



CENTRAL DROP-IN CHILD CARE CENTER INFORMATION PACKET

Mission

Our mission is 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 vision supports 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.

CONTENTS

• <u>PROGRAM DESCRIPTIONS</u>	page 3, 4
• <u>ENROLLMENT INSTRUCTIONS</u>	page 5
○ CREATING A REC TRAC ACCOUNT	page 5
○ ADDING A NEW MEMBER	page 5
○ SUBMITTING A HEALTH ASSESSMENT RECORD	page 6
• <u>HEALTH ASSESSMENT RECORD CHECKLIST</u>	page 6
○ HOW TO SUBMIT HAR ON REC TRAC	page 7
• <u>RESERVATIONS INSTRUCTIONS</u>	page 8
• <u>DROP-IN CENTER POLICIES</u>	page 9
○ CANCELLATION POLICY	page 9
○ DROP-OFF & PICK-UP POLICY	page 9
○ ILLNESS POLICY	page 9
○ SNACK POLICY	page 9
○ PARENT ACCESS TO FACILITY POLICY	page 9
○ MEDICATION POLICY	page 9
○ BEHAVIOR MANAGEMENT POLICY	page 10
○ ABUSE AND NEGLECT POLICY	page 11, 12
○ EMERGENCY PLANS	page 13
○ HOURS OF OPERATION	page 14
○ FEES	page 14

CENTRAL DROP-IN CENTER

PROGRAM DESCRIPTIONS

All programs require prior enrollment in the Central Drop-In Child Care Center. After fully enrolled, programs may require registration or reservations to attend. See individual descriptions for details.

CENTRAL DROP-IN CHILD CARE

The Drop-In Center provides support to student-parents/guardians for children between the ages of 3-12 years old, while they attend on-campus classes and/or participate in on-campus events. Bathroom independence is required. To use the child care services, children must be fully enrolled in the Central Drop-In Child Care Center program, which includes submission of all required forms through Rec Trac. Drop-In child care support services are provided to current Central enrolled student-parents/guardians at no additional cost. Central faculty and staff are welcome to enroll for child care support for an additional fee. See Enrollment Instructions for more detailed enrollment information.

Once fully enrolled, reservations are required to use drop-in child care support services. All reservations are made through Rec Trac. Please see Reservation Instructions to learn more about how to make reservation.

During the enrollment process, student-parents/guardians are required to provide an electronic copy of their current class schedule. Class schedules must be updated each semester. Student-parents/guardians are required to inform the Drop-In Center of any schedule changes. 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. *All parents/guardians are required to remain on campus while using the free Drop-In Child Care support services. Leaving campus terminates your Drop-In Center support privileges.*

CENTRAL PRE-K

Central Pre-K is open to Central enrolled student-parents/guardians, faculty, and staff for children ages 3-4-years-old, for an additional fee. Bathroom independence is required. Families and children must *first* be enrolled in the Central Drop-In Child Care Center. Enrolled families can register for the Pre-K program. Please see Enrollment Instructions and the Central Pre-K packet for more detailed information. Additional fees and/or student waivers are determined at time of registration. No Drop-In Child Care is provided during Pre-K program hours.

Central LUNCH BUDDIES

Lunch Buddies is available to Central enrolled student-parents/guardians, faculty and staff for children ages 3 and 4 years old. Parents/guardians provide a nut-free, healthy, "kid friendly" lunch. Children eat lunch at the Center with friends. All contents of the lunch provided by parents/guardians must be nut-free including the lunch, snack, and drink. Lunch Buddies is available Monday through Friday. Children are not permitted to share any part of their lunch. We understand that children can be picky and sometimes finding healthy options can be difficult. We respectfully request that the lunch prepared is as *healthy as possible*. Candy, soda and fast food is not permitted. Thank you for your cooperation. After lunch, students participate in centers or outdoor exploration activities. *The Drop-In Center does NOT provide lunch. Rec Trac reservations are required for this program. Please see Reservation Instructions for more detailed information.* Additional fees may apply for Lunch Buddies.

Central REST TIME

Rest Time is available to Central enrolled student-parents/guardians, faculty and staff for children ages 3 and 4 years old that nap. It provides our pre-school-aged children with the opportunity to rest while student-parent/faculty/staff attend class within that timeframe. *Rec Trac reservations are required for this program. Please see Reservation Instructions for more detailed information.* Additional fees may apply for Rest Time.

- Rest Period is held Monday through Thursday from 1:00 pm to 3:00 pm
- For children ages 3-4
- To minimize distractions and ensure our youngest students to get the rest they need, the Center does not schedule drop-off or pick-up time between 1:15-3:00 pm
- All **Rest Time** reservations must arrive by **1:15 pm**. To provide uninterrupted rest time for our students, the Center does not schedule pick-ups or drop-offs between 1:15–3:00 pm.
- All student-parents/faculty/staff must remain on campus during Rest Time

Central SUMMER ENRICHMENT

The Summer Enrichment Program is offered to Central student-parents/guardians, faculty, and staff with children between the ages of 3-7 years old, for an additional fee. Bathroom independence is required. To register for Summer Enrichment, children must be fully enrolled in the Central Drop-In Child Care Center, which includes the submission of all enrollment forms and Health Assessment Records. Specific weeks can be selected with the submission of the Summer Enrichment Registration Form. Summer Enrichment Registration forms will be available on Rec Trac the day we return from winter break.

