



NEW YORK STATE  
NETWORK FOR  
YOUTH SUCCESS

**NYS School-Age Credential  
Distance Learning  
Spring 2025 Syllabus  
Part 2\***

\*Part 1 and 2 can be taken  
in either order

**School-Age Credential**  
**Spring DL 2025 (Part 2) Syllabus**

<b>Instructor</b>	<b>Class Location</b>
Alysha Branch Alysha@NetworkforYouthSuccess.Org	Distance Learning <b>Google Classroom Link TBA</b>

**Host Agency**

New York State Network for Youth Success  
[www.NetworkForYouthSuccess.Org](http://www.NetworkForYouthSuccess.Org)

**Method of Instruction**

Asynchronous Distance Learning

**Course Description**

The School Age Care Credential Course is an in-depth study of competency standards that reflect best practices in after-school programs. This course is specifically designed for individuals currently employed in school age child care programs, who serve children ages 5 to 13 years old. Competency standards demonstrating the ability to nurture children's physical, social, emotional and intellectual growth will be explored. Major topics include maintaining a safe, healthy learning environment, child development, challenging behaviors, observing and recording, working with families, curriculum development, operational program management, communication, and professionalism. Current theories and trends of working with and educating school age children will be investigated by SACC Candidates. Part 1 covers skill areas 1-7, and Part 2 covers skill areas 8-14.

**Required Text**

[School's Out: Challenges and Solutions for School-Age Programs](http://School's Out: Challenges and Solutions for School-Age Programs), Galuski Tracy and Arlene Rider. Gryphon House, Inc. 2020.  
[2022 NYS SAC Credential Manual](http://2022 NYS SAC Credential Manual)

**Enrollment in the SAC Credential Course**

Individuals enrolling in this course must be 18 years of age or older, have a high school diploma or GED, and must be currently working/volunteering in a NYS OCFS Licensed/Registered program.

**Evaluation**

- Engagement is expected in all modules.
- Assignments, including, *Portfolio* and resource files are to be turned in by the assigned due dates.
- The portfolio, resource file, and advisor observations will serve as a measure of knowledge learned.
- When all portfolio and resource files are complete, the candidate should send in an application for an endorsement visit. The endorser will do a final observation (evaluation) of the candidate in their program.

**Course Goals**

Candidates will:

- Demonstrate a commitment towards quality programs for school-age children.
- Uphold ethical standards and other professional guidelines.
- Increase professional ability to articulate the value, purpose, and process of their work with children

### **Course Objectives:**

- Practice articulating value, purpose and process via structured class discussions.
- Develop a portfolio documenting how they meet stated professional competencies in SAC Credential Skill Areas 8-14.
- Write 3 portfolio entries per skill area (8-14).
- Develop at least 15 resource files.

### **Technology Requirements**

This course will take place via Google Classroom. Candidates must have access to a computer (tablets or phones are not recommended as they may limit ability to participate). Students must have a Gmail email address as well as access to and storage in Google Drive.

### **Advisement**

Candidates must take the responsibility to secure - and pay as necessary – their own SAC Credential Advisor –from the approved [Advisor list](#).

In order to demonstrate competence, candidates must be observed working in a school-age program with the same group of children. The candidate will arrange a time with their Advisor to conduct observations. Three observations must be conducted.

- The time of your observations will vary so that throughout the three site visits, your Advisor will observe all aspects of the program; from arrival to homework to departure.
- One-on-one coaching meetings will be scheduled immediately after the observation to review, provide feedback, and create an action plan for improvement.

### **Portfolio**

The Portfolio is a working resource- one that should be useful to Candidates during their career in school age child care. The material in the *Portfolio* should be typed, filed by skill area and organized. Each of the 42 entries should have a heading at the top, clearly stating the date written, skill area and indicator being discussed. The portfolio should also include an autobiography, program description, Aspire information and current resume. All entries should be checked for grammar and spelling errors. See chapter 4 in the SAC Manual.

### **Resource File**

The material in the resource file should be typed, checked for grammar and spelling errors, arranged in order with “cover pages” for each entry. This makes items easily located during the endorsement visit. See chapter 4 and Appendix F of the SAC Manual.

### **Family Questionnaires & References**

Candidates must distribute and collect the family questionnaires. Each family with a child in your program should complete a questionnaire. Two families will also be required to write you a recommendation letter. See chapter 4 and Appendix C of the SAC Manual.

### **SMART Goals**

Short and long-term goals for each of the fourteen skill areas are required. These should be typed in the form provided and free of spelling or grammatical errors. See chapter 4 and Appendix E of the SAC Manual.

### **DL Policies (including training hour credit and withdrawal policies)**

<https://networkforyouthsuccess.org/nys-sac-credential-dl-policies/>

### **Complaints**

Any issues can be sent via email to [Erin@NetworkForYouthSuccess.Org](mailto:Erin@NetworkForYouthSuccess.Org)

### **DL Part 2 SAC Class Calendar (Spring 2024)**

**Start Date: 1/6/24**

**Drop Date: 1/20/24**

**37.5 Total Hours**

Date	Topic	OCFS, CBK, SAC Areas	Training Hours
1/6/24- 1/20/24	Orientation/ Overview / Manual	OCFS: 1,3,5 CBK: 7 SAC: 1	0
1/21/24- 2/3/24	Creative (8)	OCFS: 1,3 CBK: 1,4 SAC: 1, 8	5
<b>2/12/24 10am - 12pm</b>	Optional - Homework Help LIVE ZOOM <a href="https://us02web.zoom.us/j/86032171015">https://us02web.zoom.us/j/86032171015</a>		0
2/4/24- 2/17/24	Physical Development (9)	OCFS: 1, 3 CBK: 1, 4 SAC: 9	5
2/18/24- 3/3/24	Cognitive Development (10)	OCFS: 1,3 CBK: 1,4 SAC: 10	5.5
3/4/24- 3/17/24	Communication (11)	OCFS: 1,3 CBK: 1,4 SAC: 11	5
3/18/24- 3/31/24	Social & Emotional (12)	OCFS: 3, 7 CBK: 7 SAC: 12	6
<b>4/10/24 6pm- 8pm</b>	Optional - Homework Help LIVE ZOOM <a href="https://us02web.zoom.us/j/82365206540">https://us02web.zoom.us/j/82365206540</a>		0
4/1/24- 4/14/24	Families (13)	OCFS: 1,3 CBK: 1,4 SAC: 13	5

4/15/24- 4/28/24	Program Management & Quality (14)	OCFS: 1, 3, 5 CBK: 6, 7 SAC: 1, 14	6
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