



DROP-IN CENTER

PARKING REGISTRATION INSTRUCTIONS:

To consistently provide available reserved parking spots for Drop-In Center families in DiLoretto Parking Lot, a new system has been developed by CCSU Campus State Police. The new system will be implemented starting Fall 2026. All enrolled Drop-In Center families who want to use Drop-In Center reserved parking spaces in DiLoretto Parking Lot, must complete a **Parking Registration Form**. After submitting the registration form, you will receive a new parking hang tag. Parking registration forms should be submitted as soon as possible to receive your parking hang tag for Fall 2026. Please save your parking registration form as:

YOURLASTNAMEPARK (Example: MCCARTHYPARK)

and send it as an attachment using the email address below. If multiple adults pick up a child from the Center, a parking registration form will be required for each vehicle. When registering an adult who is not a student-parent, faculty or staff member, please include the Blue Card ID, (8-digit number), of the person who *is* a CCSU student/faculty/staff member. Parking registration forms submitted without all required information, including a Blue Card ID number, will not be accepted. The registration information will be shared with the CCSU state police. The new hang tags will help our CCSU state police officers identify cars that have permission to park in Drop-In reserved spaces to pick-up or drop-off a child. Cars that do not have the hang tag will be ticketed or towed at the owner's expense.

TO REGISTER: The Parking Registration Form can also be downloaded from our website:

<https://www.ccsu.edu/childcare>

TO SUBMIT FORM: Please submit Parking Registration Forms as an attachment to the email below:

DropIn.DocSub.ResReq@ccsu.edu

Once the parking registration form is submitted and approved, you will be notified via university email and can pick up your parking hang tag from the Drop-In Center by appointment.

Please send all questions to: kellymccarthy@ccsu.edu