



GROUP INFORMATION Continued

Complete a separate copy of the page to include information about each of the eligible groups and assigned teaching staff within your program. Make [a copy](#) of the following page and complete for additional groups served at your program. Please refer to [Clarification on Groups](#) for more information.

Group Name

Group Address

- This group is located at the main facility listed as the site address
- This group is located at Satellite Site 1
- This group is located at Satellite Site 2

Age Categories Served by this Group

- Check all that apply:
- Infant
 - Toddler/Two
 - Preschool
 - Kindergarten

Group Characteristics

Do any children enrolled in this group have any of the following diagnosed special needs? If yes, please indicate the number of children.

- Orthopedic handicaps:
- Speech & language:
- Neurological disorders:
- Down Syndrome:
- Learning disabilities:
- ADHD:
- Hearing impairment:
- Autism, spectrum disorders:
- Mentally disabled/Developmentally Delayed:
- Maintenance care diseases (diabetes, HIV):
- Visual impairment:
- Behavioral:
- Other, specify:

Group Schedule

Monday	Tuesday	Wednesday	Thursday	Friday
<input type="checkbox"/> Group does not meet	<input type="checkbox"/> Group does not meet	<input type="checkbox"/> Group does not meet	<input type="checkbox"/> Group does not meet	<input type="checkbox"/> Group does not meet
Arrival: :	Arrival: :	Arrival: :	Arrival: :	Arrival: :
Departure: :	Departure: :	Departure: :	Departure: :	Departure: :

Teaching Staff Members Present in this Group

List all Teachers and Assistant Teachers assigned to this group only. Place an X in the box for the option the teacher/assistant teacher fully meets. NAEYC defines teaching staff by the roles they fill within the group. Please refer to the [Definition of Teaching Staff](#) for more information.

Teaching Staff Name	A	B	C	D	E	F	G	H	I	J		K		None
	Working on a CDA	Working on CDA equiv.	CDA (exp date)	CDA Equiv	Working on AA or higher	AA or higher in ECE	Working on AA or BA equiv	AA equiv	BA equiv	AA or higher in non-ECE	Yrs of Acc Exp.	AA or higher non-ECE	Yrs of exp w/ contact hrs.	No Documentation
Teachers														
Assistant Teachers														

YOU MUST ATTACH DOCUMENTATION OF QUALIFICATIONS FOR ALL TEACHING STAFF. If a teaching staff member is assigned to multiple groups, list his/her name for each group to which he/she is assigned. It is not necessary to submit duplicate documentation.

Number of other adults (if any): _____ How often are they present? _____ What is their role? _____