

# Availability Tracker Step-by-Step Guide

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Navigate to [https://docs.google.com/spreadsheets/d/1VFlqsQdoBYC-d-cOXMvFqZWUsC-G3f2kFng4voH8\\_iI/edit?pli=1&gid=838007934#gid=838007934](https://docs.google.com/spreadsheets/d/1VFlqsQdoBYC-d-cOXMvFqZWUsC-G3f2kFng4voH8_iI/edit?pli=1&gid=838007934#gid=838007934)

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Choose your Area Director to open your centers Availability Tracker.

Centre Name	Category	Sum of Capacity	Enter date you updated	(Manually Update Numbers) Available Spaces November	(Manually Update Numbers) Available Spaces December	(Manually Update Numbers) Available Spaces January	(Manually Update Numbers) Available Spaces February	Staffing Limitation/ Staff Needed to Enroll	Number of Spaces Unable to Enroll Due to Staffing Limitation	Client Services Coordinator
Dover	2023 - Summer Camps - Dover	15	11/8/2024	0	0	0	0	NO	0	Tiffany
Dover	DE Infant: 4 Weeks - 12 Mths	8	11/8/2024	1	1	1	1	NO	0	Tiffany
Dover	DE Older Infant: 12 - 24 Mths	24	11/8/2024	0	0	0	0	NO	0	Tiffany
Dover	DE Toddler: 2 - 3 Yrs	28	11/8/2024	1	1	1	1	NO	0	Tiffany
Dover	DE Preschool: 3 - 4 Yrs	20	11/8/24	0	0	0	0	NO	0	Tiffany
Dover	DE Preschool: 4 - 5 Yrs	20	11/8/2024	1	2	2	2	NO	0	Tiffany
Dover	DE School Age: 6 - 12 Yrs	15	11/8/24	0	0	0	0	NO	0	Tiffany
<b>Dover Total</b>		<b>80.2</b>	<b>115</b>	<b>3</b>	<b>4</b>	<b>4</b>	<b>4</b>		<b>0</b>	
Milford	2023 - Summer Camps - Milford	0						NO	0	Tiffany
Milford	DE Infant: 4 Weeks - 12 Mths	24	11/6/2024	1	0			NO	0	Tiffany
Milford	DE Older Infant: 12 - 24 Mths	24	11/6/2024	0	0			NO	0	Tiffany
Milford	DE Preschool: 3 - 4 Yrs	30	11/6/2024	7	6			YES	10	Tiffany
Milford	DE Preschool: 4 - 5 Yrs	24	11/6/2024	2	3			NO	0	Tiffany
Milford	DE School Age: 6 - 12 Yrs	8	11/6/2024	1	2	2		NO	0	Tiffany
Milford	DE Toddler 2-3 Yrs	30	11/6/2024	0	0			NO	0	Tiffany
<b>Milford</b>		<b>26.4</b>	<b>140</b>	<b>11</b>	<b>11</b>	<b>2</b>	<b>0</b>		<b>10</b>	
Porter Road	DE Infant: 4 Weeks - 12 Mths (Lil Learn)	16	11/12/2024	2	3	3		NO	0	Tiffany
Porter Road	DE Older Infant: 12 - 24 Mths (Explorers)	24	11/12	4	4	4		NO	0	Tiffany
Porter Road	DE Toddler: 2 - 3 Yrs (Discoverers)	31	11/12	6	6	4		NO	0	Tiffany
Porter Road	DE Preschool: 3 - 4 Yrs (Innovators)	27	11/12	4	1	1		NO	0	Tiffany

Area Director Selection: Christina NY, Brittany CT/NJ, Dina- LEAP, Debra AZ, Erin CT, Jessica NJ/NY, Jennifer DE, Jennifer PA, Joanna YE, Joni OH/

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Enter the Date you are updating the tracker. This ensures that your CSC knows the numbers are accurate.

