MI-YDA

Michigan Youth Development Associate

Candidate Information Packet

Revised February 2025

Preface

Congratulations! You have taken the first step toward becoming a candidate for the Michigan Youth Development Associate (MI-YDA) Certificate and Credential. The choice to work with school-age children and youth is one of the most important career decisions that a person can make. A youth development professional is an extraordinary individual who helps to guide youth to master skills, develop relationships, grow in independence, and move to new levels of thinking and understanding about themselves and the world.

The MI-YDA supports quality programs for school-age children and youth by providing standards for training and evaluation. The MI-YDA is based on and replaces the *Michigan School-Age/Youth Development (MISAYD) Certificate and Credential.*

The MI-YDA Certificate and Credential are each valid for three years from the date of issuance. The date of issuance and the date of expiration will appear on the Candidate's Certificate/Credential and within their online dashboard. The candidate will be notified 60 days prior to expiration date. It is expected that an individual with an additional three years of training and experience move from the Certificate to an application for the MI-YDA Credential for further professional growth.

The MI-YDA is based on the Michigan Core Knowledge and Competencies (CKC) Self-Assessment Tool which aligns to the National AfterSchool Association Core Knowledge, Skills, and Competencies for Out-of-School Time (OST) Professionals. The CKCs define what youth development professionals need to know and be able to do to provide quality youth programming. They serve as the foundation for decisions and practices carried out by professionals in all settings and programs. The CKCs establish a set of standards that support the professionalism of the youth development field.

The CKCs have ten content areas ensuring a comprehensive approach. Each content area describes the knowledge and skills professionals need in order to work with diverse groups of youth and their families. Professionals increase their knowledge and skills in the content areas through ongoing training and education.

Applying for the MI-YDA Certificate/Credential is a commitment to professionalism in the out-of-school time field. Working toward the MI-YDA can be a rewarding experience. It offers candidates opportunities to:

- Receive acknowledgement for education and experience working with students in OST programs.
- Improve the quality of youth development programs.
- Be prepared to work with school-age children and youth.
- Appropriately support youth in their development.
- Create a professional development work plan.
- Increase knowledge and skills through focused professional development.

Questions

If you have general questions or need additional information, please contact the Michigan Youth Development Associate Advisory Committee at MIYDA@afterschool.org.

Acknowledgments

The MI-YDA represents the combined efforts of representatives from youth groups across Michigan to define competencies for youth development professionals in our state. The Michigan After-School Partnership (MASP) would like to thank the members of the Michigan School-Age Youth Development Advisory Council for their expertise and dedication to the development of the former *Michigan School-Age Youth Development Certificate and Credential*, Michigan 4C Association for implementing the original *Michigan School-Age Care Credential*, and all other entities and states who have shared their successes and challenges and provided guidance. In addition, MASP thanks the MASP Career Pathways Work Stream for their leadership and catalyst to revise this professional credentialing system and assume the tasks of the MI-YDA Advisory Committee.

Non-Discrimination Policy

No person shall be denied the opportunity to apply for the MI-YDA Certificate or Credential on the basis of race, color, religion, national origin or ancestry, age, gender, sexual orientation, marital status, or disability.

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Eligibility Requirements for the CERTIFICATE

The applicant must meet all of the following eligibility requirements:

- ☐ Must be age 18 or older with a high school diploma or equivalent, OR
- ☐ Must be enrolled as a junior or senior in a high school Career and Technical Education program in the Education & Training Career Cluster[1].
- ☐ Provide documentation of current First Aid and Adult/Child CPR certification and Bloodborne Pathogen training (a maximum of 8 hours in content area 8 only may be included in the 40 hours of required training).
- ☐ Three hours of program observation **must** be completed and documented. The three hours must be completed in one of the following ways:
    - A single setting for three continuous hours.
    - Two settings of one and a half hours each either at the same program or at two different programs.
    - Three settings of one hour each either at the same program or at up to three different programs.
- ☐ Complete and document **40 hours** of training (within the **past three years).** At least two hours of training must be in <u>each</u> of the ten content areas. You can have MORE than two hours of training for each content area, but not less.
    1. Child/Youth Growth and Development
    2. Learning Environments and Curriculum
    3. Child/Youth Observation and Assessment
    4. Relationships and Interactions with Children and Youth
    5. Youth Engagement, Voice, and Choice
    6. Equity and Inclusion
    7. Family, School, and Community Relationships
    8. Safety and Wellness
    9. Program Planning and Development
    10. Professional Development and Leadership

Note: A maximum of 6 hours of training based on the Core Competencies that is conducted during staff meetings may be used.

- ☐ Complete 240 hours of work/volunteer experience with youth in out-of-school time programs within the past **three** years.
- ☐ Provide documentation of membership in the Michigan After-School Partnership (MASP) and National AfterSchool Association (NAA).

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[1]Career and Technical Education Administrator Manual, Michigan Department of Education, 2020. Section 4.
https://www.michigan.gov/documents/mde/CTE_Administrator_Manual_Section_4_707115_7.pdf

Eligibility Requirements for the CREDENTIAL

The applicant must meet all of the following eligibility requirements:

- ☐ Must be age 18 or older with a high school diploma or equivalent, OR
- ☐ Must be enrolled as a junior or senior in a high school Career and Technical Education program in the Education & Training Career Cluster[2].
- ☐ Provide documentation of current first aid and Adult/Child CPR certification and blood-borne pathogen training (may not be included in the 120 hours of training required below).
- ☐ Three hours of program observation **must** be completed and documented. The three hours must be completed in one of the following ways:
    - A single setting for three continuous hours.
    - Two settings of one and a half hours each either at the same program or at two different programs.
    - Three settings of one hour each either at the same program or at up to three different programs.
- ☐ Complete and document **120 hours** of training (within the **past five years).** At least ten hours of training must be in <u>each</u> of the ten content areas. You can have MORE than ten hours of training for each content area, but not less.
    1. Child/Youth Growth and Development
    2. Learning Environments and Curriculum
    3. Child/Youth Observation and Assessment
    4. Relationships and Interactions with Children and Youth
    5. Youth Engagement, Voice, and Choice
    6. Equity and Inclusion
    7. Family, School, and Community Relationships
    8. Safety and Wellness
    9. Program Planning and Development
    10. Professional Development and Leadership

Note: A maximum of 6 hours of training based on the Core Competencies that is conducted during staff meetings may be used.

- ☐ Complete 480 hours of work/volunteer experience with youth in out-of-school time programs within the past five years.
- ☐ Provide documentation of membership in the Michigan After-School Partnership (MASP) or National AfterSchool Association (NAA).

