

2023 - 2024

CCAMPIS

HANDBOOK

CHILD CARE ACCESS MEANS

PARENTS IN SCHOOL



HERZING[®]
— UNIVERSITY —

CCAMPIS AT HERZING UNIVERSITY

We are excited to welcome you to the CCAMPIS program at Herzing University! The program is funded by a grant from the U.S. Department of Education to provide student parents with affordable, quality, off-campus child care options for children. At Herzing, we are happy to offer child care stipends to connect you with quality child care centers in your area, so you will have more time to focus on your program and academic commitments.

The purpose of CCAMPIS is to support the academic success of college students through child care services. In this program, we are also excited to offer services to help you meet your goals in the classroom. We will work with you to ensure that you have access to Academic Coaching, study tools and resources, and workshops that are designed to help you maintain your high grades.

We are also excited to offer workshops and events that will help you as a parent. We will listen to understand what will help you as a parent and design workshops to meet you where you are. For some students, this looks like attending a Support Group Session led by our Counseling Team, and for others, this looks like attending a workshop on balancing finances.

This handbook will serve as a guide for the program. In it, you will find information about child care centers, planned events, academic tips, and other support systems that may be useful as you work towards your degree.

We are looking forward to getting to know you and supporting you however we can. If you have questions, comments, concerns, or feedback, please do not hesitate to reach out to:

Rachel Dalmont

CCAMPIS Program Coordinator

 campis@herzing.edu

Dr. BriAnne Danielson

Associate Vice President, Student Affairs

O: (866) 508-0748 x66430

 bdanielson@herzing.edu



Thank you,
CCAMPIS Team

WHAT IS CHILD CARE ACCESS MEANS PARENTS IN SCHOOL?

The Herzing University CCAMPIS program is a federally funded program through the U.S. Department of Education that provides child care subsidies to eligible Herzing students. Once you are accepted into the program, you will remain in the program, provided you meet all program requirements and funding is available.

CCAMPIS funds are paid directly to child care centers by Herzing University – this means that subsidies do not impact financial aid, such as federal student loans.

The subsidy is determined by a student's EFC (Expected Family Contribution) as noted on a student's most recent Free Application for Federal Student Aid (FAFSA).

To learn more about CCAMPIS at Herzing University, you can visit the Herzing University website [here](#).

FREQUENTLY ASKED QUESTIONS



◀ Here you can find [FAQs about the CCAMPIS program](#) and participation requirements.

If you have a question that isn't answered, please send an email to:

✉ ccampis@herzing.edu

PROGRAM REQUIREMENTS

To remain active in the program, you will need to meet all program requirements each semester you are enrolled. This means that you will not need to re-apply for the program each semester, but we will review your prior semester participation to make sure that you met all requirements throughout that semester. If you did not meet program requirements, you will not be able to continue in the program.

To meet the Herzing University's CCAMPIS program requirements, participants must:

- Pay childcare fees to their childcare facility that the awarded subsidy will not cover.
- Attend the Herzing University CCAMPIS program orientation.
- Participate in at least two CCAMPIS-approved workshops per semester.
- Attend at least one focus group per year to provide feedback about the project.
- Submit a pre-semester and post-semester program evaluation.
- Participate in academic advising with Student Services Advisor and/or Academic Coaches. Regular sessions with Academic Coaches are required if minimum GPA is not maintained.
- Maintain Student Academic Progress (SAP) status (2.0 GPA). If unable to, the student must have an approved Academic Appeal and Academic Success Plan on file.

Funds are non-transferable to other dependents not listed. Adherence is required to all federal and Herzing University policies and procedures, which include the student code of conduct. Additionally, the subsidy is not applicable toward tuition payment nor subsidy for past childcare.

If you do not think that you will be able to meet these requirements, please contact a CCAMPIS Team Member to discuss as soon as possible.



CHILD CARE CENTER REQUIREMENTS

Participating students must enroll their child in an approved child care facility if they are not already enrolled. Please let us know how we can support you throughout this process.