The screenshot shows a spreadsheet titled "BBNA: Weekly Availability Tracker". The spreadsheet is organized into columns for various metrics. A red box highlights the "Enter date you updated" field in column E, row 3. The data in the spreadsheet is as follows:

Centre Name	Category	Sum of Capacity	Enter date you updated	(Manually Update Numbers) Available Spaces November	(Manually Update Numbers) Available Spaces December	(Manually Update Numbers) Available Spaces January	(Manually Update Numbers) Available Spaces February	Staffing Limitation/ Staff Needed to Enroll	Number of Spaces Unable to Enroll Due to Staffing Limitation	Client Services Coordinator
Dover	2023 - Summer Camps - Dover	15	11/8/2024	0	0	0	0	NO	0	Tiffany
Dover	DE Infant: 4 Weeks - 12 Mths	8	11/8/2024	1	1	1	1	NO	0	Tiffany
Dover	DE Older Infant: 12 - 24 Mths	24	11/8/2024	0	0	0	0	NO	0	Tiffany
Dover	DE Toddler: 2 - 3 Yrs	28	11/8/2024	1	1	1	1	NO	0	Tiffany
Dover	DE Preschool: 3 - 4 Yrs	20	11/8/24	0	0	0	0	NO	0	Tiffany
Dover	DE Preschool: 4 - 5 Yrs	20	11/8/2024	1	2	2	2	NO	0	Tiffany
Dover	DE School Age: 6 - 12 Yrs	15	11/8/24	0	0	0	0	NO	0	Tiffany
Dover Total		80.2	115	3	4	4	4		0	
Milford	2023 - Summer Camps - Milford	0						NO	0	Tiffany
Milford	DE Infant: 4 Weeks - 12 Mths	24	11/6/2024	1	0	0	0	NO	0	Tiffany
Milford	DE Older Infant: 12 - 24 Mths	24	11/6/2024	0	0	0	0	NO	0	Tiffany
Milford	DE Preschool: 3 - 4 Yrs	30	11/6/2024	7	6	6	6	YES	10	Tiffany
Milford	DE Preschool: 4 - 5 Yrs	24	11/6/2024	2	3	3	3	NO	0	Tiffany
Milford	DE School Age: 6 - 12 Yrs	8	11/6/2024	1	2	2	2	NO	0	Tiffany
Milford	DE Toddler 2-3 Yrs	30	11/6/2024	0	0	0	0	NO	0	Tiffany
Milford		26.4	140	11	11	2	0		10	
Porter Road	DE Infant: 4 Weeks - 12 Mths (Lil Learn)	16	11/12/2024	2	3	3	3	NO	0	Tiffany
Porter Road	DE Older Infant: 12 - 24 Mths (Explorers)	24	11/12	4	4	4	4	NO	0	Tiffany
Porter Road	DE Toddler: 2 - 3 Yrs (Discoverers)	31	11/12	6	6	4	4	NO	0	Tiffany
Porter Road	DE Preschool: 3 - 4 Yrs (Investigators)	27	11/12	1	1	1	1	NO	0	Tiffany

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Enter you number of available spaces for each month. Enter ONLY NUMBERS in the these fields to ensure the totals correct.

The screenshot shows the same spreadsheet as above, but with the columns for available spaces (November, December, January, February) highlighted in a red box. The data in the spreadsheet is as follows:

Centre Name	Category	Sum of Capacity	Enter date you updated	(Manually Update Numbers) Available Spaces November	(Manually Update Numbers) Available Spaces December	(Manually Update Numbers) Available Spaces January	(Manually Update Numbers) Available Spaces February	Staffing Limitation/ Staff Needed to Enroll	Number of Spaces Unable to Enroll Due to Staffing Limitation	Client Services Coordinator
Dover	2023 - Summer Camps - Dover	15	11/8/2024	0	0	0	0	NO	0	Tiffany
Dover	DE Infant: 4 Weeks - 12 Mths	8	11/8/2024	1	1	1	1	NO	0	Tiffany
Dover	DE Older Infant: 12 - 24 Mths	24	11/8/2024	0	0	0	0	NO	0	Tiffany
Dover	DE Toddler: 2 - 3 Yrs	28	11/8/2024	1	1	1	1	NO	0	Tiffany
Dover	DE Preschool: 3 - 4 Yrs	20	11/8/24	0	0	0	0	NO	0	Tiffany
Dover	DE Preschool: 4 - 5 Yrs	20	11/8/2024	1	2	2	2	NO	0	Tiffany
Dover	DE School Age: 6 - 12 Yrs	15	11/8/24	0	0	0	0	NO	0	Tiffany
Dover Total		80.2	115	3	4	4	4		0	
Milford	2023 - Summer Camps - Milford	0						NO	0	Tiffany
Milford	DE Infant: 4 Weeks - 12 Mths	24	11/6/2024	1	0	0	0	NO	0	Tiffany
Milford	DE Older Infant: 12 - 24 Mths	24	11/6/2024	0	0	0	0	NO	0	Tiffany
Milford	DE Preschool: 3 - 4 Yrs	30	11/6/2024	7	6	6	6	YES	10	Tiffany
Milford	DE Preschool: 4 - 5 Yrs	24	11/6/2024	2	3	3	3	NO	0	Tiffany
Milford	DE School Age: 6 - 12 Yrs	8	11/6/2024	1	2	2	2	NO	0	Tiffany
Milford	DE Toddler 2-3 Yrs	30	11/6/2024	0	0	0	0	NO	0	Tiffany
Milford		26.4	140	11	11	2	0		10	
Porter Road	DE Infant: 4 Weeks - 12 Mths (Lil Learn)	16	11/12/2024	2	3	3	3	NO	0	Tiffany
Porter Road	DE Older Infant: 12 - 24 Mths (Explorers)	24	11/12	4	4	4	4	NO	0	Tiffany
Porter Road	DE Toddler: 2 - 3 Yrs (Discoverers)	31	11/12	6	6	4	4	NO	0	Tiffany
Porter Road	DE Preschool: 3 - 4 Yrs (Investigators)	27	11/12	1	1	1	1	NO	0	Tiffany

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Indicate if you have any Staffing Limitation/Staff needed to Enroll. Select Yes if you need staff to Enroll.

BBNA: Weekly Availability Tracker

Centre Name	Category	Sum of Capacity	Enter date you updated	(Manually Update Numbers) Available Spaces November	(Manually Update Numbers) Available Spaces December	(Manually Update Numbers) Available Spaces January	(Manually Update Numbers) Available Spaces February	Staffing Limitation/ Staff Needed to Enroll	Number of Spaces Unable to Enroll Due to Staffing Limitation	Client Services Coordinator
Dover	2023 - Summer Camps - Dover	15	11/8/2024	0	0	0	0	NO	0	Tiffany
Dover	DE Infant: 4 Weeks - 12 Mths	8	11/8/2024	1	1	1	1	NO	0	Tiffany
Dover	DE Older Infant: 12 - 24 Mths	24	11/8/2024	0	0	0	0	NO	0	Tiffany
Dover	DE Toddler: 2 - 3 Yrs	28	11/8/2024	1	1	1	1	NO	0	Tiffany
Dover	DE Preschool: 3 - 4 Yrs	20	11/8/24	0	0	0	0	NO	0	Tiffany
Dover	DE Preschool: 4 - 5 Yrs	20	11/8/2024	1	2	2	2	NO	0	Tiffany
Dover	DE School Age: 6 - 12 Yrs	15	11/8/24	0	0	0	0	NO	0	Tiffany
<b>Dover Total</b>		<b>80.2</b>	<b>115</b>	<b>3</b>	<b>4</b>	<b>4</b>	<b>4</b>			
Milford	2023 - Summer Camps - Milford	0						NO	0	Tiffany
Milford	DE Infant: 4 Weeks - 12 Mths	24	11/6/2024	1	0	0	0	NO	0	Tiffany
Milford	DE Older Infant: 12 - 24 Mths	24	11/6/2024	0	0	0	0	NO	0	Tiffany
Milford	DE Preschool: 3 - 4 Yrs	30	11/6/2024	7	6	6	6	YES	0	Tiffany
Milford	DE Preschool: 4 - 5 Yrs	24	11/6/2024	2	3	3	3	NO	0	Tiffany
Milford	DE School Age: 6 - 12 Yrs	8	11/6/2024	1	2	2	2	NO	0	Tiffany
Milford	DE Toddler 2-3 Yrs	30	11/6/2024	0	0	0	0	NO	0	Tiffany
<b>Milford</b>		<b>26.4</b>	<b>140</b>	<b>11</b>	<b>11</b>	<b>2</b>	<b>0</b>		<b>0</b>	
Porter Road	DE Infant: 4 Weeks - 12 Mths (Lil Learners)	16	11/12/2024	2	3	3	3	NO	0	Tiffany
Porter Road	DE Older Infant: 12 - 24 Mths (Explorers)	24	11/12	4	4	4	4	NO	0	Tiffany
Porter Road	DE Toddler: 2 - 3 Yrs (Discoverers)	31	11/12	6	6	4	4	NO	0	Tiffany
Porter Road	DE Preschool: 3 - 4 Yrs (Investigators)	27	11/12	1	1	1	1	NO	0	Tiffany