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[2]Career and Technical Education Administrator Manual, Michigan Department of Education, 2020. Section 4.
https://www.michigan.gov/documents/mde/CTE_Administrator_Manual_Section_4_707115_7.pdf

Become a Candidate

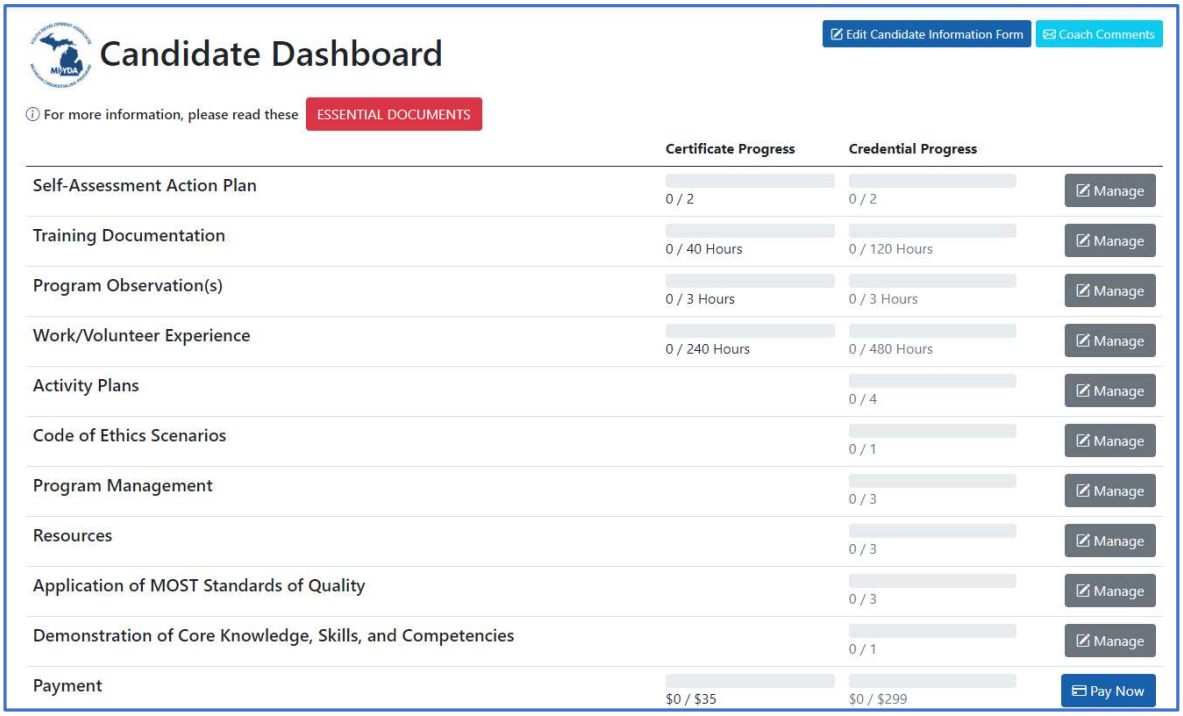
It is required that you become a member of the Michigan After-School Partnership (MASP) by signing up to receive MASP e-News updates when you first begin the MI-YDA process. This organization offers numerous opportunities for training and information about the out-of-school time and youth development field. If you do not already have an account in MIRegistry, it is recommended that you create an account to access and document training.

Now register to begin the MI-YDA. Visit MI-YDA.org and create a Password for your personal email* account, which will become your User Name.

> ***HINT:** Use a **personal,** not work or school email address to be sure to have access to this profile in the future.

Once you register you will receive a message confirming your registration. Next, you must login and select **Apply Now** to begin your application.

Fill in **ALL** fields on the Candidate Information screen. Be sure to change the date to today and enter your full name at the bottom to "sign". Once you save, your "Candidate Dashboard" will appear.



Essential Documents

Click on the link to download ESSENTIAL DOCUMENTS you will refer to during the application process including this Candidate Information Packet and the Michigan Core Knowledge, Skills, and Competencies Self-Assessment Tool.

Candidate Information Packet

Read through it entirely to see the complete instructions and requirements to submit your application. If you have questions, need assistance, or would like to receive coaching supports please contact michiganyda@gmail.com.

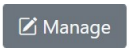
Michigan Core Knowledge, Skills, and Competencies Self-Assessment Tool

Professional development requires reflection on one's practices to identify strengths, recognize areas for future growth, and incorporate new learning experiences. Reflection heightens awareness of one's own performance and leads to personal change and growth.

The Self-Assessment Tool is designed to empower you to assess your knowledge and skills. It allows you to:

- Assess your level of knowledge and skills in each of the ten content areas.
- Identify specific areas of need for your future professional development.

Begin the process:

- Download a copy of the *Michigan Core Knowledge, Skills, and Competencies Self-Assessment Tool* under the essential documents link on your Dashboard.
- Complete the Self-Assessment Tool for your personal use prior to completing all the training requirements for the *MI-YDA*. You should seek additional training based on your personal Self-Assessment and Action Plan.
- The Action Plan Worksheet (page 31) is required to be submitted as part of your application documentation. You will enter your action plan by opening the Self-Assessment Action Plan page on your Dashboard by clicking on the icon. 

Training Documentation

As a MI-YDA Candidate you must document appropriate training in the field of school-age youth development and out-of-school time programming related to the core knowledge and competencies. You will need to document training or course work in each of the ten content areas. Refer to the chart below for the **minimum** training hours required for each content area.

Content Area	Certificate Minimum	Credential Minimum
1. Child/Youth Growth and Development	2 hours	10 hours
2. Learning Environments and Curriculum	2 hours	10 hours
3. Child/Youth Observation and Assessment	2 hours	10 hours
4. Relationships and Interactions with Children and Youth	2 hours	10 hours
5. Youth Engagement, Voice and Choice	2 hours	10 hours
6. Equity and Inclusion	2 hours	10 hours
7. Family, School, and Community Relationships	2 hours	10 hours
8. Safety and Wellness	2 hours	10 hours
9. Program Planning and Development	2 hours	10 hours
10. Professional Development and Leadership	2 hours	10 hours
Total Minimum Hours Required	40	120

HINT: You will have MORE than the minimum hours of training for some content areas but may not have less.

Training hours may include hours from:

- Workshops.
- Seminars.
- Conferences.
- CTE coursework.
- College/university courses.
- Online courses or webinars.
- Up to 6 hours of staff meeting training based on the core competencies.

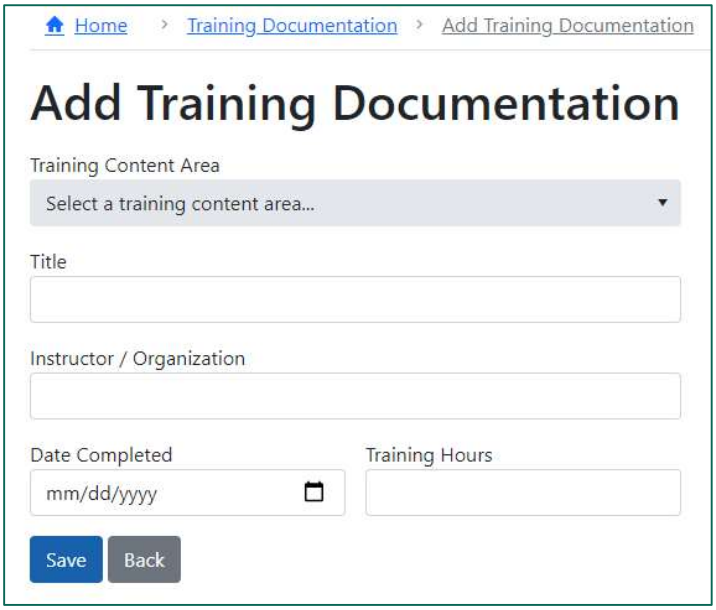
Documentation may include:

- MiRegistry Transcripts (this is the preferred training documentation).
- Certificate of Attendance/Completion.
- Approved Digital Badges.
- State Continuing Education Clock Hours (SCECH) or CEU Transcript(s).
- Staff training agenda(s) with description of topic, date, time, and signature of presenter/supervisor.
- Copy of conference program with sessions attended circled, and the receipt and/or name badge as proof of attendance or other session attendance documentation.
- College/University Transcript(s).

