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**CCSU DROP-IN CHILD CARE CENTER**

**INFORMATION PACKET**

**Mission**

Our missionis to provide a high-quality, developmentally appropriate educational experiences for children ages 3-12-years-old, in an environment that is accessible and supportive to the needs of our CCSU students, faculty, and staff.

**Vision**

Our visionsupports all learners through social and emotional learning, differentiated instruction, and culturally responsive teaching. We provide high-quality education and enrichment programs to support the needs of our students, faculty, and staff. We strive to promote equity in education, while increasing educational advancement opportunities to strengthen our community.

THE CCSU DROP-IN CENTER IS LICENSED BY THE CONNECTICUT OFFICE OF EARLY CHILDHOOD.

**Drop-In Center Child Care / Enrichment Information Packet:**

**Drop-In Center Policies & Procedures**

**ENROLLMENT:** The Drop-In Child Care services are offered to support on-campus activities including attending: CCSU classes, CCSU on-campus events, study groups, completing CCSU classwork, and CCSU faculty/staff responsibilities. To register a child between the ages of 3-12, the parent/guardian must be a current CCSU student, faculty, or staff member. All registered children must be bathroom independent\*. Parents/guardians must remain on campus while using free Drop-In childcare services. Registration includes the completion and submission of all documents including:

* Child Enrollment
* Emergency Medical Care Authorization Form
* Parent/Guardian Information Packet & Behavior Management Policy Agreement
* Early Childhood/School-aged Health Assessment Record
* Photo Consent (Please complete with your preference for our files)
* Consent to attend special programs on the CCSU campus (optional)

*Once all documents have been submitted*, a confirmation will be sent via email. The email will provide instructions for parking and making reservations. The Drop-In Center may not be used until all required documents are submitted, enrollment is confirmed by the Center, and you have a confirmed reservation. There is a 6-hour limit per day for student-parent services. **Parents/guardians are required to remain on the CCSU campus at all times while using the free child care support services.**

**RESERVATIONS:** Confirmed Enrollment Packets include detailed reservation instructions. This packet is emailed to fully enrolled families. The general reservation procedure is explained in this packet below.

*Please use the reservation request format in the Confirmed Enrollment Packet and provide all information requested.* Space is limited and all children must have a confirmed reservation prior to attending. Advanced reservations are suggested and can be made on occasion or for the entire semester. Requests are confirmed via email. There is a 6-hour limit per day for students. Student-parents/guardians are required to provide a copy of their current class schedule at the time of enrollment, at the beginning of each semester. Student-parents/guardians are required to inform the Drop-In Center of any schedule changes taking place after the add/drop date. If a student-parent/guardian is attending an on-campus event, *(i.e. scheduled event, study session, meetings with university faculty or staff)* the student-parent/guardian is required to inform the Center staff of their on-campus location at the time of drop-off. **Parents/guardians are required to remain on the CCSU campus when using the free child care support services.**

* Reservation requests sent via email will receive an email response that either confirms or denies the reservation request. For best results, we strongly recommend making reservation requests well in advance of dates needed.
* Same day reservation requests and/or requests made outside the hours of operation *are not guaranteed.*
* Same-day emergency reservation requests are only accepted by calling the classroom phone directly: 860-832-2103. You may leave a reservation request on the answering machine and a staff member will return your call as soon as possible. If space is available and appropriate ratios can be maintained, we will be happy to confirm a same-day reservation request.

**Special Program Reservations:** Special Programs are scheduled for pre-school and school-aged children on specific dates that the Drop-In Center is open and many public schools are closed, (Indigenous People Day, Election Day, Veteran’s Day, New Britain public school Spring Break, Summer Enrichment Programs). *Space is limited for special programs.* Special program reservation requests require more advanced notice to provide developmentally appropriate learning activities and to maintain proper adult-child ratios and supervision. Special programs for children under 5-years-old do not exceed the 4-hour time limit. Special programs for school-aged children do not exceed the 6-hour time limit. Special program reservation requests should be sent via email to both [kellymccarthy@ccsu.edu](mailto:kellymccarthy@ccsu.edu) and [dianezukowski@ccsu.edu](mailto:dianezukowski@ccsu.edu) at least 48 hours prior to the date of the special program. Spots are not reserved until the confirmation email is received. Please see the attached calendar for special programs.

