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Establish goals for physical education

Minimum requirements for physical education

To provide clients with adequate physical activity, the Haynes Family of Programs encourages all clients to participate in regularly scheduled physical activity as well as extra curricular activities. Physical education classes held at the on-campus school are to provide clients with the knowledge of the long-term and short-term benefits of physical activities. Proper stretching and warm-ups should be emphasized throughout the education process.

California Education Code section 51210 (7) for grades 1-6 requires:

Physical education, with emphasis upon the physical activities for the pupils that may be conducive to health and vigor of body and mind, for a total period of time of not less than 200 minutes each 10 schooldays, exclusive of recesses and the lunch period.

California Education Code section 51222 (a) for grades 7-12 requires:

All pupils, except pupils excused or exempted pursuant to Section 51241, shall be required to attend upon the courses of physical education for a total period of time of not less than 400 minutes each 10 schooldays.

California Code of Regulations Title 5, Section 10060 spells out the course content for all high school level curriculums:

The course of study provides for instruction in a developmental sequence in each of the following areas:

- 1) Effects of physical activity upon dynamic health.***
- 2) Mechanics of body movement.***
- 3) Aquatics.***
- 4) Gymnastics and tumbling.***
- 5) Individual and dual sports.***
- 6) Rhythms and dance.***
- 7) Team sports.***
- 8) Combatives for boys.***

California Education Code section 60800 requires physical fitness testing as follows:

During the month of February, March, April, or May, the governing board of each school district maintaining any of grades 5, 7, and 9 shall administer to each pupil in those grades the physical performance test designated by the state board. Each pupil with a physical disability and each pupil who is physically

unable to take all of the physical performance test shall be given as much of the test as his or her condition will permit.

Additional regulations for credentialed teachers (*California Education Code Section 44203*) and class size (*California Code of Regulations, Title 5, Section 10060*) also apply.

The California Department of Education *Physical Education Model Content Standards for California Public Schools: Kindergarten through Grade Twelve* outlines the essential skills and knowledge that all students need for maintaining a physically active lifestyle. The five overarching standards state that students should:

1. Demonstrate motor skills and movement patterns needed to perform a variety of physical activities.
2. Demonstrate knowledge of movement concepts, principles, and strategies as they apply to learning and performing physical activities.
3. Assess and maintain a level of physical fitness to improve health and performance.
4. Demonstrate knowledge of physical fitness concepts, principles, and strategies to improve health and performance.
5. Demonstrate and utilize knowledge of psychological and sociological concepts, principles, and strategies as applied to learning and performing physical activities.

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Scheduling of physical activities

All elementary school students should have at least 20 minutes a day of supervised recess, preferably outdoors, during which schools should encourage moderate-to-vigorous physical activity, including the provision of space and equipment.

The Haynes Family of Programs discourages extended periods (i.e., periods of two or more hours) of inactivity. For example, when activities such as mandatory school wide testing necessitate that students remain indoors for long periods of time, schools should give students periodic breaks during which they are encouraged to stand and be moderately active.

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Recreation Department

The recreation department is responsible to schedule and supervise all afterschool, weekend and holiday activities. The activities are available to all eligible clients. We offer a range of activities that meet the needs, interests and abilities of all students wishing to participate. Trained and knowledgeable staff will be present during all recreational activities.

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Establish goals for nutrition promotion

Dining hall

The dining hall will promote nutrient rich foods by showcasing these items prominently and attractively. The food service line will begin with a vegetable rich salad bar followed by fresh daily fruit and vegetable varieties. Items will be highlighted on the daily menu board by category for easy recognition. Fresh fruits and vegetables will also be encouraged by line servers and meal counters.

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Agency wide

Healthy dining will be promoted agency wide through the use of colorful posters and nutritional awareness pamphlets. These postings will be updated periodically to offer a variety of messages for the clients.

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Staff modeling

Product availability and menu promotion can only go so far. Clients react to what they see around them. It is imperative the staff dining with the clients model health eating practices at all times. Staff should make healthy menu selections and encourage clients to do the same.

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Promoting Student Wellness

Meeting the clients' needs

The Haynes Family of Programs provides a safe and healthy environment that supports health literacy and successful learning and ensures that clients are physically and emotionally safe. In addition to physical safety, the school environment should reflect a sense of community and mutual support among staff and clients. Clients are taught about proper nutrition and physical education in the on-site school. Additional physical activities are promoted through the recreation department. Healthy eating is promoted through nutrition awareness postings and healthy menu planning in the dining hall. Proper portion sizes and eating habits are introduced by the dining staff and modeled by the childcare

workers. And the health services staff monitors the progress being made through objective measuring tools.