It is a requirement of the program that the child care center or facility has a current license with their state and is nationally accredited, through a program such as the **National Associate for the Education of Young Children (NAEYC) or Child Development Associate (CDA)**

If your children are currently enrolled in a child care facility, we will assist in finalizing an agreement between the facility and Herzing University. If your current facility does not want to pursue an agreement, we look for an already-approved child care facility near you. If the alternative facility has availability and has the resources to enroll your child, we will work with you to support the transfer.

If we are unable to secure an agreement with your current child care provider and we cannot find an available alternative site, you may not be able to participate in the program at this time. If this happens, we will be happy to defer your acceptance into the program while you make alternative arrangements.

HOW TO LOCATE A CHILD CARE CENTER



◀ Here you can find [child care center locators and resources](#) to assist your search. You will find quality child care sites in your area, sponsored payment programs, military programs, and financial support programs by state.

If you have a question about any of the information or resources listed, please send an email to:

✉ ccampis@herzing.edu

CHOOSING A CHILD CARE CENTER

1 START EARLY

Begin looking for a child care center as soon as possible. Finding the right center can take time, and you don't want to feel rushed. Some centers even have wait lists that can delay enrolling your child.

2 CHECK LOCAL CENTERS

Start identifying child care centers in your area. You can conduct a Google search or check a list of resources [here](#). When looking at centers, keep these questions in mind:

- Is this center close to home, work, and school?
- When is the center open? Is it open when I need child care?
- What license and accreditation does this center have?
- Does this center accept financial assistance programs?

3 PLAN A VISIT

Visit the child care center that you are considering – call the center and request a visit and tour. This is a great time to ask specific questions about the center:

- What is the adult to child ratio?
- How many children are in a class?
- What training, degrees, and qualifications do the caregivers have?
- Will my child be comfortable here?

You can review other factors to consider [here](#).

4 CHOOSE YOUR CENTER

After you visit, decide if the center will be the best fit for you and your child. Once you feel comfortable, start the enrollment process.

5 UPDATE CCAMPIS AT HU TEAM

Once you have chosen a center and your child is enrolled, update Herzing's CCAMPIS team at ccampis@herzing.edu. We will work with your site to finalize an agreement and payment schedule.

ACTIVITY REQUIREMENTS TRACKER



Use this page to track Herzing's CCAMPIS program requirements. Be sure to meet all program requirements each semester to maintain your eligibility. You will need to submit proof of meeting requirements at the end of the semester. Please email ccampis@herzing.edu with any questions that you have.

ORIENTATION

Attend CCAMPIS program orientation hosted by Herzing's Student Services team.

ATTEND 2 CCAMPIS-APPROVED WORKSHOPS

Workshop Name: _____

Date of Workshop: _____

Workshop Name: _____

Date of Workshop: _____

FOCUS GROUP

Attend a CCAMPIS focus group.

Date of Focus Group: _____

SUBMIT SURVEYS

Pre-Semester Survey

Post-Semester Survey

ACADEMIC REQUIREMENTS

To remain active in the program, you will need to meet academic requirements:

- Participate in academic advising with Student Services Advisor and/or Academic Coaches. Regular sessions with Academic Coaches are required if minimum GPA is not maintained.
- Maintain Student Academic Progress (SAP) status (2.0 GPA). If unable to, the student must have an approved Academic Appeal and Academic Success Plan on file.

If you need assistance connecting with your assigned Student Services Advisor, please reach out to StudentServices@herzing.edu.

To request a meeting with a Tutor or Writing Coach, please:

1. Login to your [Student Portal](#).
2. Enter Canvas.
3. Visit the Student Academic Success Center.
4. Click either "Tutors" or "Writing Support" to receive guidance on how to access Knack, Herzing's tutoring platform.



IMPORTANT CONTACTS

STUDENT SERVICES

studentservices@herzing.edu

ACADEMIC COACHES AND TUTOR

academiccoachsupport@herzing.edu

LIBRARY

us-librarians@herzing.edu