



**Afterschool
Professional Development
in
Palm Beach County:
A Guide to Requirements and Options
2003
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Developed for
Prime Time Palm Beach County, Inc.
By Judy Nee, M.A.

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Preface

This guide is designed to assist the afterschool professional in Palm Beach County, Florida, to understand the training and certification that is required and available to work in the field and how to access it. The guide includes information on each of the professional development requirements and options, as well as contact information for further inquiry. It should be utilized as a guide to the various offerings – with the final responsibility for one’s professional development remaining with the individual.

The guide is divided into six sections: Training Needs and Trends, Requirements and Options for Staff of Licensed Programs, Requirements and Options for School District Programs, Other Training for After-School Staff, Conferences, and Staff Roles, Responsibilities and Qualifications. Each of the training requirements and options includes an overview of the training, who attends, where it is offered and a contact for further information. The contacts listed for each section can provide more detailed information, course schedules and locations, fees, required books and materials, and information on exemptions from the training.

The information contained in this guide is based on thorough research and is deemed accurate as of the date of publication. Since professional development options and requirements are subject to change at any time, every attempt will be made to provide annual updates to this document.

Training Needs and Trends in the After-School Field

The afterschool field has grown dramatically during the last decade due to changes in the pattern of family life and increased funding and support for programs for children and youth during the non-school hours. Studies of afterschool programs across the nation document the benefits to children in improved learning, increased safety, and reduced risk behaviors (U.S. Departments of Education and Justice, 1998). Staff working in afterschool programs serving elementary and middle school children and youth must be competent and well-trained in order to ensure these positive outcomes for children.

Research has demonstrated a direct relationship between the level of formal education and compensation of staff members and the quality of their work with children in terms of language development, social skills, and learning. The National Child Care Staffing Study (Whitebook, Howes, & Phillips, 1997) reported that formal education was the best predictor of appropriate care giving.

Staff members of afterschool/school-age care programs require training to conduct activities that support classroom learning experiences – yet are not simply a continuation of the academic curriculum. They need the skills to provide programs that are not a series of adult-directed activities, but ones in which children and youth participate to shape their own experiences. In all of this, programs need to provide developmentally and age-appropriate, high-interest activities that take into account the needs, interests and strengths of the children and youth they serve.

To accomplish these outcomes, staff members of afterschool/school-age care programs need training to learn how to develop and implement these activities and services. Working in these programs requires a distinctive mix of skills and abilities that can be developed through various professional development activities, including:

- Credentials and certificates
- Higher education degrees
- Continuing education trainings and courses
- Conferences, seminars and workshops

Communities and states across the nation are beginning to address the professional development needs of the afterschool field. While the individual approach differs among communities, there seems to be agreement that some combination of informal, ongoing, community-based training and formal higher education courses and degrees provides the most comprehensive, flexible system to best meet the needs of all providers.

**REQUIREMENTS AND OPTIONS
FOR STAFF OF LICENSED
SCHOOL-AGE/AFTERSCHOOL PROGRAMS**

Licensed Child Care Providers

The state of Florida licenses child care facilities according to *Chapter 65C-22 Child Care Standards*. These standards include requirements for facilities, training, health, food and record keeping for all licensed providers of child care, including school-age child care. Anyone who owns, operates or is employed in a licensed child care facility must adhere to these standards.

Palm Beach County has adopted additional Rules and Regulations Governing Child Care Facilities which includes and/or exceeds the state child care standards. All licensed providers of child care, including school-age child care, in Palm Beach County must adhere to the county rules and regulations. These rules and regulations are available from the Palm Beach County Health Department which is the county licensing authority.