**Cancellation Policy:** Reservations that are no longer needed should be cancelled giving 24 hours’ notice. Please send cancellations to *both* [kellymccarthy@ccsu.edu](mailto:kellymccarthy@ccsu.edu) and [dianezukowski@ccsu.edu](mailto:dianezukowski@ccsu.edu) . Last minute cancellations and no shows can jeopardize your free Drop-In Center privileges and may be subject to a late cancellation/no show fee. Thank you for your consideration.

**Drop-off & Pick-up Policy:** Please adhere to drop-off and pick-up times in your confirmed reservation. Arriving early and/or picking up late is discouraged unless changes have been pre-approved. Unapproved changes can impact our ratios and ability to supervise a variety of age groups. Thank you for your cooperation. **Due to Rest Time, no drop-off and pick-ups are scheduled between 1:30-3:00 pm.**

**Illness Policy:**

If your child shows signs/symptoms of illness, they should be kept home from the Drop-In Center. Children with a fever of 100 degrees or more, undiagnosed rash, vomiting, or diarrhea should not attend the Center. Children with a fever should not return until fever-free for 24 hours without using anti-fever medication. Children with vomiting or diarrhea should remain home until they are symptom free for 24 hours. If your child is sent home due to diarrhea, vomiting and/or fever, your child must be symptom free for 24 hours before returning to school. Please inform the Center if your child is sick, and will not attend, and cancel reservations.

**Snack Policy:**

The Drop-In Center is a **nut-free** facility. We respectfully request that you do not bring a snack for your child unless your child is registered for the Lunch Buddies Program. Snacks will be provided in the morning and in the afternoon by the Drop-In Center. The snack will include either a fruit or a vegetable and a carbohydrate served with water. The carbohydrate will be a type of cracker, (Ritz cracker, goldfish, saltines). The Drop-In Center does **not** provide lunch.

**Parent Access to Program and Facility:**

CCSU students, faculty, or staff that have submitted all required registration documents and received confirmation, will have access to the Center during hours of operation. The CCSU Blue Card will allow you to enter through the playground gate entrance. The Center door will be locked and parents/guardians will use the air phone to announce their arrival.

**Medication Policy:**

The Drop-In Center will administer emergency medication only. To see this policy in its entirety, use this link to go to our website <https://www.ccsu.edu/childcare/policies.html>

**CCSU Drop-In Child Care Center**

**Behavior Management Policy**

One of the best ways to address challenging behavior is to prevent it. With a proactive approach, our teachers utilize practices that support positive behavior. We provide flexible spacing to support different types of learning styles. We plan and organize our classroom, lessons, and activities to ensure smooth transitions. Materials are set up in a safe and accessible manner. Positive behavior expectations are clear, simple, and taught explicitly. Teachers plan, teach, and practice routines and procedures. Reinforcement and re-teaching happen throughout the year and as needed. Appropriate consequences for unacceptable behavior are managed when necessary. Our center prohibits abusive, neglectful, physical, corporal, humiliating or frightening treatment or punishment including but not imited to, spanking, slapping, pinching, shaking or striking a child.Physical restraint is prohibited, unless such restraint is necessary to protect the health and safety of the child or other people.

Our Center uses Positive Behavior Strategies and Supports to develop and maintain a safe and healthy learning environment. Positive behavior strategies are evidence-based, proactive approaches to addressing challenging student behavior. Positive behavior strategies encourage the observation of behavior as a form of communication. Every behavior sends a message about what a student needs. Positive behavior strategies help to proactively reduce challenging behaviors while also building trusting relationships between teachers, students, and families. Once the behavior is understood, the appropriate response can be more effective. Especially in a preschool setting, students often lack the language or communication skills to express what they need. Understanding what the behavior is communicating is the key.

Some examples of positive behavior strategies that are used at the Center include:

* Setting clear behavior expectations
* Modeling positive behavior
* Pre-correcting and prompting
* Respectful redirection
* Nonverbal signals
* Brain breaks
* Routines
* Proximity
* Quiet corrections
* Positive phrasing
* Praising positive behavior
* Active ignoring
* Teach replacement skills
* Problem solving

Our highly skilled teachers have proven success with strong classroom management techniques that encourage the growth and development of each child’s self-esteem. Our teachers are trained to observe challenging behavior and carefully select appropriate responses that guide young learners to handle intense emotions and build positive interpersonal relationships. This approach fosters self-discipline and respect for others. Regardless of skill and experience, sometimes a child’s behavior is difficult to read. In cases when a challenging behavior persists, our teachers make contact with families to work collaboratively and find solutions. All students are continuously supervised during all disciplinary actions.

