NEW YORK STATE
NETWORK FOR
YOUTH SUCCESS

NYS School-Age Credential
Spring 2025 Syllabus
Virtual - NYSNYS
Part 1*

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

School-Age Credential

Spring 2025 (Part 1) Syllabus

Instructor		**Class Location**
Alysha Branch alysha@networkforyouthsuccess.org		**Virtual** https://us02web.zoom.us/j/82756574204

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

Time
Thursdays, 9:00am-12:00pm (weekly, unless otherwise noted)
See full schedule below.

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. Note: Google Drive is used to support learning. All candidates will need a Gmail account and storage to access Google Drive.

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 class 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 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 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 1-7.
- Write 3 portfolio entries per skill area (1-7).
- Develop 33 resource files.

Advisement

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

If you would like an Advisor who is not already approved by the Network, have your potential Advisor complete an application at http://networkforyouthsuccess.org/credential/. The Network for Youth Success will review the application to be sure they meet all the Advisor qualifications, and enroll them in the required Advisor Training webinars. Once the Advisor has completed training and joined the mentorship program, they will be able to begin advising you.

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 the 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 headings 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.

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 (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.

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

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 EIP and/or my program's licensor/registrar regarding my participation in this course.

Virtual SAC Credential Policies (including training credit and withdrawal policy)
https://networkforyouthsuccess.org/nys-sac-credenti…rtual-policies-2/

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 below 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 alysha@networkforyouthsuccess.org.

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

Part 1 TENTATIVE SAC Class Calendar (2025)
Thursdays 9:00-12:00
Official Drop Date: January 15, 2025

Date	Topic	OCFS, CBK, SAC Areas	Training Hours	Instructor(s)
Thursday January 9	Orientation/ Overview / Manual-Refresher	OCFS: 1,3,5 CBK: 7 SAC: 1	3	Alysha
Thursday January 16	Professionalism (1)	OCFS: 1,3,5 CBK: 6,7 SAC: 1, 14	3	Alysha
Wed January 22	**Homework Help** https://us02web.zoom.us/j/84383880217		**0**	**Alysha**
Thursday January 23	Child Development (2)	OCFS: 1,3 CBK: 1,4 SAC: 2	3	Alysha
Thursday January 30	*OCFS/DOH Regulations*	OCFS: 1,3,7 CBK: 4 SAC: 10	3	Alysha
Thursday February 6	Safety (3)	OCFS: 2,4 CBK: 5 SAC: 3,4	3	Alysha
Thursday February 13	*Highway to Healthy Habits*	OCFS: 2, 4, 6, 7 CBK: 1,5 SAC: 4	3	Alysha
Thursday February 20	NO CLASS		0	
Thursday February 27	Health (4)	OCFS: 2, 4 CBK: 5 SAC: 3, 4	3	Alysha
Thursday March 6	Self (5)	OCFS: 1,3 CBK: 1,4 SAC: 5	3	Alysha
Thursday March 13	*STEM*	OCFS: 1, 3 CBK: 1, 4 SAC: 10	3	Alysha
Thursday March 20	Guidance (6)	OCFS: 1,2,3,7 CBK: 1,3,4 SAC: 6	3	Alysha
Tuesday March 25	**Homework/Make Up** https://us02web.zoom.us/j/86322936136		**0**	**Alysha**
Thursday	Environments (7)	OCFS: 1,3 CBK: 1,4	3	Alysha

March 27		SAC: 7, 8		
Thursday April 3	Goal Setting, Action Planning & Endorsement Video - Refresher	OCFS: 5 CBK: 6,7 SAC: 7, 8	3	Alysha

SAC Credential Assignments- Part 1
Templates for Resource Files, Journal (Portfolio Entries), Autobiography, and Program Description can be found here.

January 9, 2025	Class Topic: Overview/Manual

Due by January 16, 2025	Class Topic: Professionalism

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

Due by January 23, 2025	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 January 30, 2025	Class Topic: OCFS/DOH 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 February 6, 2025	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 February 13, 2025	Class Topic:Highway to Healthy Habits

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

Hi

Due by February 27, 2025	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
3. Resource File #20- Provide a copy of your daily schedule including time blocks, activities, and age groupings.

Due by March 6, 2025	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. Resource File #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)
   -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 have)
4. Become a Member of NYSNYS (if not already one)

Due by March 13, 2025	Class Topic: STEM

1. Portfolio Entries for Self (3)

Due by March 20, 2025	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 March 27, 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 April 3, 2025	Class Topic: Goal Setting, Action Planning & Endorsement Video

1. Portfolio Entries for Out 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