Clients have access to credentialed school counselors and psychologists who provide students with support and assistance in making healthy decisions, managing emotions, and coping with crises. (Disordered eating behaviors, including obesity, are often related to mental, emotional, and social problems, and overweight clients may suffer from low self-esteem and/or be the target of bullying.)

Dining hall meals are presented in a clean and healthy environment. Clients are presented with a variety of nutritious options served in healthy portion sizes. Amble time is allotted to allow clients to consume meals without being rushed.

Food and drink shall not be used a reward or punishment for behavior. There are many disadvantages to using food as a reward:

- a. It undermines the nutritional education being taught at the agency
- b. It encourages the over-consumption of foods high in added sugar and fat
- c. It teaches clients to eat when they are not hungry as a means of self-reward

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Staff participation

Staff is encouraged to participate in physical activities with the clients. Staff wellness should be supported by the agency so that they can serve as role models to the clients.

Staff members should be positive role models to the clients in the dining hall. Role modeling should include encouraging clients to try new food as well as promoting the consumption of fresh fruits and vegetables. Staff is also encouraged to lead healthy cooking classes as part of the school curriculum or in the cottages.

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Educational environment

Education is a part of everyday life at the agency. Physical education takes part either within the confines of the on-site school or after hours through the recreation department. Nutritional education is incorporated into the school curriculum, part of the dining service experience and laid out in the wellness committee. Health education is taught as part of the school curriculum, through the health service department and discussed one-on-one with the case managers.

Nutrition is highlight annually with the promotion of National Nutrition Month in March. Targeted handouts, colorful brochures and postings help to promote nutritional awareness among the clients.

The wellness committee gathers information from the various on-campus departments to present educational topics to the clients based on current need. For example, if the health services department notes a rise in the average client weight gain then the committee would formulate a plan to combat the issue.

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School curriculum

Building healthy minds and healthy lifestyles

The ultimate goal of health education is to foster and promote health literacy. Clients must comprehend a set of core health concepts and develop skills to apply that knowledge in their own personal behavior and environment. Achievement should be assessed by strategies that measure knowledge, behavior, and skill development and support critical thinking.

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Activities for lifelong change

It is recommended that the following objectives, which are based on the expectations of what clients should know and are able to apply to their nutrition-related behavior, serve as the foundation for all nutrition education offered. Clients should:

- i. Demonstrate ways in which they can enhance and maintain their nutrition-related health and well-being, using knowledge based on current recommendations, goal setting skills, and decision making skills.
- ii. Understand and demonstrate behaviors that prevent disease and speed recovery from illness, based on concepts and self-management skills related to diet, physical activity, and safe food handling
- iii. Analyze the influence of culture, media, technology, and other factors on their decisions related to nutrition, physical activity, and lifestyle choices.
- iv. Understand and demonstrate how to play a positive, active role in promoting the nutrition-related health, including healthful food and beverage choices, of their families, peers, and the community through advocacy and interpersonal communication skills.
- v. Understand and accept individual differences in growth and development and the relationship between the human body and nutrition.
- vi. Identify information, products, and services that may be helpful or harmful to their health and demonstrate the ability to access valid nutrition information and health-promoting products and services.
- vii. Explore the various food, agriculture, and nutrition-related careers as vocational options.

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Instructors and staff development

The safety of all clients remains the focus of the Haynes Family of Programs. As such, all personnel working for the agency directly with clients must obtain and maintain the appropriate credential, certification or training required to fulfill their job function.

Additionally, the agency will make all effort possible to provide employees with access to continuing education within their field. Maintaining the most up to date standards, curriculum, techniques and tools to promote client wellness is the desire of the agency.

Staff development should include training and/or certification for food service personnel at their various levels of responsibility, including safe food handling, nutrition education, and recognition of the signs, symptoms, and appropriate responses to severe food allergy reactions.

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Nursing staff

Client relations

Clients' weight should be taken once a month for monitoring purposes. The weight is recorded in each client's chart. A master record is kept for the entire year. All results are made available to case managers and therapist as requested. Excessive weight loss/gain will be monitored through weekly weigh-ins and lab work. Therapist and case managers are made aware and kept up to date on weight issues. Residential staff, mental health director, residential director and social workers are advised as to the current status.