**CCSU Drop-In Child Care Center**

**Abuse and Neglect Policy**

As mandated reporters, all of our staff have a responsibility to prevent the child abuse and neglect of any children involved in our center.

1. Child Abuse is defined as: (CT statutes, Section 46b-120)

A child who has had

* Non-accidental physical injuries inflicted upon him
* Injuries which are at variance with the history given of them
* Is in a condition, which is the result of maltreatment, such as, but not limited to, malnutrition, sexual exploitation, and deprivation of necessities, emotional maltreatment or cruel punishment.

1. Child neglect is defined as: (CT General Statutes, 46b-120)

A child who has been

* Abandoned
* Denied proper care and attention physically, educationally, emotionally or morally
* Allowed to live under circumstances, conditions or associations injurious to his well-being

1. Child Abuse includes: (CT General Statutes, 46b-120)

* Any non-accidental physical or mental injury, (shaking, beating, burning).
* Any form of sexual abuse, (sexual exploitation).
* Neglect of a child, (failure to provide food, clothing, shelter, education, mental care, appropriate supervision).
* Emotional abuse, (excessive belittling, berating, or teasing which impairs the child’s psychological growth).
* At risk behavior, (placing a child in a situation which might endanger him by abuse or neglect).

4. Staff responsibilities: (CT General Statutes, Sections 17a-101, 17a-101a, 17a-10lb, 17a-101c, and 17a-101d.)

As childcare providers, we are mandated by law to report any suspicion that a child is being abused, neglected or at risk.

5. Procedure for Reporting a suspected case of abuse or neglect:

* Call the Department of Children and Families (open 24 hours a day) at 1-800- 842-2288.
* Call the Connecticut Office of Early Childhood at 1-800-282-6063 or 1-860-509- 8045.
* The reporter’s name is required, but may be kept confidential.
* Information required to report:
  + - Name of child
    - Address of child
    - Phone number of child
    - Name of parents or guardians
    - Address of parents or guardians
    - Phone number of parents or guardians
    - Relevant information such as: physical or behavioral indicators, nature and extent of injury, maltreatment or neglect
    - Exact description of what the reporter has observed
    - Time and date of incident
    - Information about previous injuries, if any
    - Circumstances under which reporter learned of abuse
    - Name of any person suspected of causing injury
    - Any information reporter believes would be helpful
    - Any action taken to help or treat the child
    - Seek medical attention for the child – if needed

1. Mandated reporters must report orally to DCF or a law enforcement agency within 12 hours of suspecting that a child has been abused or neglected. Within 48 hours of making the report, the mandated reporter must submit a written report (DCF – 136) to DCF.

Staff are protected by law from discrimination or retaliation for reporting suspected abuse or neglect (CT General Statutes, Section 17a-101e).

All phone calls to DCF shall be documented and kept on file at the Center. A copy of all statements from staff and the DCF-136 shall also be kept on file.

7. The administration of the CCSU Drop-In Child Care Center supports zero tolerance for abuse and neglect and will implement immediate action should there be an allegation that a staff member abused or neglected a child.

The administration will protect the child, including immediate notification of a parent or guardian, once there is an allegation of abuse or neglect of a child in our program.

Any staff member accused of abuse or neglect may be immediately removed from his or her position until DCF’s investigation is completed. Based on whether the allegations were substantiated or not, the employee would either be dismissed from his/her position or allowed to return to work.

8. Staff Training:

Staff will be required to attend bi-annual staff meetings focusing on the steps for reporting suspected abuse and neglect and the role of a mandated reporter. All new staff will be trained in these procedures prior to their start in the classroom.

9. Provisions for informing families of abuse and neglect:

A copy of this policy will be included in our parent information packet, and each family will be given a copy upon enrollment. A copy of this policy will also be posted on the parent board. When an accusation of abuse or neglect by a staff member is made, the Drop-In Child Care Center director must immediately inform the parents or guardians that a report has been made to DCF. Health care officials may need to talk to a child’s parents to access the cause of the child’s injuries and offer support and guidance.

