

Step 3: Program Capacity Information

This user guide shows how to complete *Step 3: Program Capacity Information* in the *Invest in NY - Child Care Deserts Grant* application.

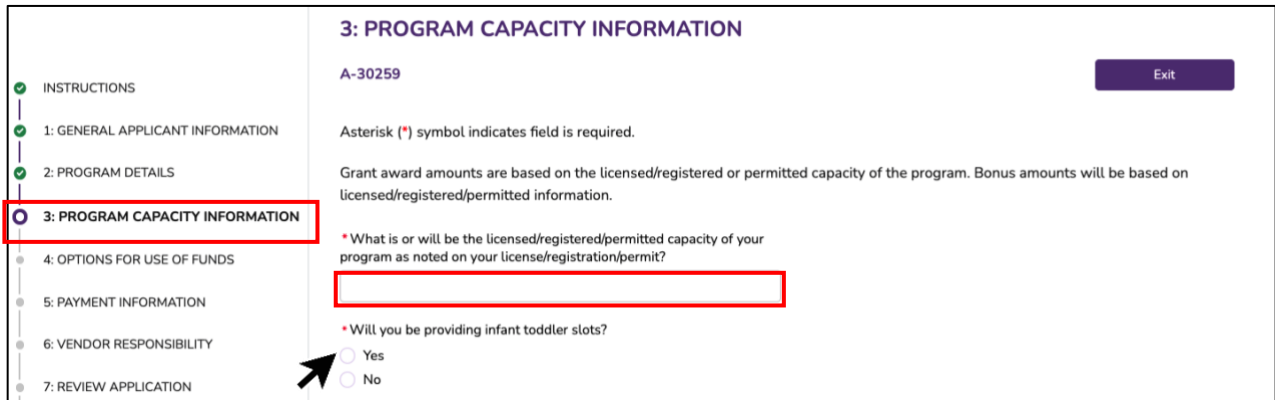
[Enter planned capacity numbers](#)

[Non-traditional hours entry](#)

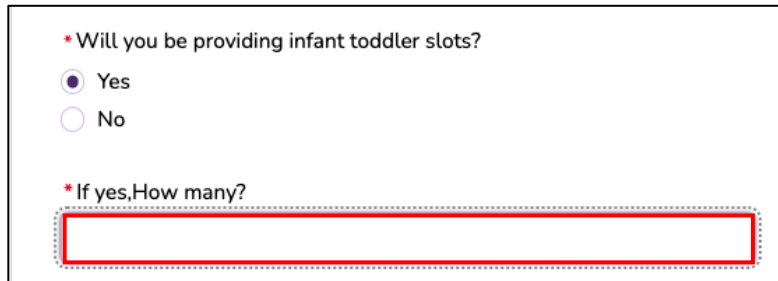
[Total hours of operation entry](#)

Enter planned capacity numbers

1. *Step 3: Program Capacity Information* section allows you to enter information for planned capacity, number of infant/toddler slots and non-traditional hours if applicable.
2. **Type in the numeric capacity** of your program as noted on your license/registration permit. This field may be prepopulated for some applicants.



3. **Select Yes or No** to the question “will you be providing infant toddler slots?” If you select Yes, you must enter the number of infant toddler slots.



Non-traditional hours entry

1. **Select Yes or No** to the question, “will this program be providing child care in non-traditional hours.” Programs planning to offer non-traditional hours should choose Yes.

Non-Traditional hours of care as defined in the RFA, must be provided a minimum of 15 hours per week for all modalities of care except for SACC. SACC must provide care during 75% of all school breaks and holiday breaks in accordance with the local school calendar. Summer program not included in this percentage.

* Will this program be providing child care in non-traditional hours

Yes
 No

If you select yes, the non-traditional operational hours need to be entered:

- **Check the box(es)** next to the days you plan to offer non-traditional hours.
- **Click on the From and To** fields to enter the total operational hours for each day selected.

Please enter operational hours below

<input checked="" type="checkbox"/> Sunday	*From	*To
<input type="checkbox"/> Monday	12:00 am	
	12:30 am	To
	01:00 am	

Total Hours of Operation Entry

1. **Type in the total hours** of your program operation over the weekend.
2. **Type in the total non-traditional hours** of operation Monday through Friday, defined as after 7pm until 6am.
3. **Enter the number of children** you will provide care to during these non-traditional hours.
4. **Click on the Save and Next** button to go to the next step.

* Total hours of operation over the weekend your program will provide?

1.

Required

* For the days of Monday through Friday. What are the total hours after 7pm and before 6am your program will provide care?

2.

* How many children will you provide care to during these non-traditional hours?

3.