Maintain a complete file of the above types of documentation for all training submitted on the Training Documentation page. You may enter training individually as you complete them. You will identify the content area. Enter the title instructor/organization, date completed (mm/dd/yyyy), and number of hours (1, 1.25, 1.5, etc.). Once completed, the form will automatically add to your training hours.

Click add to enter training.

You may revisit this page as many times as necessary. All training and observations submitted must be completed within three years (for the Certificate) and five years (for the Credential) prior to completing your MI-YDA Application.



HINT: Create a free MiRegistry account at miregistry.org where all training documentation may be recorded, and a transcript of your training will accumulate as you complete the required training. And/or create a binder or online folders with ten content area tabs to store training certificates. This will make sharing your documentation when requested much easier.

Program Observation(s)

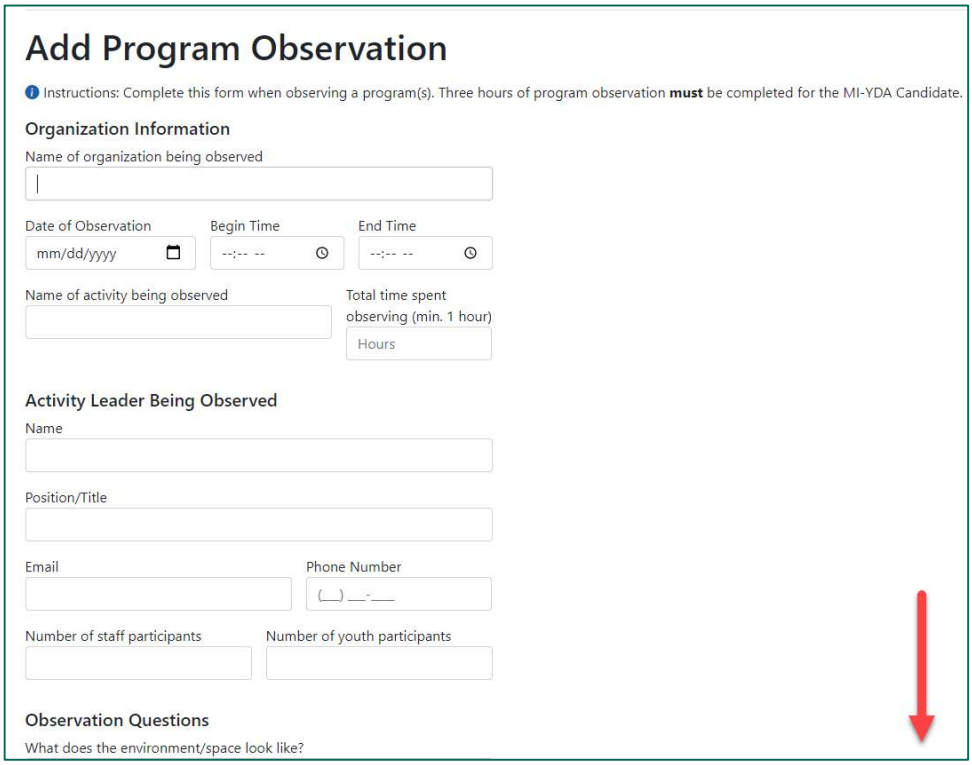
Observing a variety of out-of-school time programs is an important part of a candidate's training and experience. Taking a step back and learning how others conduct programs is a valuable tool for any professional.

Three hours of program observations must be completed. Complete the Program Observation on your Dashboard.

You may complete this requirement in one of three ways:

- A single setting for three continuous hours.
- Two settings of one and one half hours (1.5) each, either at the same program or at two different programs.
- Three settings of one hour each, either at the same program or at up to three different programs.

The program(s) observed may not be one(s) where the applicant works or volunteers.



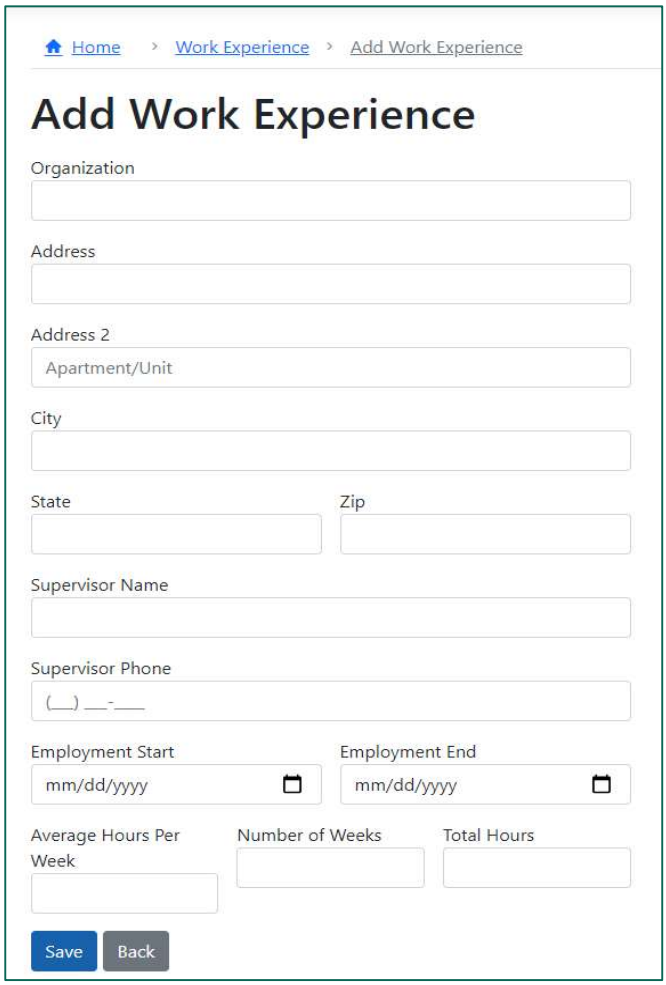
Work/Volunteer Experience

Acquire and maintain documentation of your paid and/or volunteer work experience in a school-age or youth program during out-of-school time spent interacting with students in a group setting.

Certificate: **240 hours** minimum (within the past **three** years).

Credential: **480 hours** minimum (within the past **five** years).
Up to 240 hours of experience may be in classroom settings where you lead groups of school-age students in activities (Credential only).

