

Wellness Policy

The link between nutrition, physical activity and learning is well documented. Healthy eating and activity patterns are essential for students to achieve their full academic potential, full physical and mental growth, and lifelong health and well-being. Healthy eating and physical activity, essential for a healthy weight, are also linked to reduced risk for many for many chronic diseases, like Type 2 diabetes. Youth & Family has a responsibility to help students learn, establish and maintain lifelong, healthy eating and activity patterns. Well-planned and effectively implemented school nutrition and fitness programs have been shown to enhance students' overall health, as well as their behavior and academic achievement in school. Staff wellness also is an integral part of a healthy school environment, since Shelter staff can be daily role models for healthy behaviors.

Food must meet the requirements of growing children. It must be tasty, nutritious, and attractively served in a pleasant atmosphere. Food has a therapeutic effect during stressful situations and is available at times other than the usual mealtimes, especially when a child is first admitted.

1) Menus and Grocery List

Menus vary and reflect sensitive planning. The Shelter Supervisor approves all menus. Menus shall be planned at least one week in advance and be dated, posted and kept on file for thirty days. Menus are strictly followed and cannot be changed. Any substitutions shall be noted on the menu and initialed by the Child Care Worker (CCW) making the substitution and noting reason why a substitution was made.

Items needed to prepare meals are listed on the grocery list posted above the menus no later than the day before the groceries are purchased. The Child Care Supervisor approves the grocery list each week.

Three nutritious meals and two snacks shall be provided each day. An exception is two meals (brunch and dinner) may be provided on weekends only. The weekend CCW shall work with the Child Care Supervisor to coordinate menus for those exceptions.

There shall be alternate choice of food for each meal served for children on special diets or children who, because of cultural, ethnic or religious beliefs cannot eat particular

foods. When a child's physician prescribes an individualized diet and feeding schedule that diet and schedule shall be followed. A copy is placed in the child's case file.

2) Storage

Food Items are stored in compliance with health codes. Before storing in the refrigerator, all food is to be covered or otherwise packaged and labeled and dated. Frozen items are stored in the large walk-in freezer and labeled by name, date purchased and date stored. Frozen foods are stored according to labeled shelving. Frozen food shall be kept at a temperature of 10 degrees Fahrenheit or below except when being thawed at a refrigerator temperature of 45 degrees Fahrenheit or under cool, potable running water (70 degrees Fahrenheit or below) or quick-thawed as part of the cooking process. A thermometer shall be placed in each refrigerator. Non-frozen refrigerated foods including milk, milk products, meat, fish eggs, and poultry are stored at refrigerated temperatures of 45 degrees or below.

All raw fruits and vegetables shall be washed before use.

Leftover foods must be dated and properly stored in a covered container at the proper temperature. Portions of food once served on an individual plate shall not be reserved. Wrapped food that is not potentially hazardous, and is properly stored may be served again.

In the pantry and the walk-in freezer, containers of food shall be stored six inches above the floor on clean surfaces and in such a manner as to be protected from splash and other contamination.

3) Meal Time and Special Diets

CCW eat with and directly supervise children during mealtime, encouraging good manners and a nutritious diet. Each shift is responsible for the preparation of one meal. CCW are responsible for making tea and Kool-Aid and for filling ice bin before the next shift comes on duty. Children may be assigned set up and clean up duties, but it is the responsibility of the CCW to see that meals are prepared properly CCW are to eat the same food as the children unless a doctor has prescribed a specific diet. If so, a copy of the diet and the doctor's orders are given to the CEO for placement in the CCW's personnel file.

If a child requires a special diet for ethnic, cultural, medical or religious reasons, the CCW will coordinate meal planning with the child and parent/guardian. The child's

parent/guardian submits individualized diets and feeding schedules to Hope House and shall be followed automatically. A copy of the diet shall be placed in the case record and documented daily in the case file.

Children who have not had opportunities to learn how to handle food with the usual table service shall be managed in such a way that they will not be embarrassed or subjected to the ridicule of other children.

Meal times are posted in Hope House. The time for meals is flexible, however. Variations in schedule population and scheduling, i.e. court hearings, outings, or visitations, may necessitate a change in mealtime. Meals are to be eaten in the multi-purpose room or at the service bar. Milk, tea, water, or Kool-Aid is available upon request. Juice is available for breakfast.

Excluding breakfast, there shall be two meat-less meals served each week. For those meals, some other form of protein is served to allow for nutritional requirements. Breakfast, one main meal and one light meal, such as sandwiches or soup, shall be served each day. All meals shall meet the nutritional needs of each child.

4) Snacks

Snacks are incorporated as part of the balanced meal plan and are scheduled daily.

5) Clean-up

Children are assigned clean up chores on a rotating basis. The list of chores is posted in a conspicuous place. It is the responsibility of the CCW on duty to see that Hope House is clean and neat at all times.

Dishes are rinsed over the garbage disposal before being placed in the sanitizer. The sanitizer is loaded from the back. It is emptied after the entire cycle is completed. It is important to wait for the completion of the cycle for proper sanitizing. After sanitizing, all equipment and utensils shall be air dried unless used immediately. Towel drying is not permitted.

Pots and pans are washed by hand. Knives and meat forks are kept locked in the pantry. All appliances are wiped clean after each meal, and the kitchen floor is mopped daily.

Trash is placed in the trash container. Lids on trash containers must be in place at all times. Glass and aerosol cans are placed in the outside cans. At the end of each shift or as necessary during the shift, trash is placed in outside dumpster.

6) Handwashing

Handwashing, when done correctly, is the single most effective way to prevent the spread of communicable diseases. Good handwashing technique is easy to learn and can significantly reduce of infectious diseases among children and adults.

Follow these four simple steps to keep hands clean:

1. Wet your hands with warm water.
2. Add soap, then rub your hands together, making a soapy lather. Do this away from the running water for at least 20 seconds, being careful not to wash the lather away. Wash the front and the back of your hands, as well as between your fingers and under your nails.
3. Rinse your hands well under warm running water.
4. Dry your hands thoroughly with a clean towel. Then turn off water with a clean paper towel.

7) Life Skills

Children in the shelter will participate in a one time a week independent living skill seminar. During this time the children will be educated in skills that will help them be more productive adults. Such topics will include but not limited to communication, feelings, coping skills and independent life skills.

Wellness Committee

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