



NYS School-Age Credential
Fall 2024 & Spring 2025 Syllabus
Rochester Area Cohort* - NYSNYS
Parts 1 & 2

**This course is only open to individuals working in Orleans, Genesee, Livingston, Wayne, Ontario and Monroe counties.*

School-Age Credential
Fall 2024 (Part 1) Syllabus

<u>Instructor</u>	<u>Class Location</u>
Sara Rickan Sara@NetworkforYouthSuccess.org Carla Stough Huffman aliascarla@aol.com	Virtual Live Zoom Link: https://us02web.zoom.us/j/83391641924

Host Agency

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

Time

Tuesdays, 9:00am-12:00pm (weekly, unless otherwise noted)
See calendar below for detailed information

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. Books will be provided compliments of the ESL Foundation.

VIRTUAL SAC CREDENTIAL POLICIES

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. **Individuals enrolled in the Rochester area ESL cohort must work in the following counties: Orleans, Genesee, Livingston, Wayne, Ontario, and Monroe counties.**

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.
- In the event a candidate must miss a class, they must notify the instructor via email.
- Two make-up classes (one for skill areas 1-7 and one for skill areas 8-14) will be provided ONLY for those classes that are SAC Skill Areas. No make-ups will be provided for those offered outside of the skill areas.
- Portfolio entries, resource files and other required documents are to be handed into the homework helpers 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 candidates in the same program their advisor observed them in.

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 apply their knowledge of child development to develop program, environment, and activities to meet children's needs.
- 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 child, and assist each child in developing a sense of independence.
- Candidates will earn their NYS SAC Credential after taking Parts 1 and 2.

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 1-14.
- Write 3 portfolio entries per skill area (1-14).
- Develop 33 resource files.

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 headings for each entry. This makes items easily located during the endorsement visit. See chapter 4 and Appendix F of the SAC Manual.

Homework Support

Each participant enrolled in the 24-25 Tuesday class will be assigned a homework helper at no additional cost to provide feedback on homework (portfolio and resource files) assignments submitted through Google Drive. The homework helper will make comments once per week on homework that is

turned in according to the schedule on the syllabus. Late homework assignments and homework turned in after the course end date will not be checked by the homework helper. It is still the responsibility of the advisor to double check all work prior to requesting an endorsement.

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.

Attendance and Participation

- Attendance is required.
- Regular and punctual attendance is expected.
- Participation in class helps maximize learning and is expected.
- Use good judgment about what is shared during class. Share outs should be relevant to the class discussion. Remember to be professional and that all classroom discussions are confidential.
- Excessive tardiness may result in the student having to take the course over.
- Students must attend at least 75% of the training hours in the semester in order to successfully complete the semester. Those who do not earn at least 75% of the **training hours will be required to take the course (and/or semester) over.**
- Class assignments are to be handed in on time. Assignments that are not turned in according to schedule may not be reviewed.
- Delaying assignments will delay the process of assessment. Plan accordingly.

Technology 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, remain in frame, sign-in, and actively participate to earn NYS OCFS training credit. **Students may not participate while operating a moving vehicle. Students may not participate while supervising children. SAC instructors reserve the right to deny training credit to those not meeting our training policies.**

Google Drive is used to support learning. All candidates will need a Gmail account and Google Drive with sufficient storage for document and video files.

Technical support is not provided by the Network.

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.

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 his or her own efforts. Plagiarism or any other submission of another's work as one's own is unacceptable.

Regarding Shared Information

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

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.
- be currently working/volunteering in a NYS OCFS Licensed/Registered Program in one of the following counties: Orleans, Genesee, Livingston, Wayne, Ontario, and Monroe counties.

Regarding Coursework

Coursework will be good for two years. If the candidate does not complete their endorsement in that timeframe they will need to retake the course. Candidates must keep copies of their own work

Advisement

The Network will assign and pay for THREE SAC Credential Advisor visits performed by a Network-approved advisor. These visits will only take place during Fall 2024 and Spring 2025, while the candidate is enrolled, attending classes, and up to date with coursework. Failure to remain in compliance may result in advisor visits and debriefs not taking place as scheduled.

I understand that canceling more than one visit with my advisor may result in me having to secure and pay for my own advisor.

I understand that not being prepared for any advisor visits and/or not making any progress on my action plan may result in advisement being pushed out of the timeframe that the Network will pay for.

I understand that if I would like a different advisor, or need additional advisor visits, I will be required to secure and pay for my own.

Note: If you have someone in mind to be your advisor, who is not on the advisor list, they should apply [here](#). Advisor qualifications can be found in Chapter 1 of the Manual.