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Enter the number of spaces unable to Enroll due to staffing limitations.

BBNA: Weekly Availability Tracker

Centre Name	Category	Sum of Capacity	Enter date you updated	(Manually Update Numbers) Available Spaces November	(Manually Update Numbers) Available Spaces December	(Manually Update Numbers) Available Spaces January	(Manually Update Numbers) Available Spaces February	Staffing Limitation/ Staff Needed to Enroll	Number of Spaces Unable to Enroll Due to Staffing Limitation	Client Services Coordinator
Dover	2023 - Summer Camps - Dover	15	11/8/2024	0	0	0	0	NO	0	Tiffany
Dover	DE Infant: 4 Weeks - 12 Mths	8	11/8/2024	1	1	1	1	NO	0	Tiffany
Dover	DE Older Infant: 12 - 24 Mths	24	11/8/2024	0	0	0	0	NO	0	Tiffany
Dover	DE Toddler: 2 - 3 Yrs	28	11/8/2024	1	1	1	1	NO	0	Tiffany
Dover	DE Preschool: 3 - 4 Yrs	20	11/8/24	0	0	0	0	NO	0	Tiffany
Dover	DE Preschool: 4 - 5 Yrs	20	11/8/2024	1	2	2	2	NO	0	Tiffany
Dover	DE School Age: 6 - 12 Yrs	15	11/8/24	0	0	0	0	NO	0	Tiffany
<b>Dover Total</b>		<b>80.2</b>	<b>115</b>	<b>3</b>	<b>4</b>	<b>4</b>	<b>4</b>		<b>0</b>	
Milford	2023 - Summer Camps - Milford	0						NO	0	Tiffany
Milford	DE Infant: 4 Weeks - 12 Mths	24	11/6/2024	1	0	0	0	NO	0	Tiffany
Milford	DE Older Infant: 12 - 24 Mths	24	11/6/2024	0	0	0	0	NO	0	Tiffany
Milford	DE Preschool: 3 - 4 Yrs	30	11/6/2024	7	6	6	6	YES	10	Tiffany
Milford	DE Preschool: 4 - 5 Yrs	24	11/6/2024	2	3	3	3	NO	0	Tiffany
Milford	DE School Age: 6 - 12 Yrs	8	11/6/2024	1	2	2	2	NO	0	Tiffany
Milford	DE Toddler 2-3 Yrs	30	11/6/2024	0	0	0	0	NO	0	Tiffany
<b>Milford</b>		<b>26.4</b>	<b>140</b>	<b>11</b>	<b>11</b>	<b>2</b>	<b>0</b>		<b>10</b>	
Porter Road	DE Infant: 4 Weeks - 12 Mths (Lil Learners)	16	11/12/2024	2	3	3	3	NO	0	Tiffany
Porter Road	DE Older Infant: 12 - 24 Mths (Explorers)	24	11/12	4	4	4	4	NO	0	Tiffany
Porter Road	DE Toddler: 2 - 3 Yrs (Discoverers)	31	11/12	6	6	4	4	NO	0	Tiffany
Porter Road	DE Preschool: 3 - 4 Yrs (Investigators)	27	11/12	1	1	1	1	NO	0	Tiffany



