


Classrooms Tab

Status	Org Details	Program Info	Classrooms	Assessments	Employees	Consultations	Reports
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Program Capacity

Total Capacity	30
Number of Classrooms / Groups	0
Number of Children Enrolled	0

Infants (0-12 months)	0
Toddlers (13-24 months)	0
Two's (25-36 months)	0
Preschooler 3's (37-48 months)	0
Preschool 4's and 5's (49-72 months)	0
Elementary (K-3rd grade)	0
Middle (4th-8th grade)	0
Secondary (High School)	0



Edit

Program Capacity

Program Capacity is the amount of children listed on your license issued by Oklahoma Department of Human Services.

Number of Classrooms / Groups

Total Number of Children Enrolled **0**

Infants (0-12 months)	<input style="width: 30px;" type="text" value="0"/>
Toddlers (13-24 months)	<input style="width: 30px;" type="text" value="0"/>
Two's (25-36 months)	<input style="width: 30px;" type="text" value="0"/>
Preschooler 3's (37-48 months)	<input style="width: 30px;" type="text" value="0"/>
Preschool 4's and 5's (49-72 months)	<input style="width: 30px;" type="text" value="0"/>
Elementary (K-3rd grade)	<input style="width: 30px;" type="text" value="0"/>
Middle (4th-8th grade)	<input style="width: 30px;" type="text" value="0"/>
Secondary (High School)	<input style="width: 30px;" type="text" value="0"/>

Update

Cancel

Note: you may have already completed this when you registered your organization. When you click the “Edit” button, you will enter the number of children you currently have enrolled for each age group. As you enter the number of children, the system will sum your “Total Number of Children Enrolled.” The total should not exceed the program capacity listed on your license. When complete, click on the “Update” button.

Director of Record

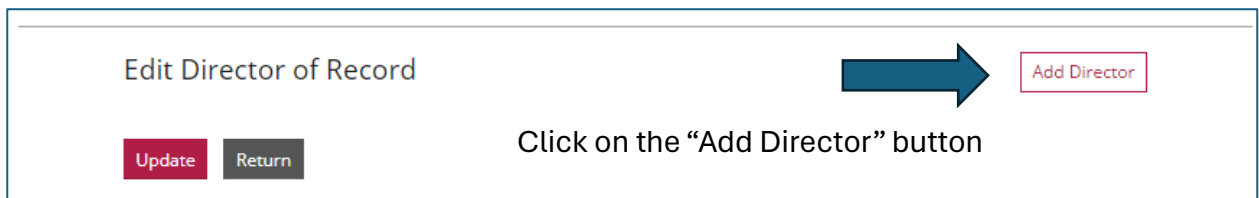


Director of Record

None

Edit

Click on the “Edit” button, then on the “Add Director” button. When you click on this button, the personnel that have added this facility to their employment will show on a list.



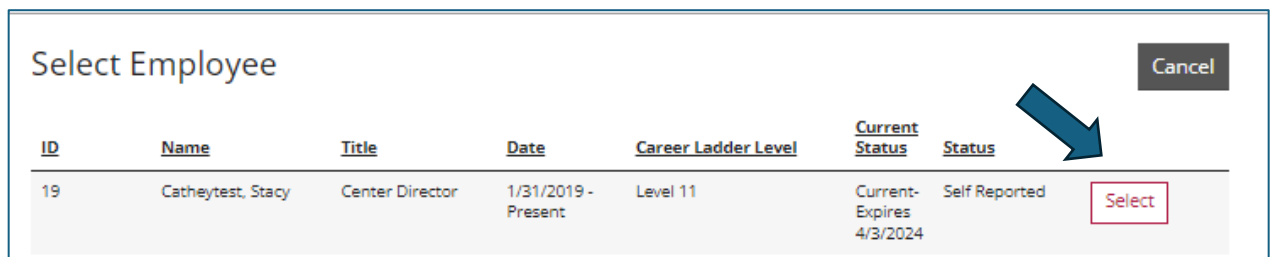
Edit Director of Record

Update Return

Add Director

Click on the “Add Director” button

Locate the “Center Director,” and click on the “Select” button by their name.



ID	Name	Title	Date	Career Ladder Level	Current Status	Status	
19	Catheyst, Stacy	Center Director	1/31/2019 - Present	Level 11	Current- Expires 4/3/2024	Self Reported	Select

Cancel

A new window will open. Answer the questions, and then click on “Confirm.”

Add Director of Record

Catheytest, Stacy #19

Indicate when this employee became the Director of Record

mm/dd/yyyy

If applicable, when did this employee stop being Director of Record

mm/dd/yyyy

Confirm **Cancel**

Classrooms

Director of Record

None

Edit

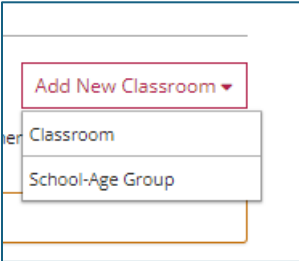
Classrooms

Add New Classroom ▾

A lead teacher/caregiver must be identified for each classroom and all other teachers/caregivers who work in that classroom must be listed.

⚠ No Classrooms exist

When you click on the “Add New Classroom” button, you have the option to create a “Classroom” or a “School-Age Group.” Select the option you want.