Both the Florida and Palm Beach County rules and regulations for licensed child care facilities include requirements for training of staff. This section of the guide provides an overview of each of the requirements, including:

- 30-hour Child Care Certificate
- 10-hour Components in Developmentally Appropriate Practices
- New 40-Hour: Part I 28-hr DCF training and Part II: 12-hr Advancing Youth Development (AYD) Training
- Child Care First Aid and CPR
- Florida School-Age Certificate
- Director's Credential

Introductory Child Care Certification

All child care personnel, except volunteers and substitutes who work less than forty (40) hours per month, must complete the Department of Children and Family Services' approved 30-hour introductory child care training course and a 10-hour developmentally appropriate practices course OR the new format which includes 28 hours DCF approved introductory child care training and 12 hours of State approved specialized training in school age curriculum. Qualified trainers provide the courses locally. All employees have 90 days from the date of employment to begin training and one year from the date on which training begins to complete training to meet the licensing requirements.

Introductory Child Care Certification	
What is it?	Required training for all licensed child care providers – including school-age – in Florida
<p>Training required: The 40-Hour Introductory Child Care Certification training includes the 30-hour course plus one of the 10-hour Developmentally Appropriate Practices courses. Training certificates are issued upon the successful completion of training which is evident by the passage of a competency examination.</p> <p>New 40 Hour Child Care Certification training (Part I & Part II) includes: Part I: School Age Certification (28 hours)</p> <ul style="list-style-type: none"> • Local rules and regulations • Child Abuse & Neglect • Health, Safety & Nutrition • School Age Appropriate Practices (10 hours) <p>Part II: School Age Certification (12 hours)</p> <ul style="list-style-type: none"> • Advancing Youth Development (AYD) 	<p>30-Hour Child Care Certification training includes the following modules:</p> <ul style="list-style-type: none"> • Local rules and regulations • Child abuse and neglect • Health, safety and nutrition • Child growth and development • Behavioral observation and screening <p style="text-align: center;">PLUS</p> <p>10-Hour Developmentally Appropriate Practices Module, choose one of the following:</p> <ul style="list-style-type: none"> • School-Age • Special needs • Infant/toddler • Pre-school <p>10 hours annual in-service training required with documentation. This may include workshops, conferences or other trainings.</p>
Exemptions:	<p>An individual with one of the educational degrees to the right can be exempted from the following modules of the 30 hour training:</p> <ul style="list-style-type: none"> • Health, safety and nutrition • Child growth and development • Behavioral Observation and Screening
Is this for college credit?	No
Who should take this?	All staff working in licensed child care centers – must begin within 90 days of the date of employment and complete in one year
Where is it offered?	Palm Beach Community College, Family Central and Nova Southeastern University
When is it available?	Ongoing basis throughout the year
For more information	<p>PBCC- Sheila Scott-Lubin. 561-862-4710, scottsl@pbcc.edu</p> <p>Nova University, 954-262-6905, www.nova.edu</p> <p>Family Central, 561-655-4575, www.familycentral.org</p>

The Florida School-Age Professional Certificate (SAPC)

The Florida School-Age Professional Certification training program was developed to promote quality services for children and families by providing specific standards, training, and evaluation of school-age care practitioners. It is completed in minimum of 80 classroom hours. Candidates will be formally observed in a child care setting working with school-age children, kindergarten through age twelve. They will also be required to prepare a Portfolio and a Resource File. A school-age care practitioner can complete the Florida School-Age Professional Certification training program at Palm Beach Community College or Family Central. The college provides an option for 6 college credits upon completion; Family Central does not. Completion of the Florida School-age Professional Certificate will meet the ‘staff credential’ part of the qualifications required for the Florida Director’s Credential (see next section).