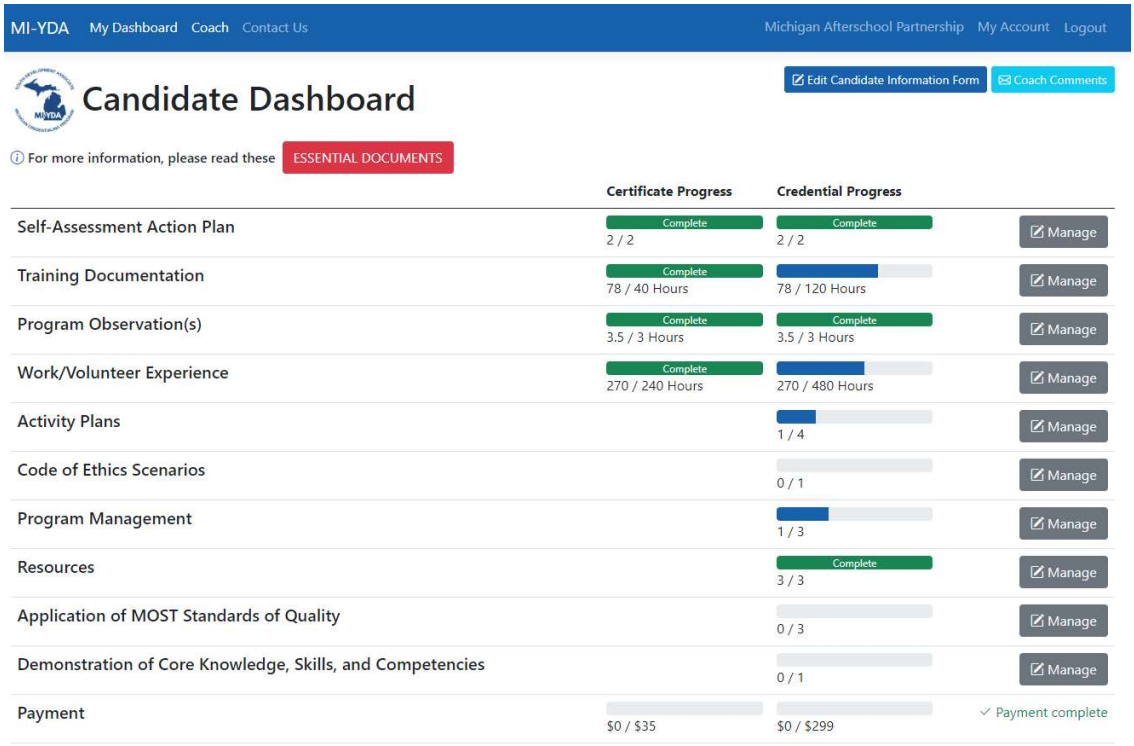
The Work/Volunteer Experience section must be completed detailing your work/volunteer experience.



HINT: As you are receiving training in the ten content areas, you will be working or volunteering in Out-of-School Time (OST) programs. The work you are already doing may apply to other sections of your Candidate Dashboard. You may complete these as you build your experience and training. The sections DO NOT need to be completed in any specific order. You will be surprised at how quickly you will see your Dashboard "fill up".

Time to Decide

You have been entering your work and marking it complete in the MI-YDA portal. Your Candidate Dashboard has been tracking your progress. You will notice blue will show progress and green shows completion of a requirement. You'll see that you may have completed items beyond your original goal of earning a certificate. You may now decide.



Apply for the CERTIFICATE. Pay $35 now. The MI-YDA Advisory Committee will review your application and documentation and recommend approval of your MI-YDA Certificate. You will receive your Certificate within 15 days after the Advisory Committee has certified approval. The MI-YDA Certificate is valid for three years from the date of issuance. **It is expected that an individual with an additional three years of training and experience move to an application for the MI-YDA Credential for further professional growth.** Continue to maintain your professional training (MiRegistry) and move on to earn the MI-YDA Credential.

OR... Continue to the Credential **NOW** and pay the $299 later when you have completed the entire Dashboard.

BONUS: You can do both! If you choose Certificate now, your $35 will be credited toward your Credential. Keep working and tracking your progress and in a short time you can then choose to pay the remainder of the $299 to earn the Credential!

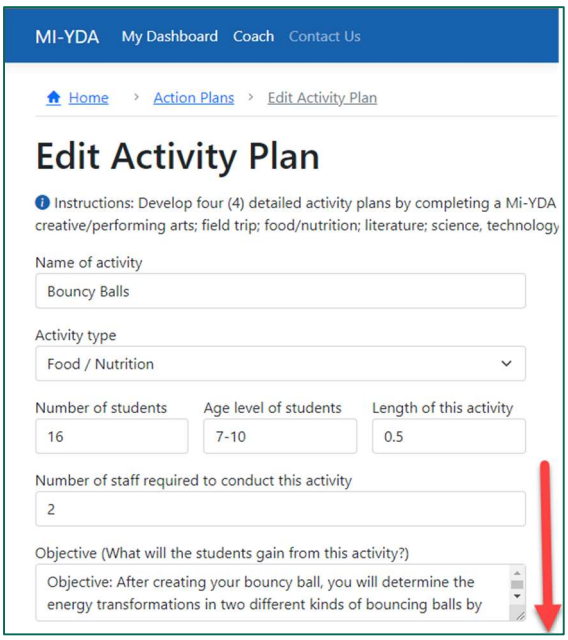
Activity Plans

Children and youth benefit from high-quality experiences and environments in immeasurable ways. In order to provide high-quality programming, it is necessary to develop well designed activities that are intentional and targeted to the age levels, needs, and diverse learning styles of all students.

You will develop four (4) activities by completing a detailed MI-YDA Activity Plan for each activity. You must choose a different activity type for each plan from the following categories:

- Creative/Performing Arts
- Field Trip
- Food/Nutrition
- Literature
- Science, Technology, Engineering, Math (STEM)
- Service Learning

See example that was started below.



HINT: You may find the Activity Plan form a good way to plan all activities for the program where you work or volunteer.

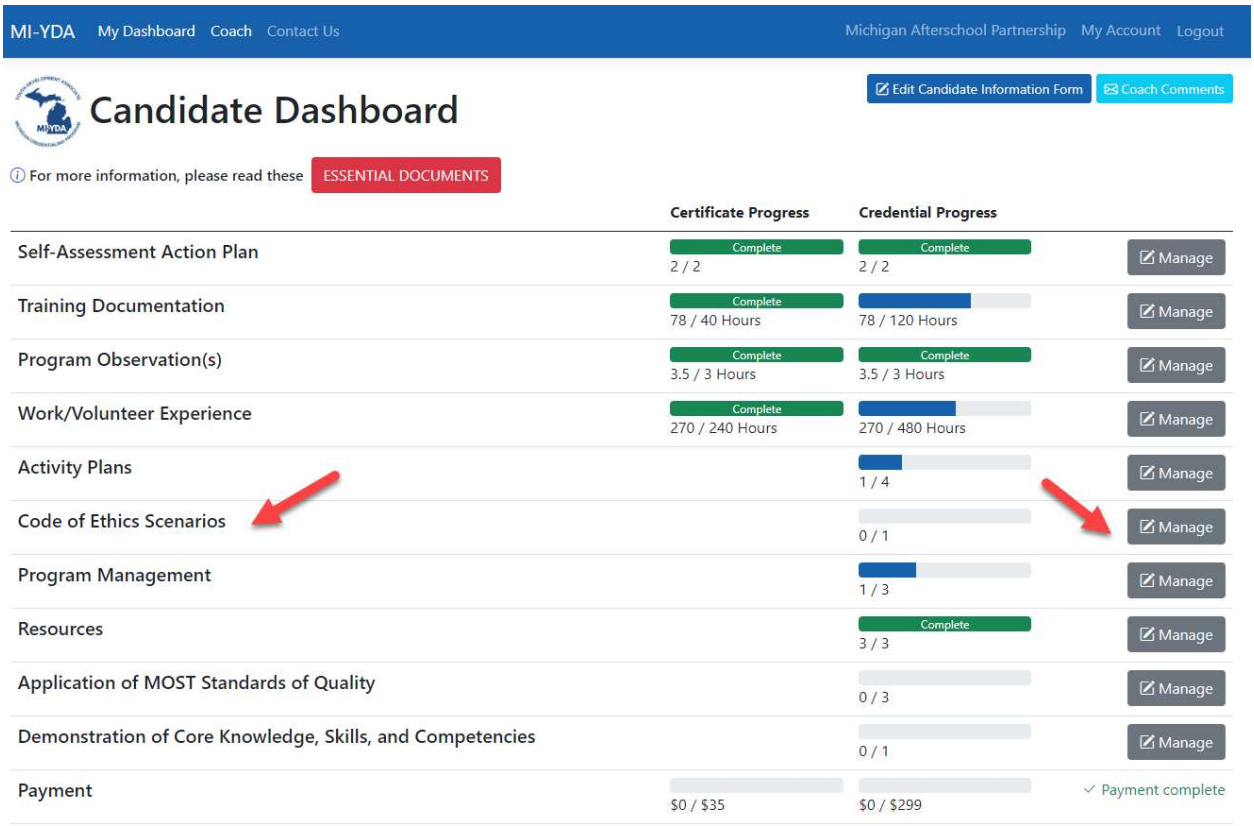
If you would like a printable version of this document, check out the Essential Documents button on your Dashboard.

