

Evergreen Crisis Shelter Wellness Policy

Wellness Policies on Physical Activity, Nutrition, Health and Safety

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Purpose of Policies

The Evergreen Shelter recognizes that a client who feels safe and connected to their schools/home/community and is properly nourished and healthy has a greater chance of attending school on a regular basis, performing better in the classroom, and becoming a functioning member of the community. The Evergreen Shelter is therefore committed to providing a shelter environment that promotes and protects a client's health, safety and ability to learn.

TO ACHIEVE THESE POLICY GOALS:

Our Mission

Evergreen Youth & Family Services is a community-based organization committed to strengthening youth and preserving families with an emphasis on those living in Northern Minnesota.

As a recipient of USDA Food and Nutrition Funding, Evergreen observes the following USDA policy:

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or

(3) email: program.intake@usda.gov.

This institution is an equal opportunity provider."

Evergreen Wellness Council

The agency will strengthen the existing Program Committee to include developing, implementing, monitoring, reviewing, and, as necessary, revising the Wellness Policies. The Council shall include to the extent possible representatives from the following groups: program directors, food service, board members and administrators.

Nutritional Quality of Foods and Beverages Sold and Served Residential Meals



Healthy Hunger Free Kids Act LUNCH MEAL PATTERN

	Grades K-5	Grades 6-8	Grades 9-12
	Minimum amount of food per day or week		
FRUITS	½ cup per day		1 cup per day
VEGETABLES	¾ cup per day (3¾ cups/week)		1 cup per day (5 cups/week)
* Dark Green	½ cup per week		
* Red/Orange	¾ cup per week		1¼ cups per week
* Beans/Peas (Legumes)	½ cup per week		
* Starchy (green peas, corn, white potatoes)	½ cup per week		
* Other	½ cup per week		¾ cup per week
Additional veg to reach total	1 cup per week		1½ cups per week
GRAINS (≥50 percent must be whole-grain rich)	1 equiv per day; 8-9 per week	1 equiv per day; 8-10 per week	2 equiv per day; 10-12 per week
MEATS/MEAT ALTERNATES	1 oz. eqiv per day; 8-10 oz .per week	1 oz. eqiv per day 9-10 oz. per week	2 oz. eqiv per day; 10-12 oz. per week
FLUID MILK	1 cup per day		

- Meals served through the National School Lunch and Breakfast Programs will:
 - be appealing and attractive to clients;
 - be served in clean and pleasant settings;
 - meet, at a minimum, nutrition requirements established by local, state, and federal statutes and regulations.
- fulfill dietary needs that are medically prescribed, if ordered by a resident's physician or, in the case of a pregnant resident, recommended or ordered by a prenatal care provider; and
- not conflict with the resident's religious or cultural dietary regimen.

Budget neutrality or profit generation will not take precedence over the nutritional needs of the clients. The Evergreen Shelter will ensure that all clients are provided access (at no cost to themselves) to the varied and nutritious foods they need during the time they reside in our residential programs.

Students have access to hand washing and sanitizing before each meal. The shelter maintains a food manager's license.

Breakfast

The Evergreen Shelter will ensure that all children have breakfast in order to meet their nutritional needs and enhance their ability to learn.

Meal Times and Scheduling

Evergreen Shelter:

Breakfast will be available in the mornings from about 6:30 a.m. to 9:00 a.m.

Lunch is served from 12:00 p.m. until about 12:30. The kitchen is typically cleaned and closed at 1:00 p.m. School snacks are served about 4:00 p.m. on school days.

The Shelter will not schedule meetings or activities during mealtimes, unless clients may eat during such activities.

Food and Beverages Sold Individually

Currently, clients are not allowed to purchase soda pop during school hours, at lunchtime or as a part of the after-school snack program. Water is always available.

Snacks Most snacks served during the school day or in after-school programs will make a positive contribution to children's diets and health, with an emphasis on serving fruits

and vegetables as the primary snacks and water and fruit juice as the primary beverage. A suggested snack reference guide for staff will be posted in kitchen area.

Rewards The agency will not use foods or beverages that comprise standard daily meals, especially those that are not nutritious, as rewards for academic performance or good behavior, and will not withhold food or beverages (including food served through school meals) as a punishment.

Celebrations that involve food during the school day will be encouraged to include some healthy foods or beverages.

Teen Health Screens

All students will complete a Teen Health Screen, which will be assessed by an RN specially trained in adolescent health. The staff will notify the student's guardian if the RN makes any recommendations. The Shelter staff will also provide case management and transportation within an hour of Bemidji to assist the family in meeting identified health needs.

Health Education

The Evergreen Shelter is not a school and does not offer formal Health Education to youth served through our residential programs. However, the Evergreen Shelter will support fully all health education goals for children/youth provided through their school. The Evergreen Shelter will also support students participation in school programs designed to promote healthful living and education on health-risk behaviors shall be offered in groups to encourage clients to follow healthier diets.

The Evergreen Shelter will support children/youth served (through homework assistance, ideas, and resources for school projects) in meeting educational goals so that they develop and acquire the skills and information to:

- comprehend concepts related to health promotion and disease prevention;
- access valid health information and health-promoting products and services;
- practice health-enhancing behaviors and reduce health risks;
- analyze the influence of culture, media, technology, and other factors on health;
- use interpersonal communication skills to enhance health;
- use goal-setting, decision-making, and self-management skills to enhance health; and
- advocate for personal, family, and community health.