FLORIDA SCHOOL-AGE PROFESSIONAL CERTIFICATE	
What is it?	Florida Certificate in School-age Care
<p>Training required: To earn the Florida School-Age Professional Certificate in Palm Beach County, an individual must complete all of the requirements to the right. The Portfolio and Resource File will be completed as part of the required coursework. Palm Beach Community College offers the certificate through the non-credit program. Family Central offers the certificate through a series of weekly training sessions.</p>	<p><i>Prerequisite:</i></p> <ul style="list-style-type: none"> • High School Diploma or GED • 30-hour Child Care Certification training • 10-hour Developmentally Appropriate Practices module in school-age • OR Part I DCF and Part II AYD <p><i>80 hours of training to include the following:</i></p> <p style="text-align: center;">At Palm Beach Community College –</p> <p>Part I: Florida School Age Credential Mod I Part II: Florida School Age Credential Mod II</p> <ul style="list-style-type: none"> • Completion of a Portfolio • Completion of a Resource File • Completion of a on-site observation in a school-age setting <p>At Family Central – 80 hours of training</p> <ul style="list-style-type: none"> • Weekly training sessions leading to the School-Age Certificate offered in the evenings from August through April
Is this for college credit?	For the Florida School-Age Professional Certificate taken at Palm Beach Community College only - 6 college credits
Who should take this?	Any interested school-age professional
Where is it offered?	Palm Beach Community College and Family Central
When is it available?	Ongoing
For more information	<p>PBCC: Sheila Scott-Lubin, 561-862-4710, scottls@pbcc.edu Family Central: Chris Sieber, 954-724-3957, csieber@familycentral.org</p>

The Director Credential

This credential is state mandated for all directors of licensed child care centers, including school-age programs. As of January 1, 2004, all directors of licensed centers/programs in Florida must hold this credential. It is up to the individual to meet all the requirements that are outlined in the table below.

Director Credential	
What is it?	Required credential for directors of licensed child care centers, including school age programs
<p>Training required : The Administrators Credential is made up of two levels: Foundational and Advanced. The Foundational level is for those individuals who wish to complete only the basic training to earn the credential. The Advanced level is for those individuals who wish to get additional education in the area of child care administration and leadership and who can document at least two years experience on-site as a child care director.</p> <p>The course, <i>Overview of Child Care Center Management</i>, is offered at Palm Beach Community College and Florida Atlantic University. Interested individuals should contact both of these institutions for course schedules, fees and credit options.</p> <p>There are educational exemptions for the advanced level only, based on documentation of various college degrees and/or work experience. For questions about an exemption, contact: Florida Children’s Forum: 1-877-FL-TEACH</p> <p>All applications and documentation for the Administrators Credential will be verified and credentials issued through the Florida Children’s Forum. Applications may be obtained from: Administrative Credential Coordinator Florida Children’s Forum 2807 Remington Green Circle Tallahassee, FL 32308</p>	<p>Foundational Level – requires <u>all</u> of the following:</p> <ul style="list-style-type: none"> • High School Diploma or GED • 30 hour Child Care Certification course • 10 Hour Module: <i>Developmentally Appropriate Practices for Children with special needs</i> OR 8 hours of training in special needs • Child Development Associate (CDA) OR one of the following staff credentials: <ul style="list-style-type: none"> ✓ Approved Florida equivalency to the CDA, which includes the Florida School-Age Certificate ✓ Formal Education Exemption – case-by-case basis by the Florida Children’s Forum ✓ Documented Employment History Exemption – case-by-case basis by the Florida Children’s Forum • Overview of Child Care Center Management – EEC 1523 at Palm Beach Community College - 3 credits • One year experience on-site as a child care director <p>Advanced Level – requires <u>all</u> of the following:</p> <ul style="list-style-type: none"> • All requirements for Foundational Level – EEC 1523 • Three additional approved courses that have college credit attached, in the following areas: <ul style="list-style-type: none"> ✓ Child Care and Educational Organizational Leadership Management - EEC 2002 at Palm Beach Community College ✓ Child Care and Education Programming –EEC 2202 at Palm Beach Community College ✓ Child Care and Education Financial and Legal Issues – EEC 2521 at Palm Beach Community College • Two years experience as an on-site director
Is this for college credit?	Yes – 3 credits each for the college courses required for the credential
Who should take this?	Required for all directors of licensed child care centers (including school-age) as of January 1, 2004
Where is it offered?	Palm Beach Community College Florida Atlantic University Nova Southeastern University
When is it available?	Courses are offered on an ongoing basis
For more information	PBCC: Sheila Scott-Lubin, 561-862-4710, scottls@pbcc.edu Florida Children’s Forum: 1-877-FL-TEACH

