

Provider Capacity

Kentucky child care providers have the option to use the brightwheel child care management system to streamline their business practices. Collecting capacity information is an included feature of brightwheel.

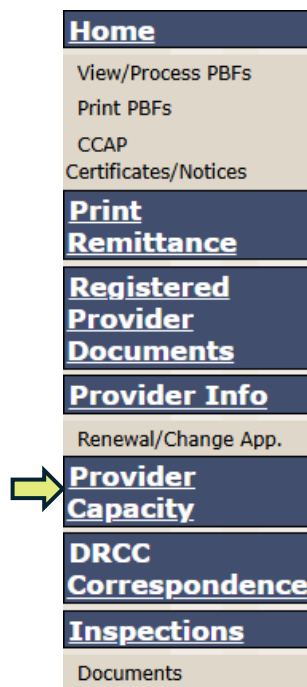
KICCS Provider Portal is updated to display capacity information from brightwheel or collect capacity information for providers that do not use brightwheel.

Capacity information entered in brightwheel or KICCS will display on the kynect Child Care Provider Search beginning May 2, 2026.

Entering Provider Capacity in KICCS Provider Portal

Select a provider on the **Home** screen.

Click **Provider Capacity** in the left navigation menu.



The **Provider Capacity Information** page includes capacity, available openings, and waitlist details.

- Capacity (per Fire Marshal) and Approved Capacity displays as entered by DRCC and are read-only.
- Provider Desired Capacity, Available Openings, and Waitlist fields are enabled to edit for providers that do not use brightwheel.
 - Skip to the next section if you use brightwheel.
- Complete these fields and save.
 - Provider Desired Capacity is the total number of children that could be enrolled based on staffing and other business requirements. This amount should be equal to or less than the Approved Capacity.
 - All fields are required. Enter 0 for available openings or waitlist, if applicable.
- Update this page as needed to display current capacity information on the kynect Child Care Provider Search.

Provider Capacity

Provider Capacity Information

Provider Information

Provider Name: Child Care
Address: 1 East Main Street
Lexington, KY 40505

CLR: L370325
Type: LICENSED

Provider Capacity Information

Information received from brightwheel
Any updates or corrections should be entered in brightwheel.

Override brightwheel information
Select the override option if you are not actively using the capacity features in brightwheel.

KICCS Provider Capacity

Capacity (per Fire Marshal): 50
Approved Capacity: 50
Provider Desired Capacity:

Available Openings and Waitlist

Age Group	Openings by Age Groups	Waitlist
Infant	<input type="text"/>	<input type="text"/>
Toddler	<input type="text"/>	<input type="text"/>
Preschool Age	<input type="text"/>	<input type="text"/>
School Age	<input type="text"/>	<input type="text"/>

Licensed Provider View – No information received from brightwheel

Provider Capacity Information

Provider Information

Provider Name: Courtney Cissell
Address: 1 Location Address
Location City, KY 10000

CLR: C57840
Type: CERTIFIED

Provider Capacity Information

Information received from brightwheel
Any updates or corrections should be entered in brightwheel.

Override brightwheel information
Select the override option if you are not actively using the capacity features in brightwheel.

KICCS Provider Capacity

Approved Capacity: 6
Provider Desired Capacity:

Available Openings and Waitlist

Available Openings:
Waitlist:

Certified Provider View – No information received from brightwheel

Provider Capacity Info from Brightwheel

The **Provider Capacity Information** page displays information received from brightwheel.

- The 'Information received from brightwheel' checkbox is selected, and all capacity fields are read-only.
- Any updates or corrections to desired capacity, openings, or waitlist should be entered in brightwheel.
- Capacity (per Fire Marshal) and Approved Capacity displays as entered by DRCC.
- Update brightwheel as needed to display current capacity information in Provider Portal and on the kynect Child Care Provider Search.

Provider Capacity

Provider Capacity Information

Provider Information
Provider Name: KICCS Academy
Address: 7 Tr
MSU, KY 55555
CLR: L369826
Type: LICENSED

Provider Capacity Information
 Information received from brightwheel
Any updates or corrections should be entered in brightwheel.
 Override brightwheel information
Select the override option if you are not actively using the capacity features in brightwheel.

Brightwheel Provider Capacity

Capacity (per Fire Marshal): 100
Approved Capacity: 100
Provider Desired Capacity: 66

Available Openings and Waitlist

Age Group	Openings by Age Groups	Waitlist
Infant	0	0
Toddler	0	0
Preschool Age	0	0
School Age	2	0

Save

Licensed Provider View – Information received from brightwheel

Provider Capacity Information

Provider Information
Provider Name: Prov13 Camp
Address: 1 East Main Street
Frankfort, KY 40601
CLR: C57419
Type: CERTIFIED

Provider Capacity Information
 Information received from brightwheel
Any updates or corrections should be entered in brightwheel.
 Override brightwheel information
Select the override option if you are not actively using the capacity features in brightwheel.

Brightwheel Provider Capacity

Approved Capacity: 6
Provider Desired Capacity: 10

Available Openings and Waitlist

Available Openings: 1
Waitlist: 2

Save

Certified Provider View – Information received from brightwheel

Override Brightwheel Info

Brightwheel data may be overridden if you are not actively using the capacity features in brightwheel.

- Select the 'Override brightwheel information' checkbox and click Save.
- Capacity (per Fire Marshal) and Approved Capacity displays as entered by DRCC and are read-only.
- Provider Desired Capacity, Available Openings, and Waitlist fields are enabled to edit after selecting override.
- Complete these fields and save.
 - Provider Desired Capacity is the total number of children that could be enrolled based on staffing and other business requirements. This amount should be equal to or less than the Approved Capacity.
 - All fields are required. Enter 0 for available openings or waitlist, if applicable.
- Update this page as needed to display current capacity information on the kynect Child Care Provider Search.

You may return to displaying capacity details from brightwheel.

- Deselect the 'Override brightwheel information' checkbox and click Save.

Provider Capacity

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