![Maryland EXCELS logo]

Programs participating in Maryland EXCELS enter enrollment information into the Maryland EXCELS system and update this information as necessary, or at least annually. This information is used by Program Coordinators for the review and rating of documentation. See the *Frequently Asked Questions* at the end of this document for more information.
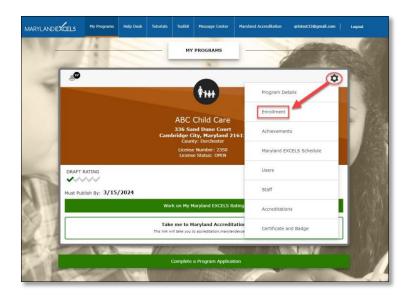
STEP 1

Access the Maryland EXCELS system at excels.marylandexcels.org and log in using the email address and password created during account setup.

If you have misplaced or forgotten your password, select **Update/forgot my password**.

STEP 2

From your program card, select the **Program Menu** (⚙ icon, then select **Enrollment** from the list of options.

STEP 3

Enter the total number of children currently enrolled in your program into the chart, paying careful attention to the breakdown by age range.

In this example, the program has entered the following enrollment information:

Birth to 18 months: 1 classroom with 6 children and 2 staff members

18-36 months: 1 classroom with 12 children and 3 staff members

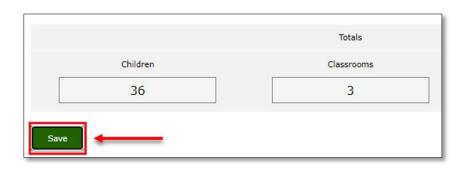3-4 years: 1 classroom with 18 children and 2 staff members

The **Totals** section of the chart updates automatically as enrollment numbers are added or updated. Ensure that the summarized information in this section accurately depicts your program's total number of classrooms, children, and staff.

Note: Family Child Care providers can select one row to indicate themselves as staff (1) and classroom (1). List the total number of children per age range.

STEP 4

Select **Save** to store your program's enrollment information in the system.

If you have questions about this process or are having trouble adding or updating your program's enrollment information, please email info@marylandexcels.org or, for 24/7 technology support, please call 443-872-9250.

Frequently Asked Questions

Question: Do I include substitute teachers in the count of teachers?
Answer: No, only teachers who are responsible for the daily care of children should be included in the chart.

Question: How should I document "floaters" who may move in between different classrooms and age ranges?
Answer: Teachers who provide care in more than one age group should be included only once in the chart.

Question: I am a Family Child Care Provider and I am the primary teacher and caregiver for children in different age ranges. Should I count myself in each of the age ranges or just one?
Answer: Family Child Care providers should select one row to indicate themselves as staff (1) and classroom (1).

Question: I am a Family Child Care Provider and I don't have classrooms. How should I complete the chart?
Answer: See question above for guidance in reporting staff and classroom(s). You will include the total number of children per age range.

Question: I am a Family Child Care Provider. Should I also include my Co-Provider on this chart?
Answer: If there is a co-provider on your license, then that individual should be included on the chart.

Question: I am the director and a teacher/lead staff in a classroom. Do I include myself in this chart?
Answer: Yes, you should be included as a staff member for the age group that you support. If you support multiple age groups, include yourself only once in the chart.

Question: Do I include all children enrolled? Or just the number of children in a classroom on any given day? (i.e. some children attend T/Th, other M/W/F, etc.)
Answer: All children enrolled in the program should be included in the chart.

Question: How can I be sure that I completed this chart correctly?
Answer: The calculation in the bottom row should represent the number of staff, number of classrooms (or groups of children by age range) and the total number of children currently enrolled in your program.

Question: Do I need to update my enrollment whenever I submit new documentation?
Answer: If you are submitting documentation for the following subcategories, updated enrollment information is required:

- **Child Care Center**
  - STF 1
  - ACR 2 (level 3)
  - DAP 1
  - DAP 4
  - DAP 6

- **Family Child Care & Large Family Child Care Homes**
  - DAP 1
  - DAP 4
  - DAP 6

- **School-Age Only**
  - STF 1