



Division of Early Learning - Licensing and Compliance Unit

**Facility Capacity/Enrollment Form**

Title 5A DCMR Chapter 1, 121.3 - A licensed Child Development Facility ("Licensee") shall maintain the established adult-to-child ratios and group sizes specified at all times.

Facility Name:				Director:		Date:	
1 Group Age Range	2 #Children Enrolled	3 Name of Teacher/Shift	4 Name of Assistant Teacher/Shift	5 Name of Assistant Teacher/Shift	6 Hourly Wage	FOR LICENSING SPECIALIST USE ONLY	
						7 #Children Present	8 Ratio Met or Not Met

**Instructions for completing the form: (Please make copies as needed)**

**Column 1 - Age of children in each group at facility**

**Column 2 - Number of children enrolled in each group at facility**

**Column 3 - Name of teacher and shift worked**

**Column 4 - Name of teacher assistant and shift worked**

**Column 5 - Name of teacher assistant and shift worked**

**Column 6 - Provide hourly wage for each staff member (applies only to child care subsidy providers)**