**REQUIREMENTS AND OPTIONS
FOR STAFF OF SCHOOL DISTRICT
SCHOOL-AGE CHILD CARE (SACC) PROGRAMS**

SCHOOL DISTRICT OF PALM BEACH COUNTY

School-Age Child Care (SACC) Programs

The School District of Palm Beach County operates School-Age Child Care (SACC) programs in more than 94 elementary schools throughout the county. These programs are implemented through the Afterschool programming. School Age Child Care (SACC), summer camp and certain enrichment programs are funded by parent fees and do not receive any state or district funding. These programs are available to provide a safe and nurturing environment for children to thrive and develop social/emotional skills.

Anyone working within the SACC programs must be 18 years of age or older, be a high school graduate or GED recipient and meet the requirements of each position. High school students may work in SACC as Counselors-in-Training (CIT), but must be under the supervision of an adult at all times. Employees are expected to follow policies and procedures as set forth by the School District, maintain a high level of professionalism, and conduct themselves in the best interest of students. Since SACC programs are exempt from child care licensing, they are not governed by the state child care statutes or by the local child care rules and regulations; however, these programs comply with all health and safety requirements for children.

Applying for a position with a SACC Program

Positions are generally available at several school sites throughout the district. Positions include counselors-in-training, counselors, activity leaders, academic advisors, assistant directors, and directors. Full-time job opportunities can be viewed on the Palm Beach County School District web page <http://www.palmbeach.k12.fl.us/Jobs>, or by calling the Division of Human Resources at (561)434-8901. Part-time job opportunities are available by contacting elementary schools directly or (561)434-8129. Volunteers are welcome.

School-age Child Care Entry Level Positions

Position and Description	Qualifications
<p>SACC Counselor</p> <p>This is an entry-level position within the District's SACC programs. A SACC Counselor provides direct supervision of students ensuring their safety, security and care. Day-to-day responsibilities include planning and implementing activities, overseeing student activities including playground supervision, assisting students with homework, facilitating snack time, documenting incidents, providing first aid when necessary, and working with additional SACC staff to provide a safe and enriching experience for each student during afterschool hours.</p>	<ol style="list-style-type: none"> 1. High school diploma or equivalent 2. Experience working with children (preferred) 3. Ability to maintain effective working relationships with students and staff 4. Ability to work with diverse groups 5. Effective oral and written communication
<p>SACC Certified Counselor</p> <p>This is a higher-level entry position within the District's SACC programs. This position was developed by the District to recognize individuals with a long-term commitment to front-line SACC responsibilities. Position responsibilities are the same as the SACC Counselor.</p>	<ol style="list-style-type: none"> 1. High school diploma or equivalent 2. School-age Certificate (120 hour training) 3. Experience in working with children 4. Ability to maintain effective working relationships with students and staff 5. Ability to work with diverse groups 6. Effective oral and written communication
<p>SACC Activity Leader</p> <p>This is an integral position within the SACC programs. This person plans and implements SACC programs and activities, oversees counselors and groups including modeling good practices for staff. An Activity Leader enforces discipline codes and ensures the safety and security of the students including maintaining accurate attendance records.</p>	<ol style="list-style-type: none"> 1. Thirty (30) semester hours of college credit and one year of documented experience working with children OR School-age Certificate (120 hours) or equivalent and one year of documented experience working with children OR Child Development Associate (CDA) credentials and one year of documented experience working with children OR five (5) years experience working in a child-care facility 2. Demonstrated ability to work with diverse groups 3. Effective oral and written communication

