

Good day everyone.

In this video, we are going to look at how to successfully complete the Centre Enrolment and Wage Grade Statistics excel workbook. This workbook contains three sheets. The first one, the one we are looking at now, is the general information sheet and that contains detailed instructions on how you can complete the enrolment stat sheet, the wage grid stat sheet and how to add a digital signature to an Excel document.

We strongly recommend that you read through this general information sheet before attempting to complete the enrolment stat sheet or the wage grid stat sheet. In completing the enrolments stat sheet, you will notice that there are areas of the spreadsheet that are green in colour, and those are areas that you are to complete.

So, for example, you would complete the name of your centre and you would put in the monthly enrolment period. When you put in the monthly enrollment period, what you will see on the spreadsheet is an area that is populated. It gives you the total possible days for the month. So, in May for example, there are 23 possible workdays. The spreadsheet will also automatically populate the month for you.

You will notice that the days of operation could be entered because they may be different than the total possible weekdays of the month. From there, you enter in your information for your license and your enrollment. So, for example, on the screen here you'll notice that there are 10 spaces that are licensed for toddlers and enrolment here was 100%. Those 10 spaces were filled. Those spaces were used for 20 days out of the month. The days of operation were 20. We would expect that to match in most situations. And as well, you will notice that for those children there were 10 snacks and 10 lunches provided for full-time.

Whereas, when we scroll a little bit further down, we see an after school age space that is licensed. There are actually five. Those are for children attending in the afternoon. Those spaces were used for the full 20 days that the centre was open. For that particular license, and for these particular children, they were provided snacks only in the afternoon.

From there, look at the information at the bottom. You will notice that you'll have the opportunity to indicate if a space were open or closed for the month. And after that, there are some questions that you can fill out is the space was closed and closed voluntarily. There are some instructions and explanation of what a voluntary closure might be. You might find that useful.

From there, you will notice that you have conditions of funding that you will need to acknowledge. You can acknowledge that with an initial. In the general information, there were instructions on how to sign digitally. If you go to insert, go to shapes, and pick up this little squiggly line with the mouse, we can actually sign our initials. We can sign initials for each one. We can indicate if there were any exceptions that were granted. We can put in general comments and complete the rest of the information for the enrolment stats sheet in this workbook.

For the wage grid stats tab, you will notice that the information you are completing here would be for the workers that you have on the wage grid. In the example used here, the centre would have five staff that would be AECENL certified that would be on the wage grid. Just keep in mind that if you have more than five staff, the process for completing this would simply be entering the information. Let us say, for

example, that we have another AECENL number here. You will notice that by entering the AECENL number for that the month, this particular workbook automatically populates, and then we can type in the rest of our information. Some of it is drop down and some of it has to be typed in. For example, this could be an inclusion worker, this could be level three and so on, and so on. You fill out all the information for the wage grid statistics that are needed using the drop downs, and just by typing things in.

From there, we can enter information in more of the green spaces. We can enter in general comments and enter in preparation details. Again, we can insert a signature using the shapes tool and the squiggly line tool, and just sign with our mouse.

And that is how you complete the wage grade stats area of this particular workbook. Once you finish preparing the two tabs, the enrolment stats tab, and the wage grade stats tab, that is when the general information and note number three will help you rename the document according to the proper convention before you send it back for processing within your region.