## 7 Add specific space and schedule information in the comments.

BBNA: Weekly Availability Tracker

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K3 Number of Spaces Unable to Enroll Due to Staffing Limitation

				(Manually Update Numbers) Available Spaces November	(Manually Update Numbers) Available Spaces December	(Manually Update Numbers) Available Spaces January	(Manually Update Numbers) Available Spaces February	Staffing Limitation/ Staff Needed to Enroll	Number of Spaces Unable to Enroll Due to Staffing Limitation	Client Services Coordinator	Comments & CONFIRM
4	over	15	11/8/2024	0	0	0	0	NO	0	Tiffany	summer camp over
5	hs	8	11/8/2024	1	1	1	1	NO	0	Tiffany	1 FT opening
6	hs	24	11/8/2024	0	0	0	0	NO	0	Tiffany	1 PT - T/R
7		28	11/8/2024	1	1	1	1	NO	0	Tiffany	1 opening available on 11/25
8		20	11/8/24	0	0	0	0	NO	0	Tiffany	1 PT T/R spot available
9		20	11/8/2024	1	2	2	2	NO	0	Tiffany	1 AVAILABILITY IMMEDIATELY 1 TR SPOT then one additional
10		15	11/8/24	0	0	0	0	NO	0	Tiffany	FULL
11		80.2	115	3	4	4	4				
14	fford	0						NO	0	Tiffany	summer camp
15	hs	24	11/6/2024	1	0			NO	0	Tiffany	Williams starting ?, Stetson? Please change max capacity to 16 or
16	hs	24	11/6/2024	0	0			NO	0	Tiffany	Noel starting 11/18, EJ?, Staff son 11/18, Olivia 11/18
17		30	11/6/2024	7	6			YES	10	Tiffany	New hire starting 11/4 Please change to no staffing limitations
18		24	11/6/2024	2	3			NO	0	Tiffany	Odeses 11/18
19		8	11/6/2024	1	2	2		NO	0	Tiffany	
20		30	11/6/2024	0	0			NO	0	Tiffany	
21		26.4	140	11	11	2	0		10		
24	hs (Lil Learn	16	11/12/2024	2	3	3		NO	0	Tiffany	
25	hs (Explorert	24	11/12	4	4	4		NO	0	Tiffany	
26	overers)	31	11/12	6	6	4		NO	0	Tiffany	
27	vestinators)	27	11/12	1	1	1		NO	0	Tiffany	

Christina NY Brittany CT/NJ Dina- LEAP Debra AZ Erin CT Jessica NJ/NY Jennifer DE Jennifer PA Joanna YE Joni OH

## 8 The area highlighted in RED indicates the tracker update is overdue. The tracker needs to be updated weekly for accuracy.