When entering times and costs use decimals (ex: .30, 1.5, 2.0, etc.)

Code of Ethics Scenarios

The National AfterSchool Association (NAA) Code of Ethics, 2016[3] raises awareness of our professional commitment to ethical conduct as we carry out our professional responsibilities. Real life ethical dilemmas are rarely easy. Often the best ethical course of action to take is not obvious. One important value may contradict another. It is our professional responsibility to work with those involved to find the most ethical action to take.

You will read and reference the NAA Code of Ethics. You may download a copy of this document at https://naaweb.org/resources/code-of-ethics. You will be asked to cite the relevant portions of the NAA Code of Ethics on four different out-of-school time scenarios. When answering only enter 3 choices (ex: 1.2, 2.7, 4.11).

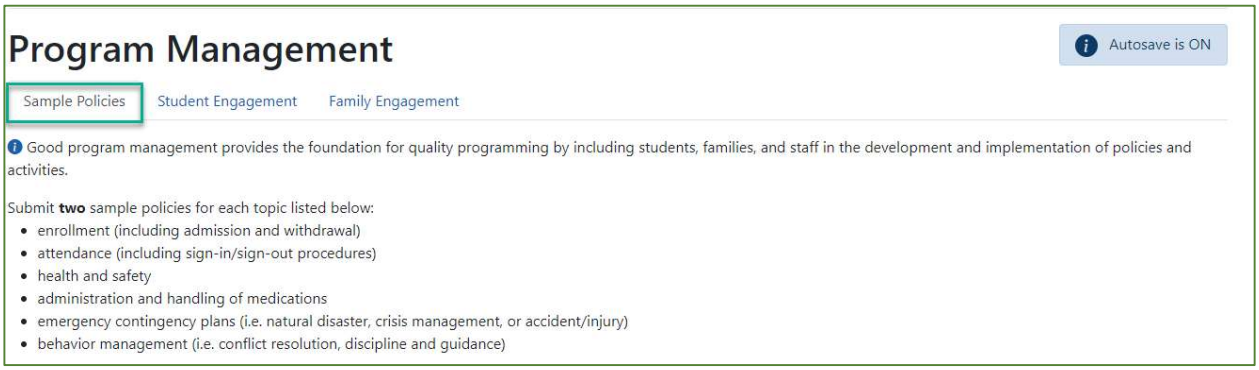


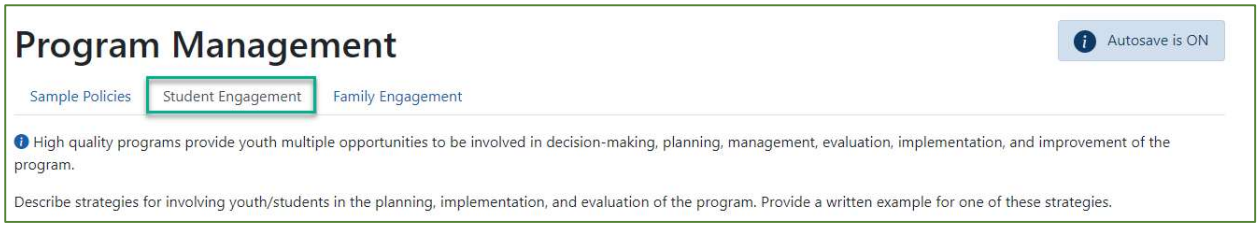
[3] National Afterschool Association (2016) https://naaweb.org/resources/code-of-ethics.

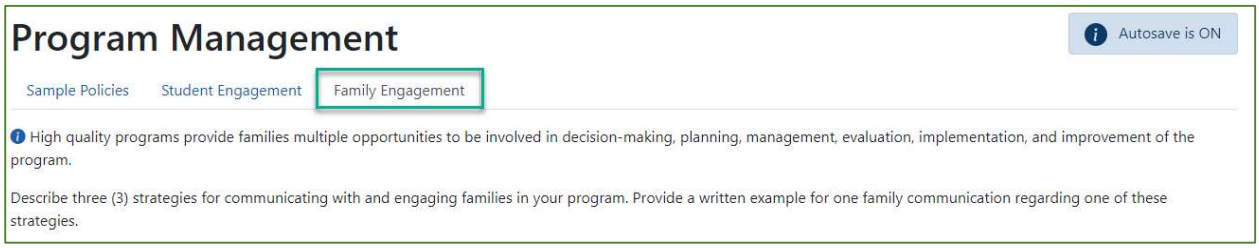
Program Management

Good program management provides the foundation for quality programming by including students, families, and staff in the development and implementation of policies and activities.

