



DISTRICT OF COLUMBIA
 OFFICE OF THE STATE SUPERINTENDENT OF
EDUCATION

Division of Early Learning- Licensing and Compliance Unit

Facility Capacity/Staffing Pattern Form for Child Development Centers

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	FOR LICENSING SPECIALIST USE ONLY	
					6 #Children Present	7 Ratio Met or Not Met



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1. Top box should have the name of the child development center, the director, as well as the date.
2. In column 1, indicate the age range of the children in that classroom.
3. In column 2, specify the total number of children enrolled in that classroom.
4. In columns 3, 4 and 5, write down the names of the staff who are working on each shift.
5. Columns 6 and 7 are for internal use of OSSE. Please do not complete those sections.