BBNA: Weekly Availability Tracker

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M6 1 PT - T/R

				(Manually Update Numbers) Available Spaces November	(Manually Update Numbers) Available Spaces December	(Manually Update Numbers) Available Spaces January	(Manually Update Numbers) Available Spaces February	Staffing Limitation/ Staff Needed to Enroll	Number of Spaces Unable to Enroll Due to Staffing Limitation	Client Services Coordinator	Comments & CONFIRM
4	over	15	11/8/2024	0	0	0	0	NO	0	Tiffany	summer camp over
5	hs	8	11/8/2024	1	1	1	1	NO	0	Tiffany	1 FT opening
6	hs	24	11/8/2024	0	0	0	0	NO	0	Tiffany	1 PT - T/R
7		28	11/8/2024	1	1	1	1	NO	0	Tiffany	1 opening available on 11/25
8		20	11/8/24	0	0	0	0	NO	0	Tiffany	1 PT T/R spot available
9		20	11/8/2024	1	2	2	2	NO	0	Tiffany	1 AVAILABILITY IMMEDIATELY 1 TR SPOT then one additional
10		15	11/8/24	0	0	0	0	NO	0	Tiffany	FULL
11		80.2	115	3	4	4	4				
14	fford	0						NO	0	Tiffany	summer camp
15	hs	24	11/6/2024	1	0			NO	0	Tiffany	Williams starting ?, Stetson? Please change max capacity to 16 or
16	hs	24	11/6/2024	0	0			NO	0	Tiffany	Noel starting 11/18, EJ?, Staff son 11/18, Olivia 11/18
17		30	11/6/2024	7	6			YES	10	Tiffany	New hire starting 11/4 Please change to no staffing limitations
18		24	11/6/2024	2	3			NO	0	Tiffany	Odeses 11/18
19		8	11/6/2024	1	2	2		NO	0	Tiffany	
20		30	11/6/2024	0	0			NO	0	Tiffany	
21		26.4	140	11	11	2	0		10		
24	hs (Lil Learn	16	11/12/2024	2	3	3		NO	0	Tiffany	
25	hs (Explorert	24	11/12	4	4	4		NO	0	Tiffany	
26	overers)	31	11/12	6	6	4		NO	0	Tiffany	
27	vestinators)	27	11/12	1	1	1		NO	0	Tiffany	

Christina NY Brittany CT/NJ Dina- LEAP Debra AZ Erin CT Jessica NJ/NY Jennifer DE Jennifer PA Joanna YE Joni OH

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Sum of Capacity is your center capacity as it is set in Day Care Works.( this field is locked and is populated from DCW)

The screenshot shows a spreadsheet with the following columns: Centre Name, Category, Sum of Capacity, Enter date you updated, (Manually Update Numbers) Available Spaces November, (Manually Update Numbers) Available Spaces December, (Manually Update Numbers) Available Spaces January, (Manually Update Numbers) Available Spaces February, Staffing Limitation/ Staff Needed to Enroll, Number of Spaces Unable to Enroll Due to Staffing Limitation, and Client Services Coordinator. A red box highlights the 'Sum of Capacity' column.

Centre Name	Category	Sum of Capacity	Enter date you updated	(Manually Update Numbers) Available Spaces November	(Manually Update Numbers) Available Spaces December	(Manually Update Numbers) Available Spaces January	(Manually Update Numbers) Available Spaces February	Staffing Limitation/ Staff Needed to Enroll	Number of Spaces Unable to Enroll Due to Staffing Limitation	Client Services Coordinator
Dover	2023 - Summer Camps - Dover	15	11/8/2024	0	0	0	0	NO	0	Tiffany
Dover	DE Infant: 4 Weeks - 12 Mths	8	11/8/2024	1	1	1	1	NO	0	Tiffany
Dover	DE Older Infant: 12 - 24 Mths	24	11/8/2024	0	0	0	0	NO	0	Tiffany
Dover	DE Toddler: 2 - 3 Yrs	28	11/8/2024	1	1	1	1	NO	0	Tiffany
Dover	DE Preschool: 3 - 4 Yrs	20	11/8/24	0	0	0	0	NO	0	Tiffany
Dover	DE Preschool: 4 - 5 Yrs	20	11/8/2024	1	2	2	2	NO	0	Tiffany
Dover	DE School Age: 6 - 12 Yrs	15	11/8/24	0	0	0	0	NO	0	Tiffany
<b>Dover Total</b>		<b>80.2</b>	<b>115</b>	<b>3</b>	<b>4</b>	<b>4</b>	<b>4</b>		<b>0</b>	
Milford	2023 - Summer Camps - Milford	0						NO	0	Tiffany
Milford	DE Infant: 4 Weeks - 12 Mths	24	11/6/2024	1	0			NO	0	Tiffany
Milford	DE Older Infant: 12 - 24 Mths	24	11/6/2024	0	0			NO	0	Tiffany
Milford	DE Preschool: 3 - 4 Yrs	30	11/6/2024	7	6			YES	10	Tiffany
Milford	DE Preschool: 4 - 5 Yrs	24	11/6/2024	2	3			NO	0	Tiffany
Milford	DE School Age: 6 - 12 Yrs	8	11/6/2024	1	2			NO	0	Tiffany
Milford	DE Toddler 2-3 Yrs	30	11/6/2024	0	0			NO	0	Tiffany
<b>Milford</b>		<b>26.4</b>	<b>140</b>	<b>11</b>	<b>11</b>	<b>2</b>	<b>0</b>		<b>10</b>	
Porter Road	DE Infant: 4 Weeks - 12 Mths (Lil Learners)	16	11/12/2024	2	3		3	NO	0	Tiffany
Porter Road	DE Older Infant: 12 - 24 Mths (Explorers)	24	11/12	4	4		4	NO	0	Tiffany
Porter Road	DE Toddler: 2 - 3 Yrs (Discoverers)	31	11/12	6	6		4	NO	0	Tiffany
Porter Road	DE Preschool: 3 - 4 Yrs (Investigators)	27	11/12	1	1		1	NO	0	Tiffany