Parents/guardians are not required to remain on campus during this program.

CENTRAL DROP-IN CHILD CARE CENTER

ENROLLMENT INSTRUCTIONS

REC TRAC ACCOUNT * ENROLLMENT * PROGRAM REGISTRATION * DROP-IN RESERVATIONS

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

Eligibility: 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**. You are the **Primary Guardian**. Complete all Primary Guardian Information.
2. If you are a **student-parent/guardian**, upload an *electronic copy* of your current academic schedule. Electronic academic schedules must be updated every semester.

ENROLLMENT/ADD A NEW MEMBER:

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:*

1. Child's information
2. Input the *date of current physical exam*, (must be within the year)
3. **Enrollment Form:** 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 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:**
 - **You must list at least one person who is not the child's parent/guardian**
 - Please give the first and last name of everyone on this list

4. **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.

5. **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.

6. Current Health Assessment Record (Use the checklist below to prepare your HAR)

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).
- **NEXT PAGE:** Read the instructions on how to submit the HAR on Rec Trac.

How to submit your child's current 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.
- **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.
 - Click on the folder icon for HAR PART 2 and attach HAR PART 2.
 - Click on the folder icon and attach the Immunization Record.
 - **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)

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 1-6.

REC TRAC/ENROLLMENT ACTIVATION AND APPROVAL PROCESS:

When the Rec Trac account is set up and children are enrolled in the Drop-In Center through Rec Trac, your account will be marked **active but not approved**. The Center will 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 be sent and provide information about enrollment requirements that remain outstanding.

HOW TO MAKE DROP-IN RESERVATIONS

Use the link to go to REC TRAC:

<https://ctccsuweb.myscloud.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**)

Drop In Child Care - <i>Drop In Child Care</i>								
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 - <i>Lunch Buddies</i>								
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 - <i>Rest Time</i>								
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

4. Select the desired drop-in service, add dates, drop-off and pick-up times. 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.
5. 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.

Drop-In Center Policies & Procedures

Cancellation Policy:

- Reservations that are no longer needed should be cancelled with a minimum of 24 hours' notice.
 - Please email cancellations to both kellymccarthy@ccsu.edu and diane Zukowski@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 1:10-3:00 pm.

Illness Policy:

If your child shows signs/symptoms of illness, (coughing, sneezing, runny nose, sore throat), 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/Center. Please inform the Center if your child is sick, and will not attend, and cancel the 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 enrollment documents through Rec Trac and currently have an active & approved Rec Trac account, 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 staff opens the door at 9:00 am, 12:00 pm, 1:00 pm, and 3:00 pm to accommodate the Pre-K, Lunch Buddies, and Rest Time programs. Arrivals after 3:00 pm will use their Blue Card ID to gain access through the playground gate entrance and walk to Drop-In front door. At the front door, parents/guardians can ring the Air Phone to announce arrival and gain access. The Air Phone is for adult use only and children are not allowed to use it. Thank you for your cooperation.

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-and-procedures>

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 limited 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.

2. 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

3. 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-101b, 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

6. 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 are 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.

CENTRAL Drop-In Childcare Center
Hours of Operation & Schedules:
Fall Semester, Spring Semester, Summer Enrichment

*The Drop-In Center follows the University Academic Calendar
Check the website for special schedules <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

Monday through Thursday:

TIME	PROGRAM	AGES ACCEPTED
9:00 am to 12:00 pm	PRE-KINDERGARTEN (must be pre-registered)	3-4
12:00 pm to 1:00 pm	LUNCH BUDDIES (Registration or Reservation is required)	3-4
1:15 pm to 3:00 pm	REST PERIOD (Registration or Reservation is required)	3-4
3:00 pm – 7:20 pm	Drop-In Care (registered children with confirmed reservation only)	3-12

Friday Schedule:

TIME	PROGRAM	AGES ACCEPTED
9:00 am to 12:00 pm	PRE-KINDERGARTEN	3-4
12:00 pm to 1:00 pm	LUNCH BUDDIES	3-4

Summer Enrichment Program

- Additional fees apply
- Enrolled children between the ages of 3-7
- Space is limited
- Summer Registration forms are submitted through Rec Trac
- Forms can be submitted starting January 21st
- For Summer Enrichment dates, times, 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 Drop-In Child Care 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: Billing invoices are sent via email. Payments are made through the payment link provided in the billing invoice. [UPDATED 1-9-2026](#)