Procedure:

- All programs must complete enrollment planning on an annual basis. This process must begin no later than March 1st of each year, be completed by May 1st and include the following:
  - Ongoing communication between program director and program ERSEA lead
  - Assessment of community need
  - Initial allocation of slots within each site and classroom

- The following steps must be completed annually according to the timeframe provided by MAHS
  - Classroom setup must be completed and submitted to the grantee prior to July 15 of every year. This may be sent in any manner the program decides, but must include all information necessary to set up classrooms and funded enrollment within ChildPlus including:
    - Site Name
    - Classroom Name(s)
    - Program Option for each classroom (Full-day, Part Day, etc.)
    - Funded Enrollment
    - Minimum Age
    - Maximum Age
    - Operating Days (M-F; M, T, Th, F; etc.)
    - Full Calendar Year (Yes/No)
    - Operating Hours (Start and End Time)
    - Full Working Day-more than 10 hours (Yes/No)
    - Meals Served (Breakfast, Lunch, Snack)
    - Teacher Information (Teacher, Teacher Assistant, etc.)

- A classroom setup amendment may be submitted no later than July 31st.