



OST Capacity/Staffing Pattern Form for Out of School Time Programs (Before and After Care)

1. Top box should have the name of the facility, the director, as well as 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 and 4, write down the names of the staff who are working on each shift.
5. Columns 5 and 6 are for internal use of OSSE. Please do not complete those sections.