Assessment

On completion of my second semester, I understand that I must pay the \$1000 fee prior to my endorsement recording/debrief. This can be paid via check, credit card, or EIP voucher. This is non refundable.

To be assessed, my Policies/Procedures Form, plus \$1000 and all other required materials must be received NO LATER THAN May 1 (for spring visit) and NOVEMBER 1 for a visit before the end of the year.

Membership

To earn and maintain my SAC Credential, I am required to join the Network for Youth Success. I can find membership information at: <http://networkforyouthsuccess.org/membership/>. Individual memberships will be provided compliments of the ESL Foundation.

Regarding Training Hour Credit

Students must earn at least 75% of the offered training hours in order to move on. **A student earning less than 54 of the 72 hours, will be required to take the course (Parts 1 and 2) over.** Training hours are assigned based on attendance and engagement.

Virtual Classroom Behavior

To help assure Candidates' achievement and success, the following are expected of students:

- Come to class prepared to participate in the learning experience planned.

- Use language that values everyone and is appropriate to the learning situation.
- Support group work by contributing to the task assigned to you.
- Submit assignments on time.
- Remain attentive to class activities.
- Respect all viewpoints, even those with you do not agree.
- Additional group norms will be established by the class and instructor.

Regarding Payment and Finances

This course is generously being funded by the ESL Federal Credit Union for individuals working in licensed programs in **Orleans, Genesee, Livingston, Wayne, Ontario, and Monroe counties.**

Deposits

To enroll in the Virtual SAC (ESL Rochester cohort - Tuesdays - Fall 2024 - Spring 2025), a \$200 deposit must be made. Deposits will be refunded ONLY to those individuals who successfully complete the full course scheduled on Tuesdays Fall 2024-Spring 2025 hosted by the Network for Youth Success. Enrollment and/or completion in any other course will not permit a refund. Successful completion is outlined in the syllabus.

Transcripts

Course transcripts will be provided at no cost to all individuals who successfully complete the course. A \$25.00 fee will be incurred to anyone who did not successfully complete and would like a copy of their transcript. Transcripts will not be provided to anyone who has an outstanding balance with the Network. Requests for duplicate transcripts can be made [here](#) and a \$25.00 will be charged.

DOH/OCFS – Enrollment Letters and Other Proof

Candidates receive an enrollment letter upon registering online for the virtual course. This letter should have the required information for DOH/OCFS. Should this not suffice, please fill out the form [here](#) to request another enrollment letter. These can take several weeks to process. The Network does not furnish weekly reports to OCFS/DOH. Should your Licensor/Registrar request an update on your progress, they should reach out to erin@networkforyouthsuccess.org

Regarding Withdrawals

Withdrawals must be submitted to erin@networkforyouthsuccess.org ON or BEFORE the drop date. The drop date is listed on the syllabus. Withdrawals on this date, or beyond will result in the \$200 deposit not to be returned. Missing three consecutive classes without communication is considered a withdrawal.

Complaints

Any issues can be sent to Erin@NetworkForYouthSuccess.Org or (518) 486-8567

Part 1 TENTATIVE SAC Class Calendar (2024)

Tuesdays 9:00-12:00

Official Drop Date: 10/3/24

Date	Topic	OCFS, CBK, SAC Areas	Training Hours	Instructor(s)
10/1/24	<i>Orientation/ Overview / Manual-Refresher</i>	OCFS: 1,3,5 CBK: 7 SAC: 1	3	Sara
10/15/24	Professionalism (1)	OCFS: 1,3,5 CBK: 6,7 SAC: 1, 14	3	Sara
Thursday 10/24/24	Homework Help https://us02web.zoom.us/j/84686739745		0	Sara
10/29/24	Child Development (2)	OCFS: 1,3 CBK: 1,4 SAC: 2	3	Sara
11/5/24	<i>OCFS Regulations</i>	OCFS: 1,3,7 CBK: 4 SAC: 10	3	Sara
11/12/24	Safety (3)	OCFS: 2,4 CBK: 5 SAC: 3,4	3	Sara
11/19/24	<i>Regulations 202</i>	OCFS: 2, 4, 6, 7 CBK: 1,5 SAC: 4	3	Dallas
11/26/24	Health (4)	OCFS: 2, 4 CBK: 5 SAC: 3, 4	3	Sara
12/3/24	Self (5)	OCFS: 1,3 CBK: 1,4 SAC: 5	3	Sara
12/10/24	<i>STEAM</i>	OCFS: 1, 3 CBK: 1, 4 SAC: 10	3	Sara
12/17/24	Guidance (6)	OCFS: 1,2,3,7 CBK: 1,3,4 SAC: 6	3	Sara
Wednesday 12/18/24 *9:30-12:30*	Homework/Make Up https://us02web.zoom.us/j/81896359712		0	Sara
1/7/25	Environments (7)	OCFS: 1,3 CBK: 1,4 SAC: 7, 8	3	Sara

