



# School-Age Child Care Endorsement Program



## School-Age Child Care Endorsement Program (SAEP)

In recognition of the increased need for more structured school-age professional development options, VDSS has established the School-Age Child Care Endorsement Program (SAEP). This program is designed to provide a comprehensive foundation of knowledge for working with school-age children 5 to 12 years old. The SAEP is a collaboration between the VDSS, the Virginia Community College System (VCCS), and the Community College Workforce Alliance (CCWA).

### The VDSS School-Age Child Care Endorsement Program can be valuable as:

- ✓ Entry-level credential for employment in the field of school-age child care
- ✓ Demonstration of basic knowledge in working with children ages 5-12
- ✓ Supplement to a child-related degree or credential that does not include instruction on working with school-age children in a childcare setting
- ✓ Supplement to a degree or credential outside the field of school-age child care

Additionally, successful completion of courses for the Endorsement can fulfill professional development options for teaching licensure renewal requirements and annual licensing requirements.

## School-Age Child Care Endorsement

The School-Age Child Care Endorsement requires successful completion of the following 12 classroom-based or online courses. The courses can be taken in any sequence.

- ❖ Ages and Stages of Development for School-Age Children 5 to 8
- ❖ Ages and Stages of Development for School-Age Children 9 to 12
- ❖ Child Abuse and Neglect: Recognition and Reporting for School-Age Children
- ❖ Clubs and Special Interest Groups for School-Age Children
- ❖ Creating Appropriate Learning Environments in School-Age Child Care
- ❖ Guiding the Behaviors of School-Age Children
- ❖ Health Screening for Child Care Professionals
- ❖ Homework, Holiday and Summer Activities for School-Age Children
- ❖ Observation and Recording of School-Age Children
- ❖ Partnerships with Parents of School-Age Children
- ❖ Planning Appropriate Activities for School-Age Children
- ❖ Preventing Injuries in the School-Age Environment

### To achieve the School-Age Child Care Endorsement:

1. **Register** to take component courses (see list above)  
To register go to: [www.ccwa.vccs.edu](http://www.ccwa.vccs.edu) (click on VDSS Child Care Training) or contact the Community College Workforce Alliance at (804) 523-2298 or [VDSSclasses@ccwa.vccs.edu](mailto:VDSSclasses@ccwa.vccs.edu).
2. **Complete** all required courses
3. **Complete** course assessments within 4 to 6 weeks of completing the online course
  - Part I is online, through CCWA, and is multiple choice/true-false. Participants must receive a **passing score of 70% or higher on all courses.**
  - Part II is an independent study demonstrating application of content in a classroom setting
4. **Submit** the following materials to CCAVA:
  - ✓ Letter grade for Part I (a print out of your score, that includes your name clearly stated)
  - ✓ Completed written assessment for Part II (for grading)
  - ✓ School-Age Child Care Endorsement Application Form
  - ✓ \$10.00 processing fee for **each** course submitted for grading, **check or money order payable to CCAVA, or through [PAYPAL](#)**. Fees due with forms and assessment materials.

### **Make a copy of ALL materials for your own records BEFORE submitting to CCAVA**

- ✓ **Mail all materials to:**  
**CCAVA - Endorsement Program**  
**302 Turner Road, Suite D**  
**Richmond, VA 23225**

For additional information, contact Jodi Roberts at 804.285.0846, or email [jodir@va.childcareaware.org](mailto:jodir@va.childcareaware.org).



# School-Age Child Care Endorsement Program APPLICATION FORM



Please type or print clearly

Full Name \_\_\_\_\_  
First Middle Last

Home Address \_\_\_\_\_

Day Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_  
City State Zip Code

Personal E-mail Address \_\_\_\_\_

Employer \_\_\_\_\_

Employer Address \_\_\_\_\_

City State Zip Code

### VDSS Sponsored Courses (Indicate courses completed; check all that apply.)

There is a \$10.00 processing fee for EACH completed course.

- Ages and Stages of Development for School-Age Children 5-8
- Ages and Stages of Development for School-Age Children 9-12
- Child Abuse and Neglect: Recognition and Reporting for School-Age Children
- Clubs and Special Interest Groups for School-Age Children
- Creating Appropriate Learning Environments in School Age Child Care
- Guiding the Behaviors of School Age Children

- Health Screening for Child Care Professionals
- Homework, Holiday and Summer Activities for School Age Children
- Observation and Recording of School-Age Children
- Partnerships with Parents of School-Age Children
- Planning Appropriate Activities for School-Age Children
- Preventing Injuries in the School-Age Environment

### Please indicate which materials are included (check all that apply) and mail with application to:

- \$10.00 processing fee for EACH completed course (check or money order): **payable to CCAVA OR**  
**\$10.00 x \_\_\_\_\_ (# of courses) = \_\_\_\_\_ Enclosed**
- PAYPAL OPTION:** I have submitted payment through PAYPAL (va.childcareaware.org/endorsement-program/)
- Completed assignments and printout of letter grade for all courses checked above

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Richmond, VA 23225

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