HINT: You **MUST** click on each tab to complete the Program Management







HINT: You want to write and edit the required items in a separate document and copy/paste them to this section. It is okay to use real examples from your work plan environment and or neighboring programs. Example: Program Handbook

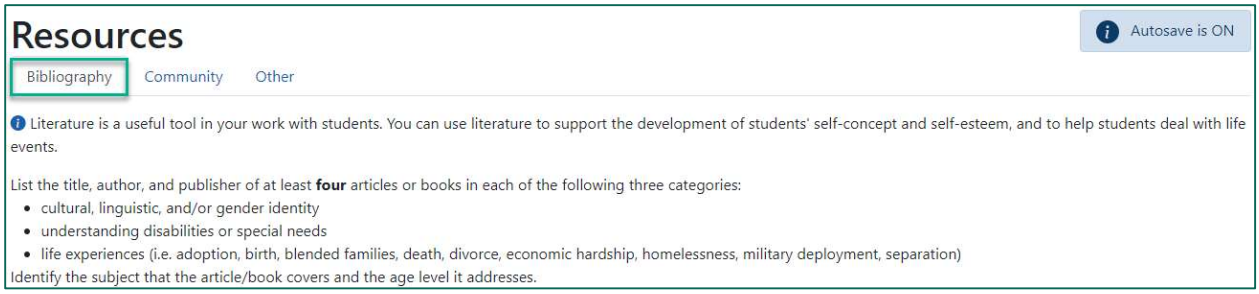
Resources

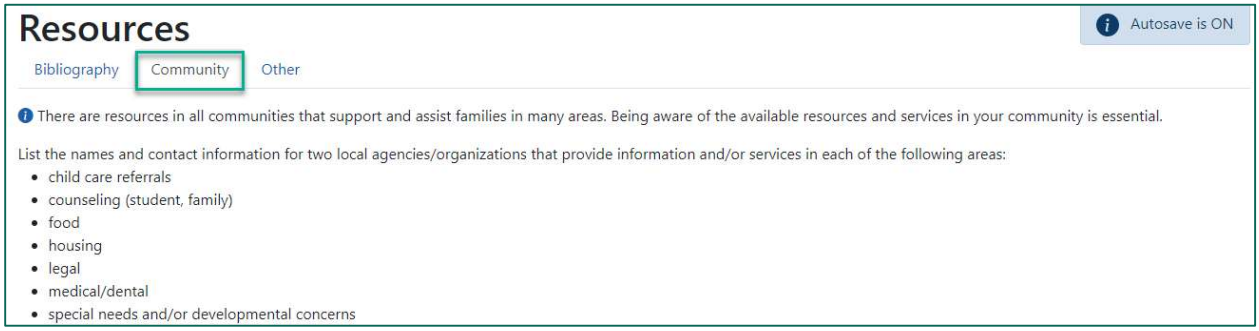
There are extensive resources available to support your work with students and families. As a professional it is important to be aware of and know how to locate relevant resources.

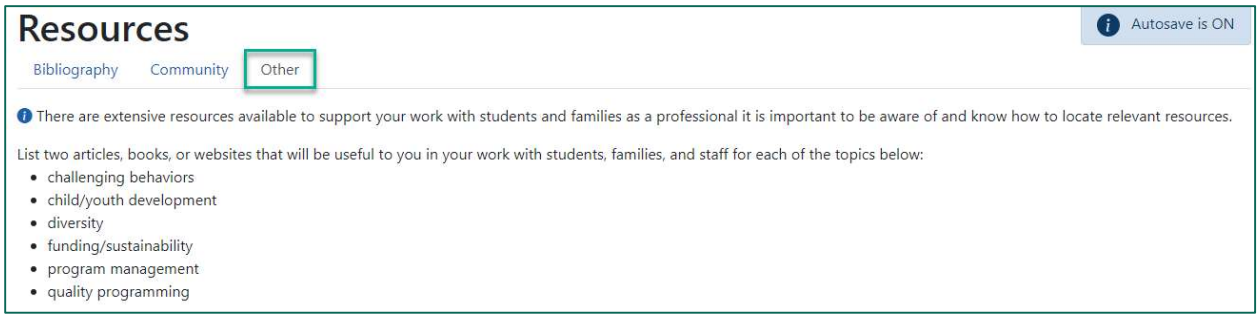
You will compile lists of three categories of resources that you may use throughout your career. The resource categories required for this section are:

- Bibliography of literature for school-age youth
- Community (local) resources for families
- Other resources for working with school-age youth

HINT: You **MUST** click on each tab to complete the Resources section.







Application of MOST Standards of Quality

The Michigan Out-of-School Time Standards of Quality, 4th edition (found in the ESSENTIAL DOCUMENTS section) are divided into seven critical components for comprehensive programs: Health and Physical Safety; Positive Climate and Emotional Safety; Program Staffing; Program Environment; Program and Activities; Administration; and Single Purpose Programs.

In this section, you will identify the standard and show how you will apply these standards in your work with children/youth, families, and staff. The application of the standards will be examined in these three tabs:

- Implementing the Critical Components
- Managing Staff
- Continuous Improvement

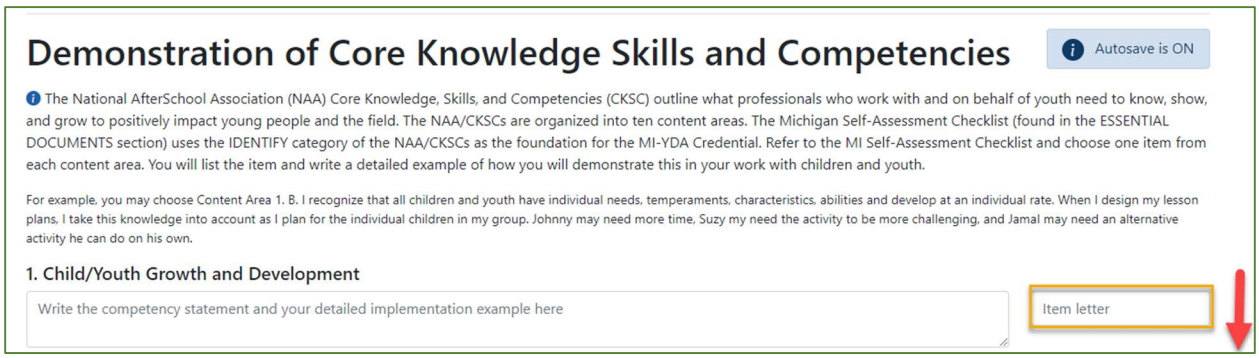
HINT: You **MUST** click on each tab to complete this section.

You may want to also review *The Forum for Youth Investment, David P. Weikart Center for Program Quality* continuous improvement resources and workshops here.

Demonstration of Core Knowledge, Skills, and Competencies

The National AfterSchool Association (NAA) Core Knowledge, Skills, and Competencies (CKSC) outline what professionals who work with and on behalf of youth need to know, show, and grow to positively impact young people and the field. The NAA/CKSCs are organized into ten content areas. The Michigan Core Knowledge, Skills, and Competencies Self-Assessment Tool (found in the ESSENTIAL DOCUMENTS section) uses the IDENTIFY category of the NAA/CKSCs as the foundation for the MI-YDA Credential. Refer to this Self-Assessment Tool and choose one item from each content area. You will list the item and write a detailed example of how you will demonstrate this in your work with children and youth.