School-age Child Care Administrative & Professional Positions

Position and Description	Qualifications
<p>SACC Assistant Director</p> <p>This position is typically employed in larger programs. This individual's essential functions include assisting in the development and implementation of the SACC curriculum, developing activity schedules and reviewing lesson plans, assisting in the development and enforcement of the SACC program discipline code, assisting in the financial management of the program, and assisting in supervising counselors and groups.</p>	<ol style="list-style-type: none"> 1. Thirty (30) semester hours of college credit and one year of documented experience working with children OR School-Age Certificate (120 hours) or equivalent and one year of documented experience working with children OR Child Development Associate credentials and one year of documented experience working with children OR five (5) years experience working in a child-care facility 2. Three (3) years of documented experience working with children 3. Demonstrated ability to work with diverse groups 4. Effective oral and written communication
<p>SACC Director</p> <p>This position is responsible for all aspects of the SACC program. A successful candidate for this position is one who demonstrates strong leadership and organizational skills. The essential functions of this position include developing the SACC program, including staffing and scheduling. Staffing responsibilities include: hiring, training, supervising and evaluating SACC personnel. The Director is also responsible for the financial management of the program including collecting and receiving of funds, preparing financial documents and monitoring the budget. In addition, day-to-day responsibilities include storage, disbursement and inventory of materials, maintenance of accurate records, supervision of the program's discipline codes and maintaining the discipline policy pursuant to District guidelines. The Director serves as the liaison between school administrators and staff, parents and students. This position's salary includes a salary supplement for administering larger programs as noted below.</p>	<ol style="list-style-type: none"> 1. Forty-five (45) semester hours of college credit (at least 12 hours in child care related course preferred) OR 120-hour School-Age Certification or equivalent and 30 semester hours of college credit, AND 2. Three (3) years of documented experience working with children 3. Demonstrated ability to work with diverse groups 4. Effective oral and written communication

School-Age Child Care Instructional and Other Positions

Position and Description	Qualifications
<p>SACC Academic Advisor</p> <p>This is an instructional position in SACC. The individual is responsible for developing and overseeing the implementation of academic enrichment activities and assisting the SACC Director in coordinating the SACC curriculum.</p>	<ol style="list-style-type: none"> 1. Valid Florida Teaching Certificate in Elementary Education, Reading, or appropriate field (Master's Degree preferred) 2. Demonstrated ability to work with diverse groups 3. Effective oral and written communication
<p>SACC General Interest Instructor</p> <p>This is an individual with specialized training in a specific area of expertise and has the ability to teach the specified area to students. Specific areas of expertise are defined as skills, training, or instruction beyond what is regularly offered in the daytime school classroom. Examples include karate, dance, music, instruction, etc. Specific areas of expertise do not include activities that should normally be provided to children in SACC by SACC staff (homework, computer games, arts and crafts.)</p>	<p>Vary by Area of Specialization</p>
<p>SACC Certified Counselor-in-Training (CIT)</p> <p>This position is for an individual 15-18 years of age who has completed the Child Development Training from a Family and Consumer Science High School Program within the School District. Verification of this training must be provided on school letterhead. These individuals assist adults with activities involving children but are not left alone or in direct supervision of children.</p>	<p>Verification of Child Development Training in Family and Consumer Sciences</p>

Training and In-Service Requirements

All SACC employees (including directors) are required to have **First Aid/CPR training** within the first three months of beginning work in SACC. This certification must be kept current. Staff are required to provide the SACC director with original documentation of completing the course. A copy will be placed in the SACC file and the staff member will keep the original. Staff are required to keep their card with them.

All SACC employees are required to:

1. Read *Child Maltreatment: A Resource Manual for Educators* provided by the Department of Children and Families, October 1988, **OR view** the District film *Abuse*.
2. Read and understand the Staff Handbook and the SACC Operational Manual (Sections 1-4)
3. Complete three (3) hours of staff training every year.

New SACC employees will complete a three-hour *New Staff Training* workshop within the first three months of employment.

