

CENTRAL DROP-IN CENTER
DROP-IN RESERVATIONS
INSTRUCTIONS

You must have an active and approved Rec Trac account with child/children's enrollment completed.

Use the link to go to REC TRAC:

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

1. Sign-in to your Rec Trac account.
2. Click the gray box on the HOME page: **CLICK TO MAKE DROP-IN RESERVATION**
3. The reservation page will have 3 options:
 - **Drop-In Child Care** - (Primary Room (ages 3-6) & Intermediate Room (ages 7-12))
 - **Drop-In Lunch Buddies** – (Primary Room ages 3-4 only, parent-provided lunches meeting **Lunch Buddies required guidelines only**)
 - **Drop-In Rest Time** – (Primary Room ages 3-4, see Rest Time **required guidelines**)
 - **Click on the service you would like to reserve:**

The screenshot shows a web-based activity search interface. At the top, a large header reads "Activity Search". Below it, a "Search Results" section is displayed. A "Display Option: Detail" dropdown is visible. The search results are presented in three separate boxes:

- Drop In Child Care - *Drop In Child Care***
2 Sections ►
- Lunch Buddies - *Lunch Buddies***
1 Sections ►
- Drop In Child Care - *Rest Time***
1 Sections ►

4. Select the desired drop-in service and hit [Check Availability](#).

Drop In Child Care - Drop In Child Care								
2 Sections ▾								
Select	Availability	Description	Dates	Times	Days	Location	Ages	Cost
	Check Availability	Drop In Child Care Primary Room - Spring Semester	01/21/2026 -05/14/2026*	3:00 pm - 7:00 pm	M, Tu, W, Th	Drop In Center	3-6.99	\$0.00/\$0.00
	Check Availability	Drop In Child Care Intermediate Room - Spring Semester	01/21/2026 -05/14/2026*	3:00 pm - 7:00 pm	M, Tu, W, Th	Drop In Center	7-12.99	\$0.00/\$0.00

Lunch Buddies - Lunch Buddies								
1 Sections ▾								
Select	Availability	Description	Dates	Times	Days	Location	Ages	Cost
	Check Availability	Lunch Buddies - Spring Semester	01/21/2026 -05/14/2026*	12:00 pm - 1:00 pm	M, Tu, W, Th	Drop In Center	3-4.99	\$0.00/\$0.00

Drop In Child Care - Rest Time								
1 Sections ▾								
Select	Availability	Description	Dates	Times	Days	Location	Ages	Cost
	Check Availability	Rest Time - Spring Semester	01/21/2026 -05/14/2026*	1:00 pm - 3:00 pm	M, Tu, W, Th	Drop In Center	3-4.99	\$0.00/\$0.00

5. A calendar will appear. Select all desired dates that you would like to reserve. Now hit **Add To Cart**.

January 2026						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

6. On the next screen, select the name of child that requires a reservation and hit **continue**.
7. Complete all questions on the next screen including:

Blue Card ID, Child's Name, Parent's Name, Drop-off time, Pick-Up Time

There is a drop-down menu for Drop-Off and Pick-Up times. The only times permitted for drop-offs and pick-ups are the times in the drop-down menu.

Drop In Child Care Primary Room - Spring Semester (Drop In Child Care-B) On 01/22/26 for Phoebe McCarthy (Purchase)

Drop In Child Care Primary Room - Spring Semester (Drop In Child Care-B) On 01/22/26 for Phoebe McCarthy (Purchase)

Questions

Drop Off Time: *

--- Not Selected ---

Pick Up Time: *

--- Not Selected ---

Childs Name *

Parents Name *

Blue Card ID *

0

Continue **Cancel**

8. Hit **Continue**, next screen: **Proceed To Checkout**, and next screen: **Continue**. Your reservations are made, and a confirmation will be sent to the email on file.

- All on-line reservations must be made with a minimum of 24 hours' notice. Same-day reservation **cannot** be made through your Rec Trac Account. *In the event of an emergency, same day reservations can be requested by calling the classroom phone directly: 860-832-2103 and leaving a message on the answering machine. The message must include the parent/guardian's name, phone number, reservation request, child's name and age. A staff member will return your call as soon as possible. If space is available and appropriate ratios can be maintained, a staff member will call to confirm your emergency request.*
- Each child must have a separate reservation. Advanced reservations are highly recommended and can be made for a single occasion or regularly for the entire semester. If a student-parent/guardian is attending an on-campus event outside of their current academic schedule on file, (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.**
- Reserved drop-off and pick-up times must be adhered to. Same day requested changes must be approved by the director or program coordinator. Arriving before or after your reserved time can impact ratios, preparation of age-appropriate learning activities, and appropriate multi-aged supervision.
- Email cancellations with 24 hours' notice to BOTH kellymccarthy@ccsu.edu and diane.zukowski@ccsu.edu