Classrooms Tab

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)	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

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.
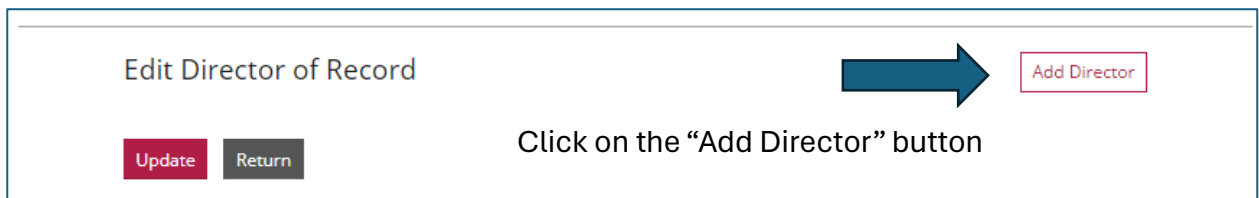
Director of Record

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.
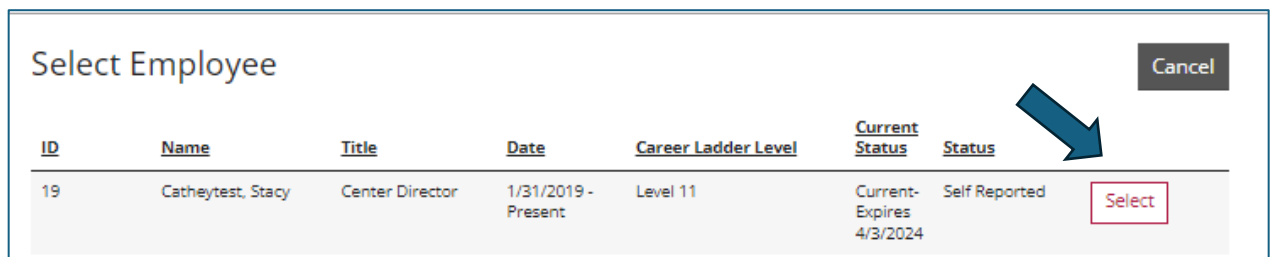

Locate the "Center Director," and click on the "Select" button by their name.

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   Edit
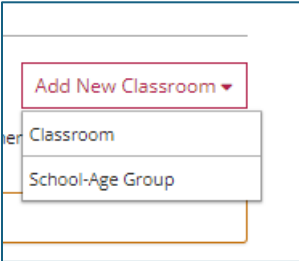
None

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*

Start Date*

Capacity

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)

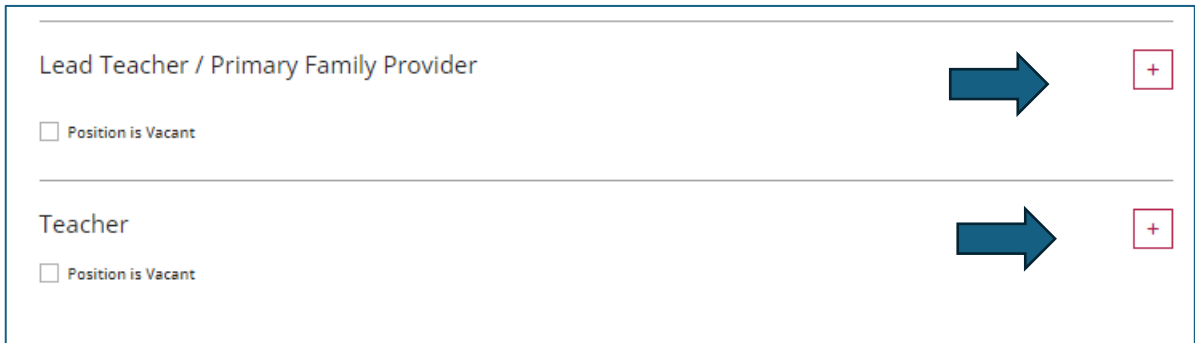What is the maximum enrollment of this room / group?

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.
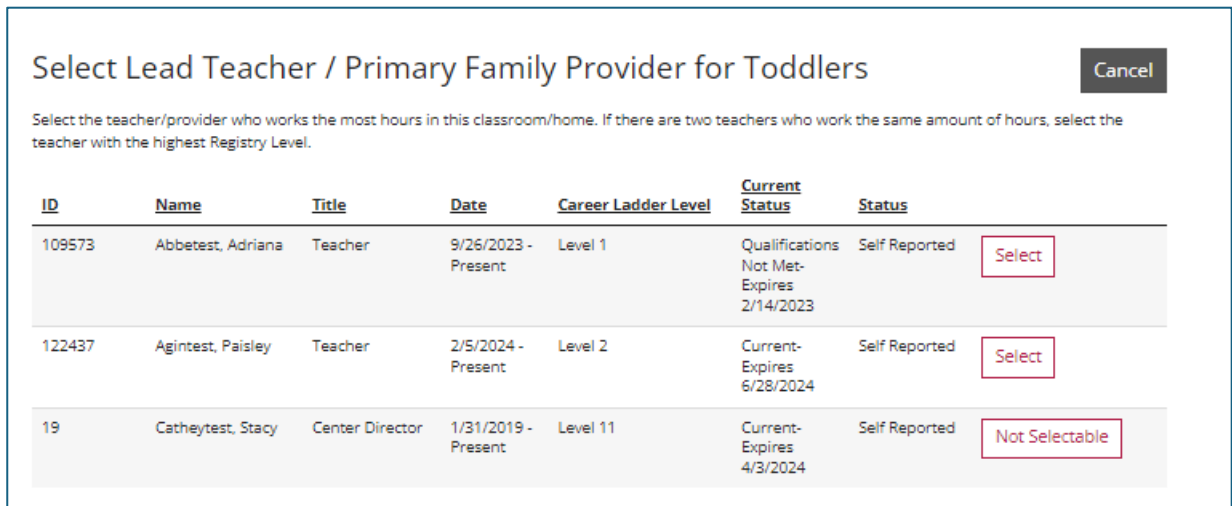

To add a Lead Teacher or Primary Family Provider, click on the "+" button to add applicable staff. Only those who have listed your facility as their place of employment will show up for selection.

Select 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