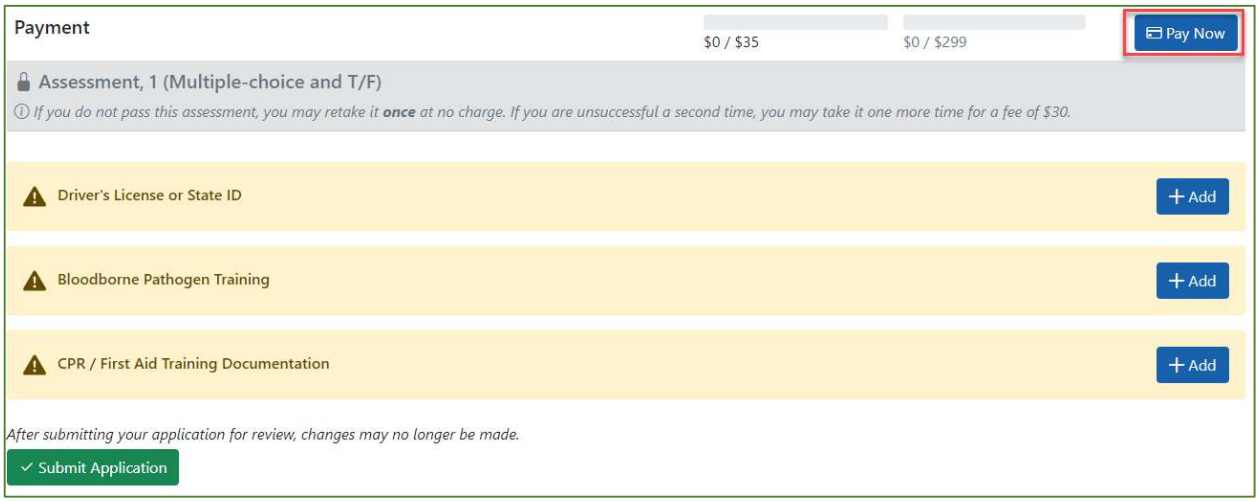
For example, you may choose "B". for Content Area 1. *I recognize that all children and youth have individual needs, temperaments, characteristics, abilities and develop at an individual rate.* When I design my lesson plans, I take this knowledge into account as I plan for the individual children in my group. Johnny may need more time, Suzy may need the activity to be more challenging, and Jamal may need an alternative activity he can do on his own.



HINT: Be sure to address all ten competency areas you may want to address competencies that you originally marked as "Opportunity" when you completed your Self-Assessment. Pick one item for each content area, select the letter of the statement you are addressing and enter it in the "Item Letter" box. You may want to type these in a separate document and copy/paste them in the boxes provided. Remember you can go back and edit any of your entries so proofread your submissions.

Time to Complete the CREDENTIAL

You will submit electronic payment of $299.00 (or the balance - $264.00, if you have previously earned the MI-YDA certificate) to the Michigan Afterschool Partnership by logging on to www.MI-YDA.org and selecting the Pay Now button in your Candidate Dashboard. If the Pay Now button is not working or Assessment does not open for you, please reach out the MIYDA@afterschool.org email.



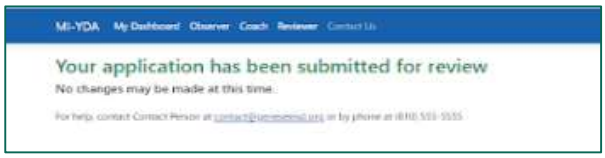
You will now be able to take the Assessment. The Assessment is a multiple choice and True/False quiz that is open book and untimed. You may want to refer to the Michigan Out-of-School Time Standards of Quality, the NAA Core Knowledge, Skills, and Competencies, and Program Quality Assessments. These documents are located in the essential documents link on your Candidate Dashboard.

Upload and Submit

Upload copies of your Driver's License, Bloodborne Pathogens training documentation, and current CPR and First Aid certificate. Now you are ready to SUBMIT your Credential Application.

HINT: Be sure to ***update*** your Candidate Information page prior to submission so that we have the correct information to contact you.

You should receive confirmation that your application has been submitted for review. An External Assessor will contact you to conduct an onsite observation of you working with youth in an out-of-school time setting.



HINT: Email MIYDA@afterschool.org if you have not heard from an External Assessor within two weeks.

External Assessment

The External Observational Assessment portion of the credential determines the candidate's ability to implement the knowledge, skills, and dispositions needed by the youth development professional to provide high-quality programming.

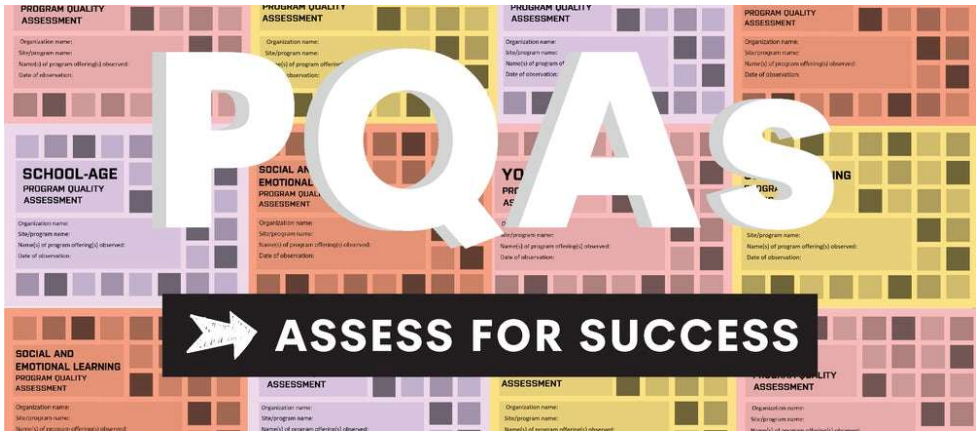
After you have submitted all of the components of the MI-YDA Credential Application, you will be scheduled for an observational assessment with a certified External Assessor (EA). The EA will contact you and you will jointly determine the date/time for the observation and interview. The EA will spend a minimum of forty-five minutes observing while you are leading typical activities during regularly scheduled program hours. The EA will then meet with you to complete the interview portion of the observation and review your training documentation. Allow up to an additional hour for this meeting.

The Forum for Youth Investment, David P. Weikart Center for Youth Program Quality (CYPQ) developed the Social and Emotional Learning (SEL) Program Quality Assessment (PQA) that will be used for your assessment. "The SEL PQA is designed to evaluate the quality of programs and identify staff training needs. It consists of a set of scoreable standards for best practices in afterschool programs, community organizations, schools, summer programs and other places where young people have fun, work, and learn with adults"[4].

You may download a copy the SEL-PQA by clicking here. There is no additional cost to the candidate for the External Assessment.

You must have the following items available for the assessor:

- Driver's License or State ID.
- Training documentation (see pages 9-10).



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David P. Weikart Center for Youth Program Quality
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What Happens Next?

Review Panel

The purpose of the MI-YDA Credential Review Panel is to review all of your entries and documentation to determine if you meet the criteria to receive the MI-YDA Credential.