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Physician and diets

Clients have access to an offsite pediatrician on a regularly scheduled basis or accessible by phone at all times. Written orders for specific diet changes come directly from the pediatrician. Any diet orders are then communicated to the residential director, the client's cottage staff and the kitchen staff. Cottage staff as well as the kitchen staff may be asked to monitor the eating habits without making the client aware.

If excessive weight loss is the problem, the facility physician will be advised. The facility physician may consult with the client and order lab work to determine the reasons behind the weight loss. If weight loss is due to eating habits, the cottage staff will be notified for discussion and to make the entire staff aware.

The director of mental health and therapists discuss weight issues as well as self-esteem issues with the clients. Ideas for changing eating habits can be discussed in private with the clients.

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Training of staff

The ideas behind the Wellness Policy are reinforced with monthly training programs, as well as new staff training programs. Staff is asked to lead by example. All staff are encouraged to engage in physical activity with the clients. With agency wide training, new policy changes, as well as updates will be shared with client staff. Written handouts as well as interactive displays are used to promote exercise, healthy food and snack choices. Correct portioning of food items is emphasized at all times. An “open door policy” that encourages staff to ask questions, voice their concerns, and work on a common solution remains in effect. All staff is encouraged to notify the kitchen of any special requests for diet changes as well as new food ideas.

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Food available during the school day

Foods of minimal nutritional value

In general, the USDA prohibits the sale of foods of minimal nutritional value (FMNV) (e.g., carbonated beverages [with some exceptions], water ices, chewing gum, and candies made predominantly from sugar and corn syrup) during meal periods anywhere reimbursable meals are sold or eaten. To the extent that agencies lack a cafeteria or clients eat their reimbursable meals anywhere on campus, FMNV may not be sold anywhere on the campus during the meal period.

California Education Code section 49431 governs that in elementary schools:

(1) From one-half hour before the start of the schoolday to one-half hour after the schoolday, at each elementary school, the only food that may be sold to a pupil are full meals, individually sold dairy or whole grain foods, and individually sold portions of nuts, nut butters, seeds, eggs, cheese packaged for individual sale, fruit, vegetables that have not been deep fried, and legumes.

(2) An individually sold dairy or whole grain food item, and individually sold portions of nuts, nut butters, seeds, eggs, cheese packaged for individual sale, fruit, vegetables that have not been deep fried, and legumes may be sold to pupils at an elementary school, except food sold as part of a USDA meal program, if they meet all of the following standards:

(A) Not more than 35 percent of its total calories shall be from fat. This subparagraph shall not apply to individually sold portions of nuts, nut butters, seeds, eggs, cheese packaged for individual sale, fruit, vegetables that have not been deep fried, or legumes.

(B) Not more than 10 percent of its total calories shall be from saturated fat. This subparagraph shall not apply to eggs or cheese packaged for individual sale.

(C) Not more than 35 percent of its total weight shall be composed of sugar, including naturally occurring and added sugar. This subparagraph shall not apply to fruit or vegetables that have not been deep fried.

(D) Not more than 175 calories per individual food item.

(b) An elementary school may permit the sale of food items that do not comply with subdivision (a) as part of a school fundraising event in either of the following circumstances:

(1) The sale of those items takes place off of and away from school premises.

(2) The sale of those items takes place on school premises at least one-half hour after the end of the schoolday.

(c) It is the intent of the Legislature that the governing board of a school district annually review its compliance with the nutrition standards described in this section and Section 49431.5.

California Education Code section 49431.2 governs that in middle and high schools:

(a) From one-half hour before the start of the schoolday to one-half hour after the schoolday, snacks sold to a pupil in middle school or high school, except food served as part of a USDA meal program, shall meet all of the following standards:

(1) Not more than 35 percent of its total calories shall be from fat. This paragraph does not apply to the sale of nuts, nut butters, seeds, eggs, cheese packaged for individual sale, fruits, vegetables that have not been deep fried, or legumes.

(2) Not more than 10 percent of its total calories shall be from saturated fat. This paragraph does not apply to eggs or cheese packaged for individual sale.

(3) Not more than 35 percent of its total weight shall be composed of sugar, including naturally occurring and added sugars. This paragraph does not apply to the sale of fruits or vegetables that have not been deep fried.

(4) No more than 250 calories per individual food item.

