

Early Childhood Education
Child Care Licensing Unit

Caregiver 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.

Caregiver:					Date:	
1 Group Age Range	2 Number of Children Enrolled	3 Name of Caregiver/Shift	4 Name of Associate Caregiver/Shift	5 Name of Volunteer/Shift	FOR LICENSING SPECIALIST USE ONLY	
					6 Number of 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 home

Column 3 - Name of caregiver and shift worked

Column 2 - Number of children enrolled in each group at home

Column 4 - Name of associate caregiver and shift worked

Column 5 - Name of volunteer and shift worked