



Your program name _____
PROGRAM

WEEKLY STAFF SCHEDULE 

Weekly staff schedule

Print it Friday for the following week and post it. Write real times, not early or late, and fill the break and ratio rows before the week starts.

WEEK OF _____

POSTED ON _____

POSTED BY _____

STAFF MEMBER / time · room	Monday		Tuesday		Wednesday		Thursday		Friday		TOTAL HRS
	7:30–4:00	Room									
Opens											Carries the opening checklist
Closes											Carries the closing checklist

A move mid-week belongs in the room column, not in a conversation someone might miss.

Break coverage

BREAK WINDOW	MON	TUE	WED	THU	FRI
11:30–12:00	Covers				
12:00–12:30					
1:00–1:30					

Stagger breaks against your lowest attendance window and write the coverage down before the week starts.

Ratio check

PER DAY	MON	TUE	WED	THU	FRI
Children expected					
Staff on the floor					
Ratio met					

Mixed-age ratio is set by your state and often follows the youngest child present. Write your rule here:

Time off and subs

WHO	DAYS OUT	COVERED BY

A week of notice is a reasonable minimum, and some places have predictive scheduling rules. File this with attendance so a ratio question is easy to answer months later.

Disclaimer: This template is provided by My Childcare App as a free, general starting point and is not legal, employment, or licensing advice. Staff-to-child ratios, mixed-age rules, break requirements, scheduling notice, and record retention vary by state, county, and licensing body. Confirm the rules that apply to you and ask your licensor whether schedules are expected on file. My Childcare App accepts no responsibility or liability for how it is used or for any outcome arising from its use. mychildcareapp.com