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STAFF SCHEDULE PACKAGE

This print resource includes:

1. A completed Sample Staff Schedule and explanatory notes

This sample demonstrates/explains a schedule for staff working in a kindercare/school age child care program.

2. A Staff Schedule Form & Step by Step Instructions for completing this form

The Staff Schedule Form can be copied and used for scheduling staff in any licensed group child care and/or school age child care program.

Other related resources you may find helpful:

- INFORM Guide: An Administration Manual for Non-Profit Child Care in B.C.
- Child Care Licensing Regulation
- Employment Standards

If you have any questions about this information or other human resource related policies and procedures, please contact Westcoast Child Care Resource Centre.

This information is presented as a resource for licensed non-profit child care facilities. Westcoast Child Care Resource Centre does not assume responsibility for actions taken based on information provided.

Sample Staff Schedule - Explanatory Notes

1. Program Name:

This Sample Staff Schedule is for a Kindercare/School Age Child Care Program. The facility offers before school care from 7:30 a.m. to 9:00 a.m. for up to twenty children; a kindercare program from 9:00 a.m. to 11:30 a.m. and from 12:30 a.m. to 3:00 p.m. for twenty children (ten children attend kindergarten in the morning and ten children attend in the afternoon); and after school care from 3:00 p.m. to 6:30 p.m. for up to forty children.

2. For the Period:

This program utilizes the staff schedule form on a monthly basis. They prepare a separate form for Professional Development Days, Spring Break and December Holidays as program hours of operation change to accommodate the needs of the families.

3. Staff/Child Ratio:

In this sample, the staffing plan is based on licensing requirements of 1 staff person to 10 children as kindergarten and grade one children are combined with older children.

4. Licensed Capacity:

The sample includes two groups of 20 children for a total of 40 children.

5. Staff:

Each staff person is listed including Terry, Sui-Ling, Sandy and Austen.

6. Maximum # of children:

The maximum number of children varies depending on the time of day. This pattern has been documented by tracking enrolment over a period of time. Between 7:30 a.m. and 9:00 a.m. there are fewer than 20 children attending and only two staff people are scheduled.

7. Scheduling:

In this program, the job descriptions and related tasks vary for individuals and therefore the time required to carry out certain responsibilities will vary. In this sample, Terry has administrative responsibilities and administrative time is scheduled from 9:00 a.m. to 10:30 a.m. on a daily basis. Sui-Ling works with the Kindercare program in the morning and Terry works with the Kindercare program in the afternoon.

Sui-Ling, Sandy and Austen have one-half hour before the children return from school in order to allow for adequate preparation time and in order to meet the requirements of the Employment Standards Act. (Sui-Ling is entitled to break after 5 hours of work; Sandy and Austen work a daily minimum of 4 hours.)

8. Number of Paid Staff Hours

Terry works from 7:30 a.m. to 4:30 p.m with a one hour unpaid break (a total of 8 paid hours).

SAMPLE STAFF SCHEDULE

Program Name: Kindercare / School Age Program

Staff/Child ratio: 1 staff to 10 children

For the period of: from April 1 to April 30

Licensed Capacity: Two groups of 20 children

	≈	≈	STAFF			≡	≡		
Time	Terry	Sui-Ling	Sandy	Austen	Sub		maximum # of children	other	
6:30 - 7:00									
7:00 - 7:30									
7:30 - 8:00							20		
8:00 - 8:30							20		
8:30 - 9:00							20		
9:00 - 9:30	Admin.						10		
9:30 - 10:00							10		
10:00 - 10:30	Time						10		
10:30 - 11:00	Unpaid						10		
11:00 - 11:30	Break						10		
11:30 - 12:00							20		
12:00 - 12:30							20		
12:30 - 1:00							10		
1:00 - 1:30		Unpaid					10		
1:30 - 2:00		Break					10		
2:00 - 2:30							10		
2:30 - 3:00		Prep.	Prep.	Prep.			10		
3:00 - 3:30							40		
3:30 - 4:00							40		
4:00 - 4:30							40		
4:30 - 5:00							30		
5:00 - 5:30							30		
5:30 - 6:00							20		
6:00 - 6:30							20		
# of paid staff hours	8	8	4	4					

Staff Schedule Form - Step by Step Instructions for utilizing this form

The enclosed staff schedule form can be used for group child care and/or school age child care programs.

1. Program Name:

For organizations with more than one program, indicate the name and/or type of child care program (e.g. Infant/Toddler, 3-5 yr., etc.).

2. For the Period:

Indicate the dates the staff schedule pertains to. This could be a daily, weekly or monthly schedule.

3. Staff/Child Ratio:

Indicate the applicable ratio of staff to children based on the minimum as stated in the Child Care Licensing Regulation or centre policies outlining enhanced ratios (more staff than are required).

4. Licensed Capacity:

Indicate the licensed capacity of the child care program, as it appears on the facility license or the capacity as policy states if the centre enrolls less than the licensed capacity.

5. Staff:

In the large box at the top of each column write the name and/or position title of each staff person scheduled to work (e.g. Kerrie - Infant/Toddler Educator, Jackie - Early Childhood Educator).

6. Maximum # of children:

Indicate the maximum number of children that could be in attendance, at the specific time listed, based on the number of staff working with the children.

7. Other:

This column may be used to indicate any other requirements such as:

- staff qualification (e.g. Infant/Toddler Educator, Early Childhood Educator or Assistant) required to meet Child Care Licensing Regulation
- hours of the day when scheduling enhanced ratios
- # of children actually enrolled or in attendance

8. Scheduling:

Indicate the hours each staff person will work and when they will take breaks. This can be done by shading in different colours (e.g. black for floor time, blank for lunch breaks and grey for administrative time).

9. Number of Paid Staff Hours:

Total the number of paid hours for each staff person subtracting the number of hours for unpaid breaks according to Employment Standards/Personnel Policies and/or a Collective Agreement.

SAMPLE STAFF SCHEDULE

Program Name: Kindercare / School Age Program

Staff/Child ratio: 1 staff to 10 children

For the period of: from April 1 to April 30

Licensed Capacity: Two groups of 20 children

Time	STAFF					maximum # of children	other
	Terry	Sui-Ling	Sandy	Austen	Sub		
6:30 - 7:00							
7:00 - 7:30							
7:30 - 8:00							
8:00 - 8:30							
8:30 - 9:00							
9:00 - 9:30							
9:30 - 10:00							
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3:30 - 4:00							
4:00 - 4:30							
4:30 - 5:00							
5:00 - 5:30							
5:30 - 6:00							
6:00 - 6:30							
# of paid staff hours							