CENTRAL DROP-IN CENTER

ENROLLMENT INSTRUCTIONS:

Rec Trac is the program used to complete **all** Drop-In Center *enrollments, program registrations, and to make drop-in reservations*.

Eligibility Requirements: To access Drop-In Center programs, you must be a currently enrolled CCSU student or currently employed CCSU faculty/staff member with an *approved and active Rec Trac Account*.

SET-UP YOUR REC TRAC ACCOUNT

Please use the Rec Trac account registration instructions below to set up your account:

The link below will take you to the Rec Trac website:

https://ctccsuweb.myvscloud.com/webtrac/web/household.html?option=add

1. **Create a Rec Trac Account.**

▲ New Account Information

Primary Email Address *

Username/Email: *

Password (Minimum 8 Charectors, 1 Uppercase,1 Lowercase, 1 Number and 1 Special Character) *

☑ Subscribe to Future Marketing Communications?

Re-Type Password to Confirm

2. **You are the Primary Guardian. Complete all Primary Guardian Information.**

▲ CCSU Primary Parent/Guardian Information

First Name *

Last Name *

Address Line 1 *

Address Line 2

City *

State *
CT

Zip Code *

Phone #1 *

Phone #1 Type *
--- Select a Phone Type ---

Phone #2

Phone #2 Type
--- Select a Phone Type ---

Please select one option below: *
--- Not Selected ---

Blue Card ID *
0

Please upload student schedule:
No file attached

Safe extensions to upload: bmp,csv,doc,docx,heic,jpg,pdf,png,rtf,txt,xls,xlsx
Maximum file size allowed: 50 MB

3. If you are a student-parent/guardian, you will upload an *electronic copy* of your current academic schedule through Rec Trac. Electronic academic schedules must be updated every semester.

ADD A NEW MEMBER

▲ Additional Family Member

Add New Child

Save

4. **ADD A CHILD:** Once you have created your account, you must add the children who will be using the Drop-In Center. *When adding a child, all required information must be submitted or the new member will not be saved to your account.* **Each child added must include:**

    a. Child's information
    b. Input the *date of current physical exam*, (must be within the year)
    c. ***Enrollment Form***:

Click on link to complete

Enrollment Form*

No file attached

Safe extensions to upload: bmp,csv,doc,docx,heic,jpg,pdf,png,rtf,txt,xls,xlsx
Maximum file size allowed: 50 MB

Click on the link for the updated Enrollment Form. ***Everyone, (new and current members), must complete a new Enrollment Form for each child added to the account.*** ***Complete all sections of the Enrollment Form including:***

- **Blue Card ID number** is required.
- **Authorized Permission for Emergency Pick Up:** Adults who may be contacted in an emergency when the parent/guardian cannot be reached and to with whom the child may be released. Emergency personnel will only release a child to someone on this list in an emergency. *Per Connecticut State Law:*
    o **You must list at least one person who is *not* the child's parent/guardian**
    o Please give the first and last name of everyone on this list

    d. **Authorized Permission for Alternate Pick Up:** Adults who are authorized to pick up the child. The Drop-In Center staff will only release your child to adults on this list. It is your responsibility to tell the staff at drop- off if there will be an alternate pick up and the name of the adult picking up. Adults authorized to pick up a child should be prepared to show their license at the time of pick up.
    e. **Complete, sign, & date the following:**
- **Emergency Authorization (required)**
- **Parent Information Packet & Behavior Management Policy Agreement (required)**
- **Permission for Activities away from Premises** (optional)
- **Photographic Consent & Release Preference Form**: (*Selecting a preference is required.* Children without authorization will be unable to be photographed during special events).