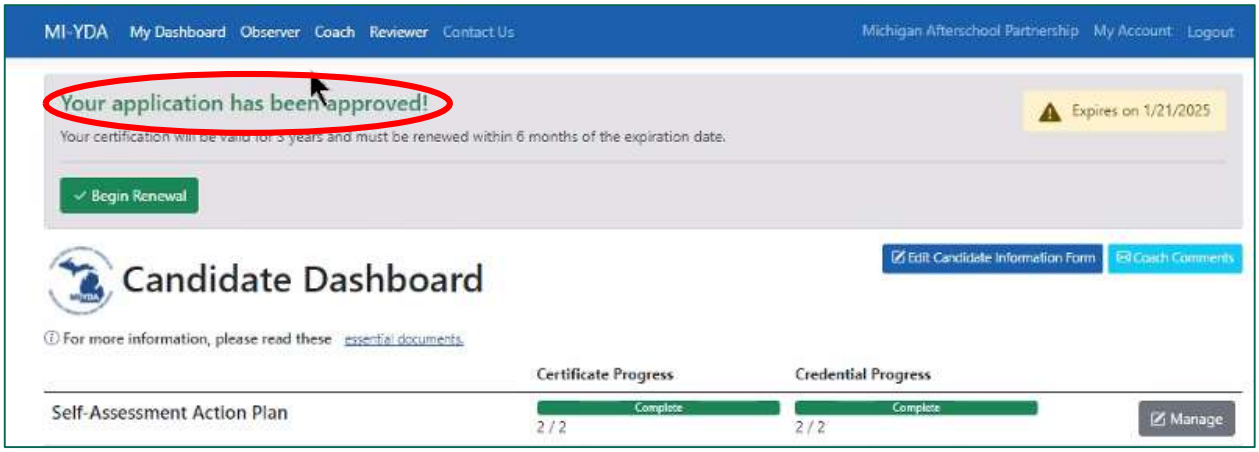
A review panel consisting of two to three qualified people from the school-age/ youth development field will review all assessments, forms, observations, and documentation. A status decision will be made based on materials submitted.

The review panel will meet as needed within 90 days of your observation.

Decision

You will be notified of the Review Panel's decision via the email provided in your Candidate Information page of the application. Once all of the criteria are met, you will receive your official MI-YDA Credential within 15 days after the review panel has made a decision.

The Michigan Youth Development Associate Credential is valid for three years from the date of issuance. The Credential must be renewed within 60 days of the initial expiration date, and every three years thereafter. The date of issuance and the date of expiration are printed on the Credential.



Appeal Process

The Michigan Afterschool Partnership (MASP) has established an appeal process for candidates denied the MI-YDA Credential. All candidates have the right to appeal. Appeals will **only** be considered related to the perceived violation of specific policies or procedures during the application, assessment, candidate observation, or other aspects of the credential process. The appeal process is not for the purpose of reviewing additional work or reassessing a candidate's competence.

Only the candidate can initiate an appeal and must submit the appeal, in writing, within 30 days from the date of the MI-YDA Credential denial letter. The written appeal addressed to the MI-YDA Credential Advisory Committee must contain a clear statement of the procedural or policy violation(s) upon which the appeal is based, along with a factual account of the circumstances. This means that only specific, documented facts should be stated.

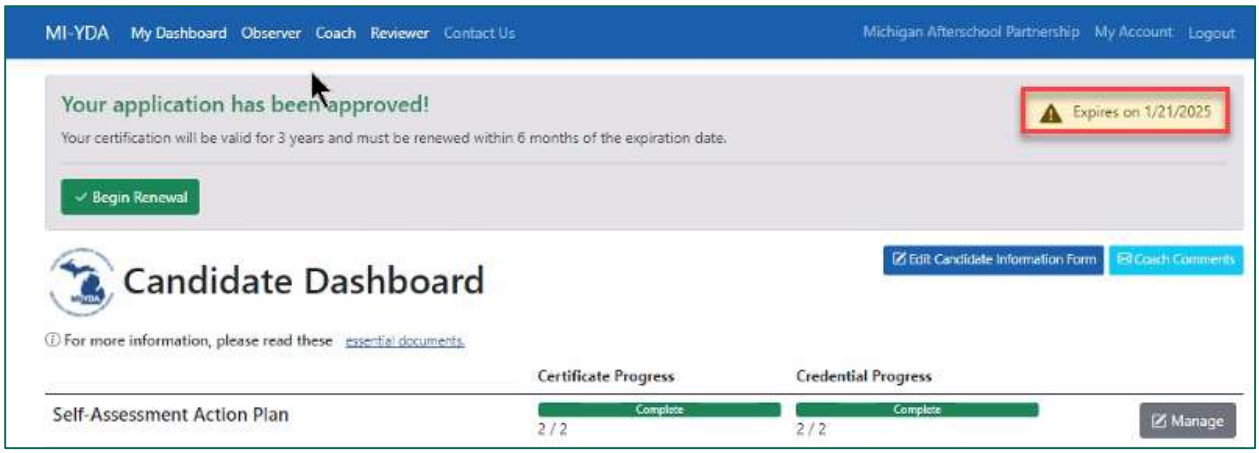
Email appeal letter as an attachment to: MIYDA@afterschool.org.

The committee conducts an in-depth investigation based on the appeal. It will involve fact-finding activities such as review of the application sections, and the external assessment. The committee will consider all pertinent information and make a decision regarding the appeal. The committee will notify the candidate of the decision in writing. If the committee grants the appeal, this action will result in a MI-YDA Credential award.

If the committee does not reverse the initial decision, the candidate may re-apply for the MI-YDA Credential by submitting a new application fulfilling all sections of the credential process and requirements. All fees must be paid again.

Renewal

The Michigan Youth Development Associate Credential is valid for three years from the date of issuance. The MI-YDA Credential must be renewed within 60 days of the expiration date and every three years thereafter. The date of expiration shows at the top of your Candidate Dashboard.



All required documentation for the MI-YDA Credential Renewal is completed online at www.MI-YDA.org using the candidate's email name and password. The required documentation includes:

- Updated Candidate Information Form.
- A new Self-Assessment Action Plan.
- Training Documentation with **45 hours** within the last three years; all training must be relevant to school-age youth development programming in three or more of the ten core competency content areas.
- Work/Volunteer Experience documenting a minimum of **80 hours** of work/volunteer experience with students in out-of-school time programs within the past three years.
- Upload current Driver's License, Bloodborne Pathogen Training, and CPR/First Aid Documentation.

HINT: Begin the Renewal as soon as you receive notification of your MI-YDA Credential award. You will then be able to enter and update your training and experience as you continue on your professional path. Pay the renewal fee and submit when your Credential expires.

The fee for renewing the MI-YDA Credential is $50.00.

Glossary of Terms

The following terms are commonly used in the field. These terms may be used in this document other documents referenced in the credential process.

Activity	A planned interaction led by staff.
Cognitive/cognition	Both the knowledge possessed and the youth's ability to think, reason, learn, and understand. Younger school-age children typically think in concrete ways. Older school-age children (adolescents) begin to use more complex ways of thinking.
Curriculum	The program content and how it is delivered.
Out-of-School Time	Before school; after-school; times and days when there is no school due to teacher training; snow days; vacations; summer; etc., which ideally includes both extended learning opportunities to support the school day and school-age childcare.
Mandated Reporter	The Michigan Child Protection Law requires certain people to report their suspicions of child abuse or neglect to Child Protective Services at the Department of Human Services. These people are mandated reporters and have established relationships with children based on their profession.
School-Age	Eligible to be enrolled in kindergarten, as defined by the revised school code through 18 years of age, or high school graduation.
Staff	The person or persons facilitating an activity. Staff may include paid workers, volunteers, or peer leaders.
Training	Professional development provided through workshops, seminars, conferences, college/university courses, on-line courses, and webinars.
Youth	Children and adolescents who are school-age.
Youth Development	The support of the natural unfolding of the potential inherent in children and youth in relation to the challenges of their physical and social environment. Activities, relationships, and interactions should be provided that support youth in all developmental domains. Youth development encourages individuals to actively shape their own development through their choices and perceptions.