Add Classroom

Classroom Name* 1

Start Date* 2

Capacity 3

Age Ranges *

- Infants (0-12 months)
- Toddlers (13-24 months)
- Two's (25-36 months)
- Preschooler 3's (37-48 months)
- Preschool 4's and 5's (49-72 months)
- Elementary (K-3rd grade)
- Middle (4th-8th grade)
- Secondary (High School)

What is the maximum enrollment of this room / group? 4

0

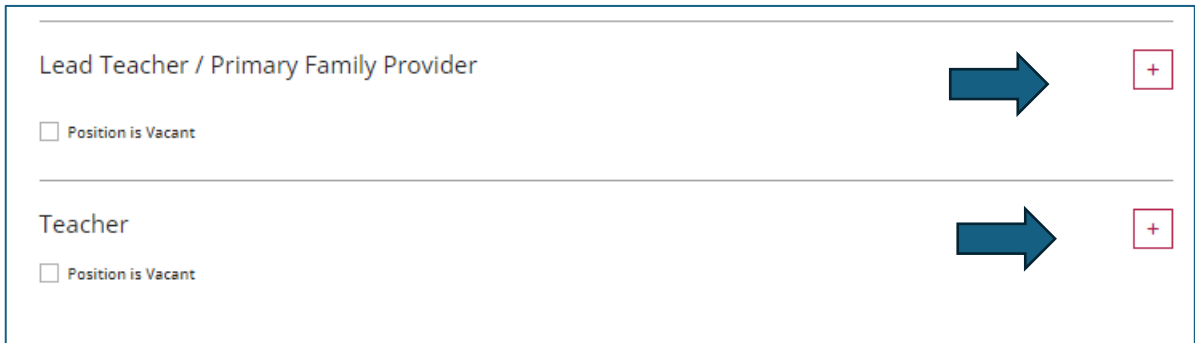
Save Cancel

1. Enter the classroom name.
2. Enter the start date of the classroom.
3. Check the box that relates to the age group(s) in this room.
4. Enter the maximum enrollment for this room.

Click the “Save” button.

Lead Teacher / Primary Family Provider

When you click the “Save” button, you will have the option to add a Lead Teacher or Primary Family Provider and Teacher to the classroom you just created.



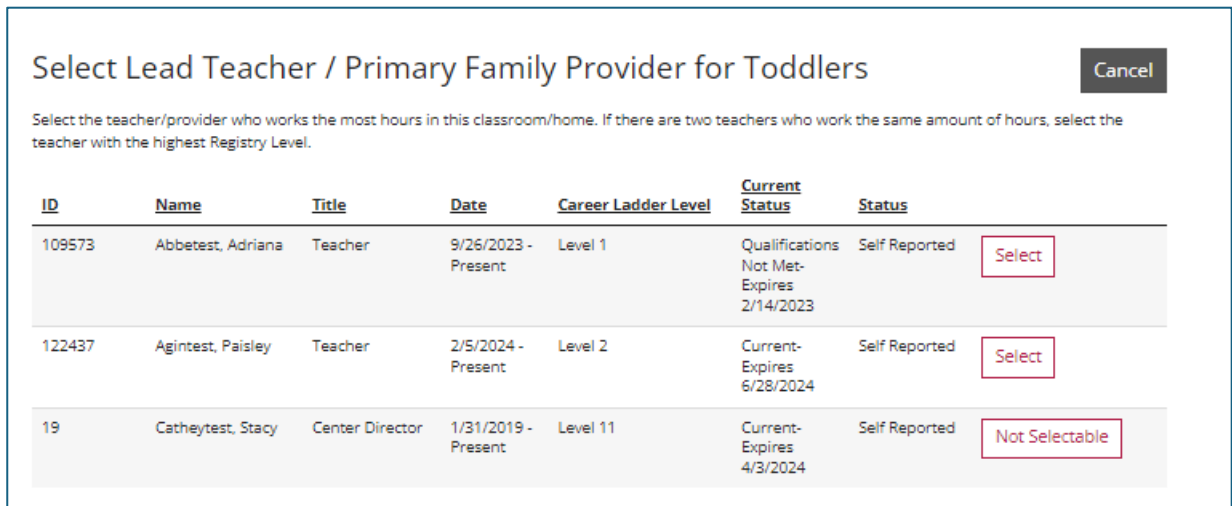
Lead Teacher / Primary Family Provider

Position is Vacant

Teacher

Position is Vacant

To add a Lead Teacher or Primary Family Provider, click on the “+” button to add applicable staff. Only those who have listed your facility as their place of employment will show up for selection.



Select Lead Teacher / Primary Family Provider for Toddlers Cancel

Select the teacher/provider who works the most hours in this classroom/home. If there are two teachers who work the same amount of hours, select the teacher with the highest Registry Level.

ID	Name	Title	Date	Career Ladder Level	Current Status	Status	
109573	Abbetest, Adriana	Teacher	9/26/2023 - Present	Level 1	Qualifications Not Met- Expires 2/14/2023	Self Reported	Select
122437	Agintest, Paisley	Teacher	2/5/2024 - Present	Level 2	Current- Expires 6/28/2024	Self Reported	Select
19	Catheyst, Stacy	Center Director	1/31/2019 - Present	Level 11	Current- Expires 4/3/2024	Self Reported	Not Selectable

Select the applicable position by clicking on the “Select” button by their name. A new window will open. Complete the questions, and then click on the “Next” button.

Add Lead Teacher / Primary Family Provider to Toddlers

Agintest, Paisley #122437

When did this teacher start as lead in this classroom

mm/dd/yyyy

If applicable, when did this teacher stop being lead in this classroom

mm/dd/yyyy

Hours per Week

Next