



DISTRICT OF COLUMBIA
OFFICE OF THE STATE SUPERINTENDENT OF
EDUCATION

Division of Early Learning – Licensing and Compliance
OST Capacity/Staffing Pattern Form for Before and After Care Programs

1. This form is to be completed by the center director or an authorized representative of the child development center with personal knowledge regarding the facility capacity and staffing pattern.
2. Top box should have the name of the facility, the director, as well as date.
3. In column 1, indicate the age range of the children in that classroom.
4. In column 2, specify the total number of children enrolled in that classroom.
5. In column 3, specify the authorized capacity.
6. In columns 4 and 5, write down the names of the staff who are working and their work hours.
7. Columns 6 and 7 are for internal use of OSSE. Please do not complete those sections.

Facility Name:				Director:	Fiscal Year:	DATE:	
1 Group Age Range	2 Number of Children Enrolled	3 Authorized Capacity	4 Name of Group Leader/Work Hours	5 Name of Assistant Group Leader/Work Hours	FOR LICENSING SPECIALIST USE ONLY		
					6 #Children Present	7 Ratio Met or Not Met	

SIGNATURE OF AUTHORIZED REPRESENTATIVE

Date