**CCSU Drop-In Child Care Center**

**Emergency Plans**

**Medical Emergency Plan:**

* A qualified staff member will attend to first aid as needed.
* Another staff member will notify the parent/guardian.
* Consultation with the child’s doctor/dentist will be attempted as necessary.
* If contact with the child’s doctor/dentist cannot be made, the Center’s medical/dental consultant will be contacted.
* In an extreme emergency, 911 will be called.
* The ambulance will transport the child and a staff member to the nearest hospital.
* The child’s emergency permission form will be brought to the hospital with them.
* Another staff member will notify the parent/guardian or the emergency/alternate contact person on file and told to meet the child at the emergency room.
* Additional staff will be recruited to maintain required ratios as needed.

**Medical Non-Emergency:**

If a child becomes ill while at the Center:

* Parent/guardian will be notified.
* The child will be moved to an administrative office.
* A cot will be available.
* A staff member will remain with the child at all times.

**Weather:**

In the event of a snow day or any other hazardous weather emergency:

* The program will follow the CCSU school closing, delay, or early dismissal schedule.
* Parents are notified via radio/television announcement, (closing or delay), or will be contacted via cell phone to pick their child, (early dismissal).
* Ratios will be maintained at all times.
* Two staff members will remain until all children are picked up.

**Shelter In-Place**

* Staff and children will remain locked indoors away from windows and doors.
* First aid staff will be on hand to administer first aid, as needed, until emergency personnel can arrive.
* Parents will be notified after immediate danger has passed.

**Evacuation:**

In the event that the facility must evacuate:

* Children will be taken to Willard-DiLoreto Hall Health Center. (Marcus White Hall is the back-up location).
* Notes will be posted to alert parents of the re-location details.
* Parents will be notified via cell phone to pick up their child.
* Ratios will be maintained at all times.
* Two staff members will remain with the children until all children are picked up.

**Emergency Closing prior to the opening: (not weather related)**

* Parents will be notified through the email and phone number on file.

**Multi-Hazard Drills:** A **multi-hazard emergency drill** will be practiced at least annually which includes the demonstration of all staff, program staff, and children sheltering, locking down and evacuating the facility.

**3-2025**

**CCSU Drop-In Childcare Center**

**Hours of Operation & Schedules:**

**Fall Semester & Spring Semester**

***The Drop-In Center follows the University Academic Calendar***

***Check the website for special schedules*** [***https://www.ccsu.edu/childcare***](https://www.ccsu.edu/childcare)

**Monday through Thursday**

9:00 am – 7:30 pm

**Friday**

9:00 am – 1:00 pm

**SPRING & FALL SEMESTER SCHEDULE**

**Center Schedule Monday through Thursday:**

**TIME PROGRAM AGES ACCEPTED**

9:00 am to 12:00 pm PRE-KINDERGARTEN (must be pre-registered) 3-5

12:00 pm to 1:00 pm LUNCH BUDDIES 3-5

**1:15 pm to 3:00 pm REST PERIOD 3-5**

3:00 pm – 7:20 pm Drop-In Care (registered children with confirmed reservation only) 3-12

**Center Schedule Friday:**

**TIME PROGRAM AGES ACCEPTED**

9:00 am to 12:00 pm PRE-KINDERGARTEN 3-5

12:00 pm to 1:00 pm LUNCH BUDDIES 3-5

**Summer Enrichment Program**

* Additional fees apply
* Enrolled children between the ages of 3-7
* Space is limited
* Summer Registration forms are on our website
* Forms can be submitted starting January 1st
* For dates and pricing:- <https://www.ccsu.edu/childcare>

**Monday through Thursday**

9:00 am – 12:00 pm Fireflies

12:00 pm – 1:00 pm Lunch Buddies (optional for Fireflies with additional fee)

1:00 pm – 3:00 pm Rest Time (3&4 year-old option with additional fee)

9:00 am – 3:00 pm Shooting Stars

**Faculty/Staff Fees & Billing**

(Confirmed enrollment & reservation is required for child care)

**TIME FEE**

* 3 hours or less $25.00
* 3-6 hours $50.00 (Lunch Buddy Program fee include)
* 6-8 hours $100.00 (Lunch Buddy Program fee include)

Billing invoices are sent via email. Payments are made through the payment link provided in the billing invoice