10

Category/Rooms Match DCW and are your specific Age groups/rooms.( this field is locked and is populated from DCW)

The screenshot shows a spreadsheet with the following columns: Centre Name, Category, Sum of Capacity, Enter date you updated, (Manually Update Numbers) Available Spaces November, (Manually Update Numbers) Available Spaces December, (Manually Update Numbers) Available Spaces January, (Manually Update Numbers) Available Spaces February, Staffing Limitation/ Staff Needed to Enroll, Number of Spaces Unable to Enroll Due to Staffing Limitation, and Client Services Coordinator. A red box highlights the 'Category' column.

Centre Name	Category	Sum of Capacity	Enter date you updated	(Manually Update Numbers) Available Spaces November	(Manually Update Numbers) Available Spaces December	(Manually Update Numbers) Available Spaces January	(Manually Update Numbers) Available Spaces February	Staffing Limitation/ Staff Needed to Enroll	Number of Spaces Unable to Enroll Due to Staffing Limitation	Client Services Coordinator
Dover	2023 - Summer Camps - Dover	15	11/8/2024	0	0	0	0	NO	0	Tiffany
Dover	DE Infant: 4 Weeks - 12 Mths	8	11/8/2024	1	1	1	1	NO	0	Tiffany
Dover	DE Older Infant: 12 - 24 Mths	24	11/8/2024	0	0	0	0	NO	0	Tiffany
Dover	DE Toddler: 2 - 3 Yrs	28	11/8/2024	1	1	1	1	NO	0	Tiffany
Dover	DE Preschool: 3 - 4 Yrs	20	11/8/24	0	0	0	0	NO	0	Tiffany
Dover	DE Preschool: 4 - 5 Yrs	20	11/8/2024	1	2	2	2	NO	0	Tiffany
Dover	DE School Age: 6 - 12 Yrs	15	11/8/24	0	0	0	0	NO	0	Tiffany
<b>Dover Total</b>		<b>80.2</b>	<b>115</b>	<b>3</b>	<b>4</b>	<b>4</b>	<b>4</b>		<b>0</b>	
Milford	2023 - Summer Camps - Milford	0						NO	0	Tiffany
Milford	DE Infant: 4 Weeks - 12 Mths	24	11/6/2024	1	0			NO	0	Tiffany
Milford	DE Older Infant: 12 - 24 Mths	24	11/6/2024	0	0			NO	0	Tiffany
Milford	DE Preschool: 3 - 4 Yrs	30	11/6/2024	7	6			YES	10	Tiffany
Milford	DE Preschool: 4 - 5 Yrs	24	11/6/2024	2	3			NO	0	Tiffany
Milford	DE School Age: 6 - 12 Yrs	8	11/6/2024	1	2			NO	0	Tiffany
Milford	DE Toddler 2-3 Yrs	30	11/6/2024	0	0			NO	0	Tiffany
<b>Milford</b>		<b>26.4</b>	<b>140</b>	<b>11</b>	<b>11</b>	<b>2</b>	<b>0</b>		<b>10</b>	
Porter Road	DE Infant: 4 Weeks - 12 Mths (Lil Learners)	16	11/12/2024	2	3		3	NO	0	Tiffany
Porter Road	DE Older Infant: 12 - 24 Mths (Explorers)	24	11/12	4	4		4	NO	0	Tiffany
Porter Road	DE Toddler: 2 - 3 Yrs (Discoverers)	31	11/12	6	6		4	NO	0	Tiffany
Porter Road	DE Preschool: 3 - 4 Yrs (Investigators)	27	11/12	1	1		1	NO	0	Tiffany