INCOMPLETE ENROLLMENT FORMS WILL NOT BE ACCEPTED AND WILL DELAY ENROLLMENT, PROGRAM REGISTRATION, AND/OR ABILITY TO MAKE DROP-IN RESERVATIONS.

    f. **Current Health Assessment Record (read & follow the HAR Checklist BELOW)**

HEALTH ASSESSMENT RECORD CHECKLIST

- **HAR Part 1** – completed, signed, dated by parent/guardian
- **HAR Part 2** – completed, signed, dated by physician (date of exam must be within the year and updated every year)
- **HAR Immunization** – updated immunizations
- *(Dental section is not required)*
- If your physician requires emergency medication at school/child care facility, additional paperwork is required.
- Connecticut law requires that children ages 24–59 months receive at least one dose of the **flu vaccine** each year between **August 1 and December 31** to attend school. This includes children who attend licensed child care programs. Children between the ages 36-59 months without documented proof of at least one dose of the flu vaccine within stated timeframe will be unable to attend the Center until after flu season has passed, (after March 31st).

5. HOW TO SUBMIT YOUR CHILD'S HEALTH ASSESSMENT RECORD ON REC TRAC:

If the entire Health Assessment Record is in one file, (PART 1, PART 2, IMMUNIZATION RECORD), you can upload that file under Health Assessment Record PART 1. Click on the folder icon and attach the HAR file.

Please submit current health assessment record part 1 *

No file attached 🗁

Safe extensions to upload: bmp,csv,doc,docx,heic,jpg,pdf,png,rtf,txt,xls,xlsx
Maximum file size allowed: 10 MB

If the HAR is in multiple files, you can upload each file separately

Click on the folder icon for HAR PART 1 and attach HAR PART 1.

HAR Part 1 – completed, signed, dated by parent/guardian

Please submit current health assessment record part 1 *

No file attached 🗁

Safe extensions to upload: bmp,csv,doc,docx,heic,jpg,pdf,png,rtf,txt,xls,xlsx
Maximum file size allowed: 10 MB

Click on the folder icon for HAR PART 2 and attach HAR PART 2.

HAR Part 2 – completed, signed, dated by physician (date of exam must be within the year and updated every year)

Please submit current health assessment record part 2

No file attached 🗁

Safe extensions to upload: bmp,csv,doc,docx,heic,jpg,pdf,png,rtf,txt,xls,xlsx
Maximum file size allowed: 10 MB

Click on the folder icon and attach the Immunization Record.

HAR Immunization – updated immunizations

Please submit current health assessment immunization record

No file attached 🗁

Safe extensions to upload: bmp,csv,doc,docx,heic,jpg,pdf,png,rtf,txt,xls,xlsx
Maximum file size allowed: 10 MB

6. **OTHER DOCUMENTS:** There is a place to upload additional documents if required by the physician (ex. Additional medical forms/action plans/emergency medical administration forms, flu shot documentation)

Other Document:

No file attached

Safe extensions to upload: bmp,csv,doc,docx,heic,jpg,pdf,png,rtf,txt,xls,xlsx
Maximum file size allowed: 50 MB

Remove New Member

Continue   Cancel

INCOMPLETE/EXPIRED HEALTH ASSESSMENT RECORDS WILL NOT BE ACCEPTED AND WILL DELAY ENROLLMENT, PROGRAM REGISTRATION, AND/OR ABILITY TO MAKE DROP-IN RESERVATIONS.

To add another child, complete steps above 1-6.

HOW WILL YOU KNOW WHEN YOUR ACCOUNT HAS BEEN APPROVED?

REC TRAC/ENROLLMENT ACTIVATION AND APPROVAL PROCESS:

When the Rec Trac account is set up and children are enrolled with all required documents submitted through Rec Trac, your account will be marked **active but not approved.** The Center must process the required enrollment documents, and this can take several days.

- If all required documents have been successfully submitted, an email will be sent to the email on file to confirm enrollment is approved. Once enrollment is approved, Drop-In Reservations, Pre-K Registration, Summer Enrichment Registration, and other special program registration can be made through Rec Trac.
- If enrollment is not approved, an email will provide information about enrollment requirements that remain outstanding. Drop-In Reservations, Pre-K Registration, Summer Registration, cannot be made without an active and approved account.

Following the Enrollment guidelines and Health Assessment checklist will help this process go more efficiently. Double-checking all required information, signatures, and dates before submission will prevent delays in the approval process.

Enrollment approval can take several days after all required documents are submitted. Beginning the enrollment process early is strongly recommended.

UPDATED 1-8-26