NYS School-Age Credential
Spring 2023 Syllabus
(Cohort B)
Part 1*

*Part 1 and 2 can be taken in either order, but not at the same time

Instructor
Alicia Salamone-Powers
virtualsaccredential2@networkforyouthsuccess.org

Class Location
https://us02web.zoom.us/
j/82152415776

Host Agency
New York State Network for Youth Success
www.NetworkForYouthSuccess.Org

Time
Monday Evenings
6:30-9:30pm

Dates
March 6, 2023 - June 5, 2023

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.

Method of Instruction
Virtual – Live-Instructor. Class sessions will include lectures, cooperative learning opportunities, whole group discussions, group activities, observations, and use of audio-visual materials.

Text Book
School's Out: Challenges and Solutions for School-Age Programs, Galuski Tracy and Arlene Rider. Gryphon House, Inc. 2020.

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.

Class Cancellation
In the event of a class cancellation, each candidate will be contacted via email. Please ensure your instructor has your current contact information on file.

Evaluation
- Attendance and participation is expected at all classes. Three (3) consecutive absences without communication is considered a withdrawal from the class and EIP will be notified.
- In the event a candidate must miss a class, they must notify the instructor via email. One make-up session will be offered. Make-ups are ONLY available for classes on the 14 skill areas. Special topics cannot be made-up.
- Portfolio and resource files are to be handed into the instructor at 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 candidate in their program.

Course Goals
- Candidates will demonstrate a commitment towards quality programs for school-age children.
- Candidates will uphold ethical standards and other professional guidelines.
- Candidates will demonstrate an understanding of child development ages, stages, and the range of development that may occur within a given age or stage.
- Candidates will provide a safe environment to prevent and reduce injuries.
- Candidates will promote good health and nutrition as well as provide an
- environment that contributes to the prevention of illness.
- Candidates will provide physical and emotional security for each school-age

Course Objectives:
- Practice articulating value, purpose and process via structured class discussions and activities.
- Develop a portfolio documenting how they meet stated professional competencies in SAC Credential Skill Areas 1-7.
- Write 3 portfolio entries per skill area (1-7).
- Develop (half of the) 33 resource files.

Advisement
Candidates must take the responsibility to secure - and pay as necessary – my own SAC Credential Advisor – either from the approved Advisor list, from referral from my instructor, or select a professional who meets Advisor qualifications (as shown in Chapter 1 of the SACC Manual) and ensure that my Advisor has participated in the mandatory training provided by the Network for Youth Success.

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 Advisor to conduct observations. Three observations will 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 and give feedback.

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 in a three-ring binder. 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 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 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 of the SAC Manual.

Attendance and Participation
Attendance is required. Regular and punctual attendance is expected. Excessive unexcused absences (more than 2 per semester), will result in the student having to take the course over. Excessive tardiness may result in the student having to take the course over. Participation in class helps maximize learning. Use your good judgment about what is shared during class. It should be relevant to the class discussion. Remember to be professional and that all classroom discussions are confidential. Class assignments are to be handed in on time. Delaying assignments will delay the process of assessment. Plan accordingly. Students must earn at least 75% of the training credit in order to move on to the next semester. Those who do not will be required to take the course (semester) over.

Virtual Requirements
This course will take place via Zoom at the dates/times listed in the syllabus. Candidates must have access to a computer (a tablet or phone is not recommended as it may limit ability to participate), camera, and microphone. Candidate's must keep their cameras on, sign-in, and actively participate to earn NYS OCFS training credit. Students may not participate while operating a moving vehicle.

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 of the SAC Manual.

Academic Integrity
Candidates are expected to be honest in every aspect of their academic work. All work presented as a candidate's own, must be the product of their own efforts. Plagiarism or any other submission of another's work as one's own is unacceptable.

Virtual Classroom Behavior
To help assure Candidates' achievement and success, the following are expected of students:
1.   Arrive on time.
2.   Come to class prepared to participate in the learning experience planned.
3.   Use language that values everyone and is appropriate to the learning situation.
4.   Support group work by contributing to the task assigned to you.
5.   Submit assignments on time.
6.   Remain attentive to class activities.
7.   Respect all viewpoints, even those with you do not agree.

Regarding Shared Information
I understand that my instructor, advisor, and/or the Network for Youth Success may contact my program supervisor and/or EIP and/or my program's licensor/registrar regarding my participation in this course.

Regarding Payment and Finances
- Course Tuition is $1,250 per semester, payable by check, credit card and/or EIP voucher to The Network for Youth Success NO LATER THAN THE COURSE START DATE.
- EIP funding is not available for this course.
- Course transcripts will be provided – noting completed activities and training hour credit earned AFTER all outstanding fees have been paid.
- Requests for duplicate transcripts can be made to erin@networkforyouthsuccess.org and a $25.00 will be charged.
- A $25.00 fee will be charged for all returned payments.

Withdrawals/Reimbursement
Missing three consecutive classes without communication is considered a withdrawal.