1/14/25	Goal Setting, Action Planning and Endorsement Video	OCFS: 5 CBK: 7 SAC: 1, 14	3	Sara
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SAC Credential Assignments- Part 1

Templates for Resource Files, Journal (Portfolio Entries), Autobiography, and Program Description can be found [here](#).

October 1, 2024	Class Topic: Overview/Manual
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Due by October 15, 2024	Class Topic: Professionalism
1. Read Chapter 1- Defining High Quality Care 2. 300 Word Autobiography	

Due by October 29, 2024	Class Topic: Child Development
1. Portfolio Entries for Professionalism (3) 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 November 5, 2024	Class Topic: OCFS Regulations
1. Portfolio Entries for Child Development (3) 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 November 12, 2024	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 November 19, 2024	Class Topic: Regulations 202
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1. Portfolio Entries for Safety (3)
2. Read Chapter 2: Understanding the Roles of Admin Staff
3. Resource File #9- Provide a copy of your five-hour Foundations in Health and Safety training certificate
4. Resource File #11- Describe the Red Cross and your organization's procedures for handling a child who receives a head injury
5. Resource File #14- Compare your current policy regarding outdoor play to the Child Care Weather Watch document

Due by November 26, 2024

Class Topic: Health

1. Resource File #16- Provide 2 nutritional cooking and/or food preparation activities
2. Resource File #15- Design a weekly snack (or supper) menu using CACFP guidelines

Due by December 3, 2024

Class Topic: Self

1. Portfolio Entries for Health (3)
2. Resource File #3- Obtain brochures and membership information from 2 or 3 professional school-age associations and list two benefits of each
3. Become a Member of NYSNYS (if not already one)

Due by December 10, 2024

Class Topic: STEM

1. Portfolio Entries for Self (3)

Due by December 17, 2024

Class Topic: Guidance

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 January 7, 2025

Class Topic: Environments

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

Due by January 14, 2025

Class Topic: Goal Setting, Action Planning & Endorsement Video

1. Portfolio Entries for Our of School Environments (3)
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

School-Age Credential
Spring 2025 (Part 2) Syllabus

<u>Instructor</u>	<u>Class Location</u>
Carla Stough Huffman aliascarla@aol.com Sara Rickan sara@networkforyouthsuccess.org	Virtual-Live Zoom Link: https://us02web.zoom.us/j/85935445850

Part 2 TENTATIVE SAC Class Calendar (2025)
Tuesdays 9:00-12:00

Date	Topic	OCFS, CBK, SAC Areas	Training Hours	Instructor(s)
1/21/25	<i>Highway to Healthy Habits</i> *Create an Aspire Account	OCFS: 2, 4, 6, 7 CBK: 1,5 SAC: 4	3	Carla
1/28/25	Program Management & Quality (14)	OCFS: 1, 3, 5 CBK: 6, 7 SAC: 1, 14	3	Carla
2/4/25	Physical Development (9)	OCFS: 1, 3 CBK: 1, 4 SAC: 9	3	Carla
2/5/25	Homework Help: https://us02web.zoom.us/j/82750539411		0	Sara/Carla
2/11/25	Cognitive Development (10) *No class 2/18/25*	OCFS: 1,3 CBK: 1,4 SAC: 10	3	Carla
2/25/25	Creative (8)	OCFS: 1,3 CBK: 1,4 SAC: 1, 8	3	Carla
3/4/25	Social & Emotional (12)	OCFS: 3, 7 CBK: 7 SAC: 12	3	Carla
3/11/25	<i>Observing & Recording</i>	OCFS: 1, 3, 5 CBK: 1, 3	3	Carla
3/18/25	<i>Special Needs</i>	OCFS: 1,2,3,7 CBK: 1,3,4 SAC: 6,12	3	Carla
3/25/25	Communication (11)	OCFS: 1,3 CBK: 1,4 SAC: 11	3	Carla
4/1/25	Families (13)	OCFS:1,3 CBK: 1,4 SAC: 13	3	Carla
4/8/25	<i>Coaching as Supervision</i> *Prep Candidates for EIP Application Next Class	OCFS: 5 CBK: 7 SAC: 14	3	Timothy
4/10/25	Homework/Make Up https://us02web.zoom.us/j/89057809633		3	Alysha/Carla
4/15/25	<i>Goal Setting, Action Planning & Endorsement Video-</i> Apply for EIP	OCFS: 5 CBK: 7 SAC: 1, 14	3	Carla

SAC Credential Assignments- Part 2

Templates for Resource Files, Journal (Portfolio Entries), Autobiography, and Program Description can be found [here](#).

