



Division of Early Learning - Licensing and Compliance Unit

OST 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 Group Leader/Shift	4 Name of Assistant Group Leader/Shift	5 Hourly Wage	FOR LICENSING SPECIALIST USE ONLY	
					6 #Children Present	7 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 group leader and shift worked

Column 4 - Name of assistant group leader and shift worked

Column 5 - Provide hourly wage for each staff member (applies only to child care subsidy providers)