

# Annex E

## Supervision and Staffing Ratio Guidelines

### Program or Activity Supervision

- The Youth Program Director must be 21 years of age or older.
- Authorized adults or volunteers must be 18 years of age or older
- Authorized adults or volunteers must be at least 2 years older than the minor he/she is supervising.
- One-on-one contact between an authorized adult or volunteer and a minor is prohibited, unless the authorized adult or volunteer is the minor's parent or guardian, medical professional or police officer in the line of duty.
- Participation by a minor under 6 years of age is prohibited unless the minor is accompanied by a parent or guardian at all times.

### Supervision Ratios

In establishing supervision ratios for a program, activity, or service involving minors, a program administrator should consider the ages of the minors participating, the nature of the program, activity, or service to ensure minor safety, the location of the activity, and the duration of the program, activity, or service. Below are the suggested supervision ratios for a program, activity, or service involving minors:

#### Day Program\*

- 1 staff for every 6 participants 5 years of age or younger. (1:6)
- 1 staff for every 8 participants aged 6 – 8 years. (1:8)
- 1 staff for every 10 participants aged 9 – 14 years. (1:10)
- 1 staff for every 12 participants aged 15 – 18 years. (1:12)

#### Overnight Program\*

- 1 staff for every 5 participants 5 years of age or younger. (1:5)
- 1 staff for every 6 participants aged 6 – 8 years.