SACC Directors will complete (3) hours of director training each year, attend Director Meetings and Area SACC Director Meetings.

SACC Directors are required to take blood borne pathogen training provided by the District.

New directors will complete the District's mandatory 18-hour *New Director* training component within the first two months of employment including:

- ✓ Five (5) hours of Curriculum/Staff Scheduling
- ✓ Five (5) hours of Fee Collection/Budget/Record Keeping
- ✓ Eight (5) hours of job shadowing

Other Training and Workshops for Afterschool Staff

Other Training and Workshops for Afterschool Staff

Several local organizations offer training opportunities in various topics that are relevant for staff of afterschool organizations. Most of these trainings are low-cost or no-cost to the provider. Topics include program administration, organizational development, grant writing, child and adolescent development, social skills, special needs (include abuse and neglect), curriculum and activity planning, and health and safety. This section includes some of the key training providers and contacts for more information.

Prime Time Palm Beach County, Inc.

Prime Time Palm Beach County offers various trainings on special topics for afterschool program providers. Past training topics include: Classroom Management Series: Choice and Challenge, Effective Use of Small Groups, Bringing Yourself to Work (Teambuilding), Basics of Financial Management, Solving Conflict through Youth Participation, and local rules and regulations for starting and operating programs. In addition, Prime Time facilitates the Palm Beach County Afterschool Consortium/Networking Meetings which meets on a monthly basis to provide networking and resources for local programs at various locations around the county. Participation in the networking meetings and events is open to all. **For more information, contact Prime Time at (561) 659-4993 or visit the website: www.primetimepb.org.**

The Children's Services Council of Palm Beach County

The Children's Services Council posts its Training Calendar on its website: www.cscpb.org . Training topics include a broad array of issues related to children, youth and families. Recent workshop topics have included: grant writing, working with special needs children, managing staff, signs of abuse and neglect, and program evaluation. Workshops are typically either half-day or a full day and are open to anyone for a nominal fee (\$10 - \$25). **For more information, contact Carol Hillier at the Children's Services Council at (561) 655-1010, ext. 3347.**

Cooperative Extension – Family and Consumer Science

(University of Florida/IFAS Extension Palm Beach County)

The Cooperative Extension Service/4-H provides a listing of its *Training Opportunities for Child Care Personnel*. All workshops are held at the Palm Beach County Extension, 559 N. Military Trail, West Palm Beach. Recent workshop titles have included: Teaching Children about Money, Nutrition Education Training, Positive Social Skills for Young Children, Assessment and Behavioral Management of Childhood Obesity, Working with Difficult People, and Understanding and Guiding Challenging Behaviors. Workshops typically cost \$10 and offer CEUs/in-service credit. **For more information, contact Masie Ross, Family and Consumer Sciences at (561) 233-1742 or visit www.pbcgov.com/coopext/home/**

Mentor Center of Palm Beach County

The Mentor Center of Palm Beach County, through its Mentor Training Institute, offers a variety of workshops and other training opportunities for mentors and mentoring programs. Workshops are typically low-cost or no-cost and are generally open to the public. Training topics include: starting a mentoring program, mentor basics, risk management, and maintaining the match. These trainings are appropriate for afterschool programs that provide a mentoring component or partner with mentoring agencies. **For more information, contact Kelly Brill at the Mentor Center at (561) 655-8887.**

Nonprofits First

Nonprofits First is a management and governance support organization that provides comprehensive resources to nonprofit groups. The organization's goal it is to strengthen the administrative capacity of nonprofit agencies and promote best practices in nonprofit administration. Working with experts in the field, the funders created a uniform set of standards for certification of nonprofit agency governance and administration, finance and human resource management. Nonprofits First has three major divisions designed to promote quality and accountability in the nonprofit sector: **Agency Certification**, which promotes uniform standards for nonprofit administration and assists nonprofit agencies to carry out self-assessments of their compliance with mandatory standards and best practices, and helps agencies to develop organization improvement plans to achieve certification; **Education and Technical Assistance (E&TA)**, which offers comprehensive resources through education and training, organizational assessments, and consultant referral services to assist nonprofit organizations to implement best business practices and achieve mandatory standards; **Management Support Organization (MSO)**, which provides "back office" administrative services, such as financial and information technology management. In addition, MSO offers access to group purchasing and discounted payroll, personnel, insurance and benefit packages. **For more information, contact Nonprofits First at (561)214-7435.**

