 7:30-3:30* *Tuesday: 7:30-3:30* *Wednesday: 7:30-3:30* *Thursday: 7:30-3:30* *Friday: 7:30-3:30*	*M-F 11:00-11:15 & 1:00-1:15* *Sub: John Doe*

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