



NYS School-Age Credential Spring/Summer 2023 Syllabus Part 2*

*Part 1 and 2 can be taken in either order

School-Age Credential
Spring/Summer (Part 2) Syllabus

<u>Instructor</u>	<u>Class Location</u>
Sara Sara@NetworkforYouthSuccess.org	Virtual https://us02web.zoom.us/j/81269671497

Host Agency

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

Time

Fridays, 9:30am-12:30pm (weekly, unless otherwise noted)

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 Classroom may be used to support learning. All candidates will need a Gmail account and Google Drive with storage to participate.

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 use space, relationships, materials, and routines as resources for constructing an interesting, secure, and enjoyable environment that encourages play, exploration, and inspires learning.
- Candidates will provide opportunities that stimulate school-age children to play with sound, rhythm, languages, materials, space, and ideas in individual ways and to express their creative abilities.
- Candidates will provide a variety of equipment, activities, and opportunities to promote physical development of school-age children.
- Candidates will provide opportunities for hands-on experiences and opportunities that encourage curiosity, exploration and problem-solving skills.
- Candidates will actively communicate with school-age children, allowing school-age children to understand, acquire, and use verbal and nonverbal means of communicating thoughts and feelings.
- Candidates will help each school-age child feel accepted by the group by guiding them in a positive manner.
- Candidates will maintain open and friendly relationships with each school-age child's family.
- Candidates will use all available resources to ensure an effective operation of their program.

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 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](#).

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 3 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 and remain in the frame, sign-in, and actively participate to earn NYS OCFS training credit. Students may not participate while operating a moving vehicle. Participants must remain in a quiet space that is conducive to learning during each class. Students may not participate while responsible for the supervision of children. All candidates will need a Gmail account and Google Drive with storage to participate.

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 his or her 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. Come to class prepared to participate in the learning experience planned.
2. Use language that values everyone and is appropriate to the learning situation.
3. Support group work by contributing to the task assigned to you.
4. Submit assignments on time.
5. Remain attentive to class activities.
6. Respect all viewpoints, even those with you do not agree.

Additional group norms will be established by the class and instructor.

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.
- Student is responsible to pay the entire tuition fee regardless of the amount of financial assistance student may receive from EIP.
- Candidates are responsible for reimbursement to EIP for any unattended classes.
- 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.
- Should a candidate's organization pay for their tuition prior to the start date, and the candidate becomes no longer employed by that organization before the drop date, the individual must notify the Network regarding change in payment to stay enrolled. If a candidate is no longer employed by the organization that paid (the payee) and does not notify the Network, the candidate may be withdrawn from the course. Note: the deposit is non-refundable.

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 sara@networkforyouthsuccess.org.

Withdrawals/Reimbursement

Withdrawals must be submitted to sara@networkforyouthsuccess.org by the second class.

Withdrawals on this date, or beyond will result in tuition charges and EIP being notified. Missing three consecutive classes without communication is considered a withdrawal.

The drop reimbursement is as follows:

- Drop after first class = 100% reimbursement

- Drop after second class = 100% reimbursement
- Drop after third class = 0% reimbursement

*If payment is made using the Educational Incentive Program, the initial terms and conditions for that scholarship apply and the student is responsible for adhering to those guidelines.

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 to 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

Part 2 TENTATIVE SAC Class Calendar (2023) **Fridays 9:30-12:30**

Date	Topic	OCFS, CBK, SAC Areas	Training Hours	Instructor(s)
May 19	Orientation/ Overview / Manual	OCFS: 1,3,5 CBK: 7 SAC: 1	3	Erin
May 26	Program Management & Quality (14)	OCFS: 1, 3, 5 CBK: 6, 7 SAC: 1, 14	3	Sara
June 1	Homework Help https://us02web.zoom.us/j/87272380880		0	Sara/(Erin)
June 2	Physical Development (9)	OCFS: 1, 3 CBK: 1, 4 SAC: 9	3	Sara
June 9	Cognitive Development (10)	OCFS: 1,3 CBK: 1,4 SAC: 10	3	Arlene
June 16	Creative (8)	OCFS: 1,3 CBK: 1,4 SAC: 1, 8	3	Sara
June 23	Social & Emotional (12)	OCFS: 3, 7 CBK: 7 SAC: 12	3	Carla
June 30	<i>Observing & Recording</i>	OCFS: 1, 3, 5 CBK: 1, 3	3	Sara

July 7	<i>Special Needs</i>	OCFS: 1,2,3,7 CBK: 1,3,4 SAC: 6,12	3	Sara
July 14	<i>Coaching as Supervision</i>	OCFS: 5 CBK: 7 SAC: 14	3	Timothy
July 21	Communication (11)	OCFS: 1,3 CBK: 1,4 SAC: 11	3	Sara
July 28	Families (13)	OCFS: 1,3 CBK: 1,4 SAC: 13	3	Sara
August 1 (Tues)	Homework/Make Up https://us02web.zoom.us/j/89862996568		3	Sara
Aug 4	<i>Goal Setting, Action Planning & Endorsement Video</i>	OCFS: 5 CBK: 7 SAC: 1, 14	3	Sara

SAC Credential Assignments- Part 2

May 19, 2023	Class Topic: Overview/Manual
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Due by May 26, 2023	Class Topic: Program Management and Quality
<ol style="list-style-type: none"> 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 June 2, 2023	Class Topic: Physical Development
<ol style="list-style-type: none"> 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 June 9, 2023

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
6. RF 33- Show how you can navigate the NYS Office of Children and Family Services (OCFS)

Due by June 16, 2023

Class Topic: Creative

1. Read pages 142-144, 148-151, 60-61
2. Skill Area 10 Journal Entries (3)
3. RF 21- Provide a copy of your homework contract/policy

Due by June 23, 2023

Class Topic: Social & Emotional

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 June 30, 2023

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 July 7, 2023

Class Topic: Special Needs

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

Due by July 14, 2023

Class Topic: Coaching as Supervision

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 July 21, 2023	Class Topic: Communication
1. Read pages 172, 186-189, 203, 133	

Due by July 28, 2023	Class Topic:Families
1. Read Chapter 10: Developing Family Partnerships 2. Skill Area 11 Journal Entries (3)	

Due by August 4, 2023	Class Topic: Goal Setting, Action Planning & Endorsement Video
1. Skill Area 13 Journal Entries (3)	