

# *Class List Form* Instructions

## **Class List Form**

1. Make a copy of the class List form for every class of children ages birth to five. (School-age children are not included at this time.)
  - a. For every class, a class list must be provided with information about the children and teachers.
  - b. For each class, record the names of the teachers and their work hours.
  - c. For classrooms with children who attend part-time, and/or children who only attend some of the days each week, try to reflect this part-time enrollment. Record either the Total Enrollment, or Number of Full-Time Equivalents.
2. At the bottom of the Class List form, calculate the Adult to Child ratio.
  - a. For “Number of Adults” record number of teachers when most children are present, estimated at 10 AM any given day.
  - b. For “Number of Children” record the total enrollment. Calculate the “full-time-equivalent” enrollment if some children attend only part-time. For example, one child attending M-W-F and another child attending T-Th equal one “full-time-equivalent.”
  - c. Adult : Child ratio is expressed as 1 adult to x number of children, so you need to divide the number of children by the number of adults.

*For example, a group of 17 children with 2 teachers has an adult-child ratio of 1 to 8.5. Following “rounding up” rules, this is a ratio of 1 to 9.*

- Numbers with a decimal of .5 and above are rounded up (8.5= 9)
- Numbers with a decimal of .49 and below are rounded down (8.49= 8)

3. Group size is the same as “Number of Children.”

# CLASS LIST FORM

**Complete one form for every classroom.**

List all teachers working with this group of children:

Group Name: \_\_\_\_\_

Classroom Capacity: \_\_\_\_\_

Lead Teacher: \_\_\_\_\_

Hours Worked: \_\_\_\_\_

Assistant Teacher: \_\_\_\_\_

Hours Worked: \_\_\_\_\_

Assistant Teacher: \_\_\_\_\_

Hours Worked: \_\_\_\_\_

List all children enrolled. Use additional pages if needed.

First Name or Initials	Birth Date	Age (years/months)	Full-time (FT) or Part-time (PT), give days/times child attends
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			

**Total Enrollment:** \_\_\_\_\_ **OR, if Part-Time are included, estimate the # of Full-Time equivalents**

**Notes:**

- For "Number of Adults", record the number of teachers when most children are present
- For "Number of Children", record total or full-time-equivalent enrollments
- Group Size is the same as "Number of Children"
- Adult:Child Ratio is 1 Adult to X Number of Children (divide the number of children by the number of adults; see instructions)

**Number of Adults**

Divided By: → \_\_\_\_\_

**Number of Children**

(Group Size)

**= Ratio is 1:**

First Name or Initials	Birth Date	Age (years/months)	Full-time (FT) or Part-time (PT), give days/times child attends
19.			
20.			
21.			
22.			
23.			
24.			
25.			
<b>Total Enrollment: _____ OR, if Part-Time are included, estimate the # of Full-Time equivalents</b>			