Family Central

Family Central offers a variety of training opportunities and issues in-service hours and Continuing Education Units (CEUs). The CEU is a nationally recognized standard used by thousands of organizations. The units are awarded for participation in an organized continuing education experience under responsible sponsorship, capable direction and qualified instruction. One Continuing Education Unit (CEU) is 10 contact hours of study. Family Central follows established criteria and guidelines governing the issuance of CEUs. **For more information, contact Chris Sieber, Training Academy Coordinator, at 954-724-3957 or Family Central at 561-655-4575.**

Online and Distance Learning Training Opportunities

Concordia University - This University in Minnesota offers online courses leading to a B.A. degree, professional certificate and M.A. degree in School-Age Care. The programs require a one-week residency in Minnesota, followed by online coursework. For more information, contact Concordia at 800-211-3370.

SAC 405 THE ROLE OF THE SCHOOL-AGE CARE PROVIDER

This foundational course discusses the purposes of SAC in today's society, and the role of adults within SAC. The course takes a look at the state of the profession of SAC, and many of the issues that relate to the process of professionalizing. 4 semester credits

SAC 410 FAMILY SYSTEMS

This course is an analysis of the family. It investigates the family as a system of relationships that interact across the family life cycle. It includes a survey of current developments in the study of the family in this culture and other cultures. 4 semester credits

SAC 415 SOCIAL DEVELOPMENT OF SCHOOL-AGE CHILDREN

This class discusses the growth and development of the child as a social person— living in groups and relationships. Children's interactions and understandings of others are explored. Emphasis is given to the positive developmental pathways and the pathways toward violence and aggression. Protective factors, resiliency, and at-risk behavior are studied. 4 semester credits

SAC 420 SOCIAL SKILLS FOR SELF-MANAGEMENT

This course studies the social skills that children need for self-management: self-discipline, self-esteem, and coping with stress and anger. How to discipline children effectively and educatively is a key component of the course. Particular attention is paid to how adults can facilitate self-management skills. 4 semester credits

SAC 425 SOCIAL SKILLS FOR INTERACTION

This course explores the interpersonal social skills of communication, community-building, and conflict resolution. Issues of readiness, models for implementation, and strategies for teaching are part of the discussion. 4 semester credits

SAC 430 INTRODUCTION TO RELIGIOUS THOUGHT

The question, "What is Christianity?" will be explored in the light of American culture. Students wrestle with basic questions of life, such as "What's the meaning of life?" and "Why is there suffering in the world?" 4 semester credits

SAC 435 HEALTH AND RECREATION

This module discusses the physical growth of school-age children, and the role of recreation in that development. Effects of medication and misuse of drugs are explored, with an exploration of health issues of children and the availability of community resources. 4 semester credits

SAC 443 SOCIALIZATION OF CHILDREN IN CONTEMPORARY SOCIETY

4 semester credits

SAC 445 MANAGEMENT AND ADMINISTRATION

This course explores the issues of leadership and administration for the school-age care site. Issues of day-to-day mechanics, staff motivation, and personal leadership readiness are parts of this course. 4 semester credits

SAC 450 COUNSELING

Students become acquainted with the various kinds of counseling and the work of professional counselors. Attention is given to the counselor's tools, skills, and techniques. Counseling children, the process of referral, and the rights and responsibilities of the SAC provider in the emotional growth of children is discussed. 4 semester credits