Instructional Program Design

The Evergreen Shelter will support the Instructional Program Designed offered by each child/youth's school to:

1. Utilize educational theories and methods that have credible evidence of effectiveness;
2. Emphasize learning and practicing the skills clients need for healthful living;
3. Build functional knowledge and skills from year to year (i.e., be sequential in design);
4. Include accurate and up-to-date information;
5. Use active, participatory instructional strategies and techniques;
6. Be appropriate to clients' developmental levels, personal behaviors, and cultural backgrounds;
7. Focus on the behaviors that have the greatest effect on a person's health and emphasize the short-term and long-term consequences of personal health behaviors;
8. Encourage clients to assess their personal behaviors and habits, set goals for improvement; and resist peer and wider social pressures to make unhealthy choices;
9. Stress the appealing aspects of living a healthy lifestyle;
10. Address clients' health-related concerns. The Evergreen Shelter contracts with a Registered Nurse to address client needs.

Staff Wellness

The Evergreen Shelter highly values the health and well-being of every staff member and will plan and implement activities and policies that support personal efforts by staff to maintain a healthy lifestyle.

Physical Activity Opportunities and Physical Education

Daily Physical Education 3-12 All clients in grades 3-12 shall participate in 150 minutes of physical activity per week that includes all on ground and off grounds activities.

Instructional Program Design

The Evergreen Shelter is not a school and does not offer formal Physical Education to youth served through our residential programs. The Evergreen Shelter shall strive to support each youth served in meeting learning goals and objectives for physical education provided through the child's school to include:

1. Emphasize knowledge and skills for a lifetime of regular physical activity;
2. Be consistent with Minnesota's standards for physical education and the school's Curriculum Framework that define what students should know and be able to do;
3. Physical activity is provided at least three times per week in 2 hour sessions of swimming;
4. Provide many different physical activity choices;

5. Feature cooperative as well as competitive games;
6. Meet the needs of all students, especially those who are not athletically gifted;
7. Take into account gender and cultural differences in students' interests;
8. Teach self-management skills as well as movement skills;
9. Actively teach cooperation, fair play, and responsible participation in physical activity; and
10. Be an enjoyable experience for students.

The Evergreen Shelter shall commit to meeting the physical activity standards below. Staff shall aim to develop students' self-confidence and maintain a safe psychological environment free of embarrassment, humiliation, shaming, taunting, or harassment of any kind. In addition, suitably adapted physical activities shall be available to all youth who have shelter stays who are unable to participate in regularly scheduled physical activities due to disability or physical or social functioning.

Adequate Facilities

Agency leaders shall endeavor to ensure the cost-efficient provision of adequate spaces, facilities, equipment, supplies, and operational budgets that are necessary to achieve the objectives of the physical activity program.

Physical Activity Opportunities After School The Evergreen Shelter will explore how to offer at least one extracurricular physical activity programs each season that provides moderate to vigorous physical activity for all participants.

Physical Activity and Punishment Teachers and other school and community personnel will not use physical activity (*e.g.*, running laps, pushups) or withhold opportunities for physical activity (*e.g.* recess, physical education) as punishment.

Parental Partnership Policy

The Evergreen Shelter recognizes that parents and families are a child's first and most important teachers. When children enter Evergreen programs, the responsibility for their learning is shared by the Evergreen Shelter schools, families, communities, and the children themselves. Further, Evergreen Shelter believes that all children deserve to grow up in nurturing, healthy, and safe learning environments in which families are supported in their roles and responsibilities; families of all cultures and incomes care deeply about their children's success; and family-school community collaboration and partnerships benefit all children.

It is the goal of the Evergreen Shelter to "develop strong partnerships with the home". Parents and community agencies working as partners increase student achievement, promote health, and develop positive attitudes about self and school. The key factor in the home-community partnership is the relationship between the counselor and the parent. Organizational support from the board and administration enables counselors to effectively develop the partnership. The intent of this policy is to result in consciously doing those things already in practice in a more efficient, consistent, and effective manner as well as generating new ways of strengthening the partnership. The partnership between shelter and school will be supported by the development of a committee of parents and staff that will continually assess, plan and implement strategies that build the shelter and school partnership including:

1. Ensuring that the infrastructure supports counselor's efforts to communicate with parents.
2. Assessing parental involvement.
 - a. Communication between home and Evergreen is regular, two-way, and meaningful,
 - b. Teaching responsible parenting by offering free family counseling.
 - c. Evergreen staff, families and the community play a key role in helping students learn. Evergreen counselors provide a welcoming environment for parents and clients community members and seek their support.
 - d. Parents participate in advocacy and decisions, regarding their child. Community resources are made available to family members and youth.
3. Providing resources to staff and parents that aid in parent-staff communication and collaboration.

Facility Safety and Risk Management

See section 9 Emergency procedures of the Program Manual.

Implementation and Monitoring of Wellness Policies

The facility's Program Director will ensure compliance with established nutrition and physical activity wellness policies. The facility will follow all the nutritional guidelines and recommendations made by the Food and Nutrition Service of the MN Department of Education. Summaries of our meals, including ingredients, and the number of youth served will be submitted as required. The Minnesota Department of Education will monitor the quality of our menus on a timely basis. The facility's food processing and food storage procedures will be monitored annually by the MN Department of Health in accordance with the facility's food and lodging license. Site safety, hygiene, and health will meet all standards required by the MN Dept. of Health. Compliance will be monitored by the Department of Health. The Program Director will be responsible to monitor progress on these policies. Menus will be monitored daily to ensure compliance

with nutritional requirements. The staff involved in food preparation will receive timely training in safe food handling procedures. The facility will partner with all the relevant State agencies to ensure that clients' health needs are being met. The agency Human Resources Director will facilitate training on all OSHA and safety related concerns.

Reviewed by the Wellness Committee 7/11/16,