

MANATEE CHILDREN'S SERVICES POLICY MANUAL

Series: Quality of the Service Environment
Policy Name: Wellness of Residential Clients
Policy Number: G5.2
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Policy: Manatee Children's Services provides a diet for its residential clients that supplies nutrients needed for optimal development while accommodating cultural variations in eating habits. Meal patterns adhere to the current *Dietary Guidelines for Americans* for calorie distribution and balanced nutrition. Such meal patterns are supplemented with snacks providing vitamins and minerals and that are relatively low in fat and sugars. This diet plan for residential care facilities is based upon the Recommended Dietary Allowances (RDAs) for energy in childhood and adolescence and assumes a moderate activity level. Thus to support the RDAs residential care facilities ensure opportunities for daily exercise and provide structured physical activities on a weekly basis.

Procedure:

PART A: WELLNESS COMMITTEE

1. The organization will maintain a wellness committee that convenes at least every six months to identify and assess actions aimed at enhancing the physical well being of residents. The committee will review and consider the evidence-based strategies in establishing the goals for nutrition promotion and education, physical activity and other activities that promote wellness. The Residential Director will assume oversight of all wellness activity. Committee representation will include, but not be limited to the following:
 - Residents/students
 - An Agency Board Member
 - Parents/caregivers
 - Manager/food service supervisor
 - Pediatrician/ARNP
 - Chief Executive Officer or designee
 - Program's Recreation Coordinator
 - Member of the Risk Management CommitteeStakeholders from Safe Children Coalition and Manatee County Government Children's Services are also provided an opportunity to participate in the wellness committee with surveys or written submissions.
2. For those committee members unable to attend meetings, the committee chair will encourage their active involvement.

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Involvement shall be defined as providing input through phone calls, emails, surveys, etc. In the event that committee members are unable to participate on a regular basis, their membership shall be terminated, and alternative representation will occur.

3. Committee activity will include, but not be limited to the following:
 - Identification of goals.
 - Assessment of progress/obstacles towards meeting goals.
 - Development of outcomes and strategies to measure success.
 - Brainstorming of ways to meet goals and implement the Wellness Policy in a manner that is culturally sensitive.
4. All committee activities will be documented. Minutes will be kept for committee meetings and all other committee activities will be documented in a logbook.
5. A report that will include a policy assessment and policy monitoring & evaluation documentation, along with recommended revisions (if applicable) will be provided to the Board of Directors on an annual basis.

PART B: NUTRITION

1. All meals provided to the organization's residential clients by the organization will comply with USDA regulations and will be presented in posted menus. Any resident with special dietary needs shall be accommodated according to USDA regulations. Planning of dietary services will be completed by or with a Registered Dietitian and documented accordingly.
2. Residential facilities will aim to limit the caloric intake from fat to 30% or less, and the intake from saturated fat to less than 10% of the total caloric consumption.
3. Meals will be prepared in a timely manner that allows residents at least twenty (20) minutes to consume the given meal.
4. Whole grain foods will be offered at least four (4) days a week to provide the benefits of fiber and the potential risk reduction of heart disease, cancer, and diabetes.

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5. Fresh, canned, or frozen fruits and vegetables will be offered daily. The majority of canned fruits will be packed in water as opposed to syrup.
6. Meats will tend to be lean and skinless and prepared by grilling, baking, or broiling. Deep fried meats and other deep fried foods will be kept at a minimum.
7. Milk will be served daily, consisting of 1% unflavored or flavored. Residents will have a choice of at least two milk options for breakfast and lunch meals. Low-fat flavored milk may also be served. Other available beverages will tend to include 100% juice with no sugar added and water. Beverages such as sodas and artificial punches will be served on a limited basis outside of breakfast and lunchtime. In instances where carbonated beverages and teas are offered, decaffeinated and sugar-free options will be available.
8. Residents will be offered a variety of healthy snacks containing vitamins and minerals. Such snacks may include:
 - Lowfat cereal
 - Yogurt
 - Popcorn
 - Juice popsicles
 - No salt or lightly salted pretzels
 - Nuts
 - Fruit
 - Cookies and crackers low in fat and sugar
9. No food or beverages are sold to residents of the facility. All breakfast meals and lunch meals are free to the residents, as all residents are foster children who meet the National School Lunch Program qualifications for free meals.
10. Weekly food options will be varied and reflect consideration of the residents' cultural, ethnic, and religious variations in eating preferences.
11. Nutrition Promotion: The organization will promote nutritional education through actions that will include, but not be limited to the following:
 - Including residents in meal planning.