January 21, 2025

Class Topic: Overview/Manual

Due by January 28, 2025

Class Topic: Program Management

1. Read Chapter 2: Understanding the Roles of Admin Staff, Chapter 5: Planning the Curriculum, 11-12 (assessment tools), 209 (conclusion), Chapter 11: Summer Camp
2. 300 Word Autobiography (if not already completed)
3. Program Description (if not already completed)

Due by February 4, 2025

Class Topic: Physical Development

1. Read Chapter 6: Physical Development, 204-205 (activities)
2. Skill Area 14 Journal Entries (3)
3. RF 6- Provide documentation of how you engage youth in the planning of program activities
4. RF 19- Provide a copy of the program's rules developed with input from the children
5. RF 29- Provide the following 6 record-keeping forms from your program

Due by February 11, 2025

Class Topic: Cognitive Development

1. Read Chapter 8: Cognitive Development
2. Skill Area 9 Journal Entries (3)
3. RF 30- Write a concise summary of a recent staff or planning meeting. Include date, time, staff present, notes of what was discuss
4. RF 31- Provide a copy of your program's staff handbook
5. RF 32- Provide a copy of ONE of the following quality enhancing tools, and summarize what the document includes.
 - a. YPQA
 - b. NYS Accreditation Self-Study
 - c. NYS Quality Self-Assessment
 - d. NAA Core Competency
6. RF 33- Show how you can navigate the NYS Office of Children and Family Services (OCFS) website by
 - Providing one dear provider letter from within the last year
 - Providing a copy of the 2020 Dec - Anaphylaxis Policy for Child Day Programs
 - Providing a copy of Part 413 Definitions

Due by February 25, 2025

Class Topic: Creative

1. Read pages 142-144, 148-151, 60-61
2. Skill Area 10 Journal Entries (3)
3. RF 17- Choose one book from your program's book selection (library) that addresses each of the topic areas (bullets) below. List the titles, authors, publishers, copyright dates, a summary (in your own words), and why you would recommend the book to a child or family.
 - separation, divorce, remarriage or blended families
 - cultures that are represented by the children in your program
 - cultures that are different from the predominant cultures of the children in your program
 - death or other traumatic events (emergency situations, getting lost, fighting with siblings, etc.)Identify two more books that you could add to your program's library to address topics that you don't currently have (or would like to expand on what you

4. RF 20-Provide a copy of your daily schedule including time blocks, activities and age groupings.
5. RF 21- Provide a copy of your homework contract/policy

Due by March 4, 2025

Class Topic: Social & Emotional Develop

1. Read Chapter 7: Social and Emotional Development including Adverse Childhood Experiences (ACES) and Trauma Informed Care
2. Skill Area 8 Journal Entries (3)
3. RF 8- Develop 2 creative art activities and demonstrate how you would make them appropriate for 5-7, 8-10, and 10-12 year olds

Due by March 11, 2025

Class Topic: Observing & Recording

1. Skill Area 12 Journal Entries (3)
2. RF 23- List 5 ways in which your program helps school-age children develop friendships and increase social skills
3. RF 24- List 5 potential community partners who could offer enrichment activities to the children in your program
4. RF 25- Complete a SEL Self-Inventory

Due by March 18, 2025

Class Topic: Special Needs

1. Two (2) Letters of Recommendation from Parents
2. Family Questionnaires

Due by March 25, 2025

Class Topic: Communication

1. RF 26- List 5 ways you support families in your program
2. RF 27- List 5 activities families can participate in to help feel a part of the program
3. RF 28- Provide name and contact information of agencies in the community that provide resources for children with special needs

Due by April 1, 2025

Class Topic: Families

1. Read pages 172, 186-189, 203, 133

Due by April 8, 2025

Class Topic: Coaching as Supervision

1. Read Chapter 10: Developing Family Partnerships
2. Skill Area 11 Journal Entries (3)

Due by April 15, 2025

Class Topic: Goal Setting, Action Planning & Endorsement Video

1. Skill Area 13 Journal Entries (3)