SAC 455 SPECIAL NEEDS IN SCHOOL-AGE CARE

This course explores the issues involved in the management and nurture of children who are handicapped or who have medical, social, or emotional needs. Attention is paid to advocacy, etiology, and treatment. 4 semester credits

SAC 460 ETHICS

A classical and historical look at ethics, as well as the student's personal values system is explored. Individuals face tough ethical decisions with increasing frequency in our society, and so a framework for addressing those questions is needed. Each student will develop a system for making ethical decisions in their personal and professional life. 2 semester credits

SAC 465 PROGRAMMING FOR POSITIVE DEVELOPMENT

This course explores the activities, techniques, and interactions that promote positive socio-emotional growth in children. Positive development is emphasized through everyday programming and experiences. 4 semester credits

SAC 470 FACILITATING LITERACY

2 semester credits

SAC 495 PORTFOLIO AND SYNTHESIS

This is a capstone course, designed to help the student reflect on all they have done in the BA program. Through guest speakers, research study, and reflection on practice, students will synthesize all they have learned. 4 semester credits

NOVA SOUTHEASTERN UNIVERSITY

Administrator/Director Credential Class is offered online.

STATE AND NATIONAL CONFERENCES

Conferences

Each year, several state and national afterschool organizations hold conferences that are open to anyone in the field. Often there is a discount on registration if the individual belongs to the group or association hosting the conference. Conferences typically include two to three days of professional development and offer large general sessions, keynote speakers, smaller workshops and roundtable discussions.

Florida Afterschool Alliance (FASA) Annual Conference

This conference is hosted by FASA, the state membership association for after-school staff. The three-day conference is typically scheduled in the fall and the location varies from year to year. Discounts on registration are available for FASA members. Membership fees are \$45 per year for an individual. For more information, contact FASA at: 727-568-0778 or by email at www.floridaafterschool.org

National Afterschool Association (NAA) Annual Conference

This conference is hosted by NAA the national professional membership association for after-school staff. This three-day conference is typically scheduled in the late winter/early spring in various locations around the country. Discounts on registration are available for NAA members. Members of FASA are automatically members of NAA. For more information, contact the NAA office at 800-671-8242 or www.naaweb.org

Beyond School Hours

This conference is hosted by Foundations, Inc. – a national organization that develops academic curriculum and provides technical assistance for after-school programs. This two-and-a-half day conference is typically held in February at various locations around the country. The registration fee tends to be higher than NAA or FASA and Foundations offer a smaller number of workshops. Most workshops are related to connecting learning in afterschool programs to the regular school day, curriculum, and evaluation. For more information, contact Foundations, Inc. at 856-533-1600 or www.foundationsinc.org.

National Community Education Association (NCEA) Annual Conference

This conference - hosted by the National Community Education Association – has a school age/after-school track. Community educators and afterschool professionals from around the country attend this three-day conference to learn about school-community relations, including afterschool programs. With the advent of the 21st Century Community Learning Centers Program, which funds afterschool learning centers in schools and communities, the NCEA conference has focused more on this topic. The conference is typically held in the fall at various locations around the country. For more information contact NCEA at 703-359-8973 or www.ncea.com

Older Kids Conference (Also known as the *National Middle School Conference*)

This conference is an outgrowth of the NAA annual conference – focusing on topics and issues related to older youth, including middle schoolers. Because it is hosted each year by a different NAA state affiliate, the conference varies in location, structure and schedule. The host organization determines what works best for its schedule, but typically the conference is scheduled in the fall. For more information contact NAA at 800-617-8242 or School Age Notes at www.afterschoolcatalog.com

Beyond Borders Beyond Boundaries National Service Learning Conference

This conference, hosted by the National Youth Leadership Council, features workshops that exemplify the tenets of service-learning: experiential learning, academic integrity, and authentic youth engagement. Slightly larger than the workshops, featured forums provide conference participants opportunities to interact with keynote and other major speakers. There are more than 200 workshops and featured forums from which to choose.

References

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