



Your Center Isn't Full

The Childcare Capacity Numbers Most Leaders Never Calculate

CAPACITY CLARITY WORKBOOK

Six pages to help you find the enrollment opportunities already inside your center.

THE CORE IDEA

Licensed capacity tells you what is permitted. Enrolled capacity tells you what has been sold. Staffed capacity tells you what can be supported. Sellable capacity tells you what can be offered next.

Name: _____

Program / Center: _____

FOUNDATIONS

The Four Capacity Numbers

Every center is tracking more capacity data than it realizes — it's just scattered across four different numbers. Use this page as your reference throughout the workbook.

LICENSED

The maximum number of children your state or local license allows in a classroom or building, regardless of staffing or enrollment.

ENROLLED

The number of children currently registered and holding a spot — full-time or part-time — whether or not they attend every day.

STAFFED

The number of children you can actually care for right now, based on the qualified staff you have scheduled and required ratios.

SELLABLE

The real, schedule-specific openings you can offer a family today — the intersection of licensed, staffed, and enrolled capacity.

REMEMBER THIS

Licensed capacity tells you what is permitted. Enrolled capacity tells you what has been sold. Staffed capacity tells you what can be supported. Sellable capacity tells you what can be offered next.

Most centers can quote licensed and enrolled capacity instantly. Almost none can quote staffed or sellable capacity without stopping to calculate it — and that gap is exactly where hidden enrollment opportunity lives.

WORKSHEET

Classroom Capacity Snapshot

Complete one snapshot per classroom. This single page turns four scattered numbers into one clear picture you can act on.

CLASSROOM 1	
Classroom name	
Age group	
Licensed classroom capacity	
Required ratio	
Qualified staff assigned	
Total children enrolled	
Full-time children	
Part-time children	
Upcoming classroom transitions	
Relevant waitlist requests	

WORKSHEET

Classroom Capacity Snapshot, continued

CLASSROOM 2	
Classroom name	
Age group	
Licensed classroom capacity	
Required ratio	
Qualified staff assigned	
Total children enrolled	
Full-time children	
Part-time children	
Upcoming classroom transitions	
Relevant waitlist requests	

WORKSHEET

Classroom Capacity Snapshot, continued

CLASSROOM 3	
Classroom name	
Age group	
Licensed classroom capacity	
Required ratio	
Qualified staff assigned	
Total children enrolled	
Full-time children	
Part-time children	
Upcoming classroom transitions	
Relevant waitlist requests	

WORKSHEET

Weekly Scheduled Capacity Grid

Map one classroom's committed schedule across a typical week. Repeat this grid for each classroom you want to evaluate.

Classroom:	Mon	Tue	Wed	Thu	Fri
Morning scheduled attendance					
Midday scheduled attendance					
Afternoon scheduled attendance					
Qualified staff scheduled					
Ratio-supported capacity					
Available scheduled capacity					

REMINDER

Use children's committed schedules to identify reliable openings. Actual attendance patterns provide useful information, but an absence does not automatically make a reserved space available.

A second classroom? Use this grid.

Classroom:	Mon	Tue	Wed	Thu	Fri
Morning scheduled attendance					
Midday scheduled attendance					
Afternoon scheduled attendance					
Qualified staff scheduled					
Ratio-supported capacity					
Available scheduled capacity					

DIAGNOSTIC

Empty Seat Fragment Finder

Small, partial openings are often hiding in plain sight — a half-day here, an unscheduled Friday there. Work through these questions using what you mapped on Page 3.

1. Which days have recurring openings?

2. Which time periods have recurring openings?

3. Which classrooms have licensed space but need additional staff?

4. Could complementary part-time schedules create another enrollment?

5. Do any waitlisted families need the days currently available?

6. Would a staffing adjustment create financially worthwhile capacity?

7. Will upcoming transitions create new openings?

8. Is marketing focused on the age groups where capacity exists?

WORKSHEET

Capacity Decision Worksheet

For each opportunity you found on Page 4, weigh the numbers side by side before you commit staff time or make an enrollment offer.

OPPORTUNITY 1

Age group _____

Schedule that could be offered _____

Number of available spaces _____

Staffing required _____

Estimated additional payroll cost _____

Potential tuition revenue _____

Matching waitlist or family demand _____

Operational considerations _____

Final decision

- ☐ Offer this opening now
- ☐ Hold — needs a staffing or schedule change first
- ☐ Not viable at this time

Next action _____

WORKSHEET

Capacity Decision Worksheet, continued

OPPORTUNITY 2

Age group

Schedule that could be offered

Number of available spaces

Staffing required

Estimated additional payroll cost

Potential tuition revenue

Matching waitlist or family demand

Operational considerations

Final decision

- ☐ Offer this opening now
- ☐ Hold — needs a staffing or schedule change first
- ☐ Not viable at this time

Next action

ACTION PLAN

Capacity Clarity Action Plan

You don't need to do everything on this list this week. Choose three actions you'll actually complete in the next 14 days.

Choose three actions

- ☐ Review one classroom's schedule
- ☐ Compare enrolled children with daily schedules
- ☐ Review upcoming classroom transitions
- ☐ Match waitlist requests with schedule-specific openings
- ☐ Evaluate one staffing adjustment
- ☐ Identify a flexible or part-time schedule opportunity
- ☐ Review which age groups are currently being marketed
- ☐ Request an iCare Capacity Clarity Review

NEXT STEP

Want a second set of eyes on your numbers? Request a free Capacity Clarity Review and an iCare specialist will help you find the sellable capacity already inside your center.

Contact Us:

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Disclaimer: The recommendations, checklists, and strategies provided in this document are intended for informational purposes only and do not constitute legal or regulatory advice. Users are responsible for ensuring that all operational procedures comply with applicable federal, state, and local childcare licensing, health and safety, and labor requirements. iCare Software recommends a full review of these materials by your legal counsel or state licensing representative prior to implementation.