

## 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

<b>Position Title (DIR, PCG, AID, ACG, Sub)</b>	<b>Staff Name</b>	<b>Classroom Assignment</b>	<b>Number of children</b>	<b>General Responsibilities</b>	<b>Work Hours</b>	<b>Breaks/ Sub Care</b>

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