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- Addressing the importance of sanitary protocols, such as proper handwashing.
 - Including residents in simple steps of meal preparation.
12. Nutrition Education: Nutrition education will involve, but not be limited to the following:
- Group discussions on the benefits of specific foods and food groups.
 - Signage in the dining room area that show healthy choices on the plate for breakfast/lunch.
13. Guidelines for reimbursable meals shall not be less restrictive than regulations and guidance issued by the USDA.

PART C: PHYSICAL ACTIVITY

1. The organization's residential facilities will allow adequate time, space, and resources to support physical fitness throughout any given week. Residents will be allotted at least twenty (20) minutes a day for fitness activity. Resources will be provided to accommodate the various fitness levels of the residents. Such resources may include:
 - Yoga tapes/DVDs
 - Exercise mats
 - Outdoor sports equipment
 - Exercise manuals
 - Resistance bands
2. At least one structured fitness activity will be offered every weekend. Activities will vary across weeks and reflect the input and various fitness levels of residents. Fitness activities will include scheduled field trips for activities such as roller-skating, bowling, sports, etc.
3. Residential workers will encourage physical activity to support residents in avoiding a sedentary lifestyle dominated by activities such as watching television. Strategies and efforts will be discussed and documented during staff meetings and/or supervision at least monthly. Strategies will include activity planning sessions based on collaboration with residents.
4. Personnel is not permitted to assign or deny physical activity as a means of punishment. While in some cases a resident may not be able to participate in a group physical activity due to inappropriate

interactions with peers, the resident must still be provided with an opportunity to obtain adequate exercise on any given day.

5. Other RCCI-Based Activities: The Residential Director will integrate wellness activities across the entire residential setting. These initiatives will include nutrition, physical activity and other wellness components so that all efforts work toward the same set of goals and objectives used to promote well-being, optimal development and strong educational outcomes. These will include, but not be limited to the following:

- Eating Environment:
 - Residents will be provided with an adequate amount of time to consume their meal with a minimum of 20 minutes after receiving their food.
 - Convenient access to facilities for hand washing and oral hygiene will be available during meal periods.
- Recycling:
 - Each site shall maximize the reduction of waste by recycling, reusing, and purchasing recycled products.
- Employee Wellness:
 - Manatee Children's Services weekly management meetings will include discussions that focuses on staff wellness issues, identifies, and distributes wellness resources and performs other functions that support staff wellness in coordination with human resources.
 - All staff will be provided opportunities to participate in physical activities and healthy eating programs that are accessible and free or low-cost.
- Health Services:
 - A coordinated program of accessible health services shall be provided to youth and staff and shall include, but not be limited to, violence prevention, safety, communicable disease prevention, health screening, community health referrals, immunizations, caregiving skills and first aid/CPR training.
- Behavior Management:
 - Manatee Children's Services is committed to prohibiting the use of food as a reward, unless incorporated into an activity that promotes positive nutrition messages (such as a guest chef or field trip to a farm).
 - Staff will not deny or require physical activity as a means of punishment.

PART D: WELLNESS EVALUATION

1. The Wellness Committee will develop, document, and implement an evaluation plan each year. The plan will identify priority items/goals, objectives, methods of analysis, timeframes, and persons responsible for data collection.
2. Evaluation results will be incorporated into action plans for program enhancement. The wellness committee will make modifications to the wellness policy as appropriate based on the results of the annual review and triennial assessments and/or as local priorities change, community needs change, wellness goals are met, new health information and technology emerges and new federal or state guidance or standards are issued.
3. The Wellness Committee will have goals, evaluations, plans, and outcomes reviewed by the Risk Management Committee where necessary. A member of the Risk Management Committee will always serve on the Wellness Committee.
4. Progress and evaluation activity will be shared internally during Continuous Quality Improvement and Agency meetings. The public will be informed about the content/implementation of any updates to the policy by viewing it on our website at <https://www.manateechildrenergsservices.com>.



Signature of Chief Executive Officer

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Policy

06.21.2023
Date