# 11 Center Name.(this field is locked)

BBNA: Weekly Availability Tracker

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E16 11/6/2024

**Jennifer Center's**

Centre Name	Category	Sum of Capacity	Enter date you updated	(Manually Update Numbers) Available Spaces November	(Manually Update Numbers) Available Spaces December	(Manually Update Numbers) Available Spaces January	(Manually Update Numbers) Available Spaces February	Staffing Limitation/ Staff Needed to Enroll	Number of Spaces Unable to Enroll Due to Staffing Limitation	Client Services Coordinator	
Dover	2023 - Summer Camps - Dover	15	11/8/2024	0	0	0	0	NO	0	Tiffany	summer c
Dover	DE Infant: 4 Weeks - 12 Mths	8	11/8/2024	1	1	1	1	NO	0	Tiffany	1 FT open
Dover	DE Older Infant: 12 - 24 Mths	24	11/8/2024	0	0	0	0	NO	0		1 PT - T/R
Dover	DE Toddler: 2 - 3 Yrs	28	11/8/2024	1	1	1	1	NO	0	Tiffany	1 opening
Dover	DE Preschool: 3 - 4 Yrs	20	11/8/24	0	0	0	0	NO	0	Tiffany	1 PT T/R
Dover	DE Preschool: 4 - 5 Yrs	20	11/8/2024	1	2	2	2	NO	0	Tiffany	1 AVAILA
Dover	DE School Age: 6 - 12 Yrs	15	11/8/24	0	0	0	0	NO	0	Tiffany	FULL
<b>Dover Total</b>		<b>80.2</b>	<b>115</b>	<b>3</b>	<b>4</b>	<b>4</b>	<b>4</b>		<b>0</b>		
Milford	2023 - Summer Camps - Milford	0						NO	0	Tiffany	summer c
Milford	DE Infant: 4 Weeks - 12 Mths	24	11/6/2024	1	0	0	0	NO	0	Tiffany	Williams
Milford	DE Older Infant: 12 - 24 Mths	24	11/6/2024	0	0	0	0	NO	0	Tiffany	Noel start
Milford	DE Preschool: 3 - 4 Yrs	30	11/6/2024	7	6	6	6	YES	10	Tiffany	New hire
Milford	DE Preschool: 4 - 5 Yrs	24	11/6/2024	2	3	3	3	NO	0	Tiffany	Odeses 1
Milford	DE School Age: 6 - 12 Yrs	8	11/6/2024	1	2	2	2	NO	0	Tiffany	
Milford	DE Toddler 2-3 Yrs	30	11/6/2024	0	0	0	0	NO	0	Tiffany	
<b>Milford</b>		<b>26.4</b>	<b>140</b>	<b>11</b>	<b>11</b>	<b>2</b>	<b>0</b>		<b>10</b>		
Porter Road	DE Infant: 4 Weeks - 12 Mths (Lil Learn	16	11/12/2024	2	3	3	3	NO	0	Tiffany	
Porter Road	DE Older Infant: 12 - 24 Mths (Explorers	24	11/12	4	4	4	4	NO	0	Tiffany	
Porter Road	DE Toddler: 2 - 3 Yrs (Discoverers)	31	11/12	6	6	4	4	NO	0	Tiffany	
Porter Road	DE Preschool: 3 - 4 Yrs (Investigators)	27	11/12	1	1	1	1	NO	0	Tiffany	

Christina NY Brittany CT/NJ Dina- LEAP Debra AZ Erin CT Jessica NJ/NY Jennifer DE Jennifer PA Joanna YE Joni OH/