Assessment:

- On completion of my second semester, I understand that I must either apply to EIP for $1000 Assessment fee or pay the $1000 fee via check. This is non-refundable.
- To be assessed, my Request for Visit form, plus $1000 and all other required materials must be received in the Network for Youth Success office NO LATER THAN May 1 (for spring visit) and NOVEMBER 1 for a visit before the end of the year.
- To earn and maintain my SAC Credential, I am required join the Network for Youth Success. I can find membership information at: http://networkforyouthsuccess.org/membership/

Complaints
Any issues can be sent via email to Erin@NetworkForYouthSuccess.Org

Semester 1 TENTATIVE SAC Class Calendar - Spring 2023

	SEMESTER 1		
Date	**Topic**	**OCFS, CBK, SAC Areas**	**Training Hours**
3/6	Overview / Manual	OCFS: 1,3,5 CBK: 7 SAC: 1	3
3/13	Professionalism (1)	OCFS: 1,3,5 CBK: 6,7 SAC: 1, 14	3
3/20	Health (4)	OCFS: 2, 4 CBK: 5 SAC: 3, 4	3
3/27	Regulations	OCFS: 1,3,7 CBK: 4 SAC: 10	3
4/3	Safety (3)	OCFS: 2,4 CBK: 5 SAC: 3,4	3
4/17	Social/ Pos. Guidance (6) Challenging Behaviors	OCFS: 1,2,3,7 CBK: 1,3,4 SAC: 6,12	3
4/24	Child Development (2) / Self (5) / Culture	OCFS: 1,3 CBK: 1,4 SAC: 2,5	3
5/1 (Timothy)	Time Management for Directors	OCFS: 3, 7 CBK: 7 SAC: 14	3
5/8	STEM	OCFS: 1,3 CBK: 1,4 SAC: 10	3
5/15	Out of School (7) Environments Prop Boxes	OCFS: 1,3 CBK: 1,4 SAC: 7, 8	3
5/22	DAP	OCFS: 1,3 CBK: 1,4 SAC: 7, 8	3
6/5 (Timothy)	ACEs	OCFS: 10 CBK: 3 SAC: 4	3
6/12 (Erin)	Make-Up Class		0

SAC Credential Assignments- Part 1

Mar 6, 2023	Class Topic: Overview/Manual

Due by March 13, 2023	Class Topic: Professionalism

1. Read Chapter 1 – Defining High Quality Care
2. **300 Word Autobiography**

Due by March 20, 2023	Class Topic: Health

1. **3 Portfolio Entries for Professionalism**
2. Read Pages 46-54
3. Resource File #1- Obtain a copy of the National AfterSchool Association Code of Ethics
4. Resource File #4- Describe 3 ways that you have advocated
5. Resource File #5 - List the foundation areas of the New York State Afterschool Program Accreditation standards

Due by March 27, 2023	Class Topic: Regulations & DOH Guidance

1. **3 Portfolio Entries on Health**
2. Resource File #3- Obtain brochures and membership information from 2 or 3 professional
school-age associations and list two benefits of each
3. Resource File #16- Provide 2 nutritional cooking and/or food preparation activities
4. Resource File #15- Design a weekly snack (or supper) menu using CACFP guidelines

Due by April 3, 2023	Class Topic: Safety

1. Read Pages 37-45
2. Resource File #2- Provide proof you have registered in the Aspire Registry
3. Resource File #10- Provide documentation of current Adult/Child/CPR/First-Aid certification

Due by April 17, 2023	Class Topic: Social/ Pos. Guidance/ Challenging Behaviors

1. **3 Portfolio Entries on Safety**
2. Read Chapter 2: Understanding the Roles of Admin Staff
3. Read Chapter 5: Planning the Curriculum
4. Resource File #9- Provide a copy of your five-hour Foundations in Health and Safety training certificate
5. Resource File #11- Describe the Red Cross and your organization's procedures for handling a child who receives a head injury
6. Resource File #14- Compare your current policy regarding outdoor play to the Child Care Weather Watch document

Due by April 24, 2023	Class Topic: Child Development/ Self/Cultural

1. **3 Portfolio Entries on Guidance**
2. **300 Word Program Description**
3. Read Chapter 9: Building Behavior Skills
4. Resource File #19- Program Rules

Due by May 1, 2023	Class Topic: Time Management for Directors

1. **3 Portfolio Entries on Child Development**
2. Resource File #22- Develop 2 gross motor skill activities and demonstrate how you would make them appropriate for 5-7, 8-10, and 10-12 year olds

Due by May 8, 2023	Class Topic: STEM 1

1. **3 Portfolio Entries on Self**

Due by May 15, 2023	Class Topic: DAP

1. Resource File #7- Provide two lesson plans (to include directions, materials and how children should use them, open-ended questions) for each of the following
2. Resource File #13- Obtain a copy of New York State regulations appropriate for your modality of care
3. Read Pages 98-104 (physical development), 145-148 (cognitive, language & creative development), 116-125 (social & emotional development)

Due by May 22, 2023	Class Topic: Out of School Environments/ Prop Boxes

1. **Cultural Board Due**
2. Read Chapter 4: Creating Child-Friendly Spaces, Appendix B: Recommended Children's by Age
3. Resource File #20- Provide a copy of your daily schedule including time blocks, activities and age groupings

4. Resource File #17- Choose one book from your program's book selection (library) that addresses each of the topic areas

Due by June 6, 2023	Class Topic: ACE's

1. **3 Portfolio Entries on Out of School Environment**
2. Resource File #12- Provide documentation of training in child abuse and maltreatment taken within the last two years
3. Resource File #18- Provide a copy of one completed observation tool for recording information about children's development