(b) From one-half hour before the start of the schoolday to one-half hour after the schoolday, entrée items sold to a pupil in middle school or high school, except food served as part of a USDA meal program, shall contain no more than 400 calories per entrée, and shall contain no more than 4 grams of fat per 100 calories contained in each entrée.

(c) A middle school or high school may permit the sale of food items that do not comply with subdivision (a) or (b) in any of the following circumstances:

(1) The sale of those items takes place off of and away from school premises.

(2) The sale of those items takes place on school premises at least one-half hour after the end of the schoolday.

(d) It is the intent of the Legislature that the governing board of a school district annually review its compliance with the nutrition standards described in this section.

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Vending machine and campus store policy

The Haynes Family of Programs does not have a student store or vending machines. All food items for the clients come through the dining hall.

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Off campus events

All off campus events to be scheduled during meal times will include a healthy packed lunch for clients. The meals will be prepared according to a predetermined nutrient balanced menu that meets the required RDA's of nutrients and target goals set by the National School Lunch Program. The packed meal will be in lieu of the regularly planned meal. All meals are to be received from kitchen by staff members. Meals are to be counted and distributed to clients by supervising staff members.

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Food service regulations

Requirements of the National School Breakfast\Lunch Program

The dining service program at our accounts meets all of the requirements of the National School Breakfast\Lunch Program. Section 2 of the National School Lunch Act (42 U.S.C. 1751) defines the purpose of the program as follows:

“It is declared to be the policy of Congress, as a measure of national security, to safeguard the health and well-being of the Nation’s children and to encourage the domestic consumption of nutritious agricultural commodities and other food, by assisting the States, through grants-in-aid and other means, in providing an adequate supply of food and other facilities for the

establishment, maintenance, operation, and expansion of nonprofit school lunch programs.”

School lunches must meet the recommended Dietary Guidelines for Americans. The Code of Federal Regulations, Title 7 (Agriculture) Sections 220.8(b) and 210.10(b) outlines the specific nutritional requirements for breakfast and lunch.

	Breakfast meal pattern		
	Grades K-5	Grades 6-8	Grades 9-12
Meal pattern	Amount of food ^a per week		
	(Minimum per day)		
Fruits (cups) ^{b c}	5 (1)	5 (1)	5 (1)
Vegetables (cups) ^{b c}	0	0	0
Dark green	0	0	0
Red/Orange	0	0	0
Beans and peas (legumes)	0	0	0
Starchy	0	0	0
Other	0	0	0
Grains (oz eq) ^d	7-10 (1)	8-10 (1)	9-10 (1)
Meats/Meat Alternates (oz eq) ^e	0	0	0
Fluid milk ^f (cups)	5 (1)	5 (1)	5 (1)
Other Specifications: Daily Amount Based on the Average for a 5-Day Week			
Min-max calories (kcal) ^{g h}	350-500	400-550	450-600
Saturated fat (% of total calories) ^h	<10	<10	<10
Sodium (mg) ^{h i}	≤430	≤470	≤500
<i>Trans</i> fat ^{h j}	Nutrition label or manufacturer specifications must indicate zero grams of <i>trans</i> fat per serving.		

1. Food items included in each group and subgroup and amount equivalents. Minimum creditable serving is 1/8 cup.
2. One quarter cup of dried fruit counts as 1/2 cup of fruit; 1 cup of leafy greens counts as 1/2 cup of vegetables. No more than half of the fruit or vegetable offerings may be in the form of juice. All juice must be 100% full-strength.
3. Beginning July 1, 2014 (SY 2014-2015) schools must offer 1 cup of fruit daily and 5 cups of fruit weekly. Vegetables may be substituted for fruits, but the first two cups per week of any such substitution must be from the dark green, red/orange,

- beans and peas (legumes) or “Other vegetables” subgroups, as defined in 210.10(c)(2)(iii).*
4. *Beginning July 1, 2013 (SY 2013-2014), at least half of grains offered must be whole-grain-rich and schools must meet the grain ranges. Schools may substitute 1 oz. eq. of meat/meat alternate for 1 oz. eq. of grains after the minimum daily grains requirement is met. By July 1, 2014 (SY 2014-15) all grains must be whole-grain-rich.*
 5. *There is no meat/meat alternate requirement.*
 6. *Beginning July 1, 2012 (SY 2012-2013) all fluid milk must be low-fat (1 percent milk fat or less, unflavored) or fat-free (unflavored or flavored).*
 7. *Beginning July 1, 2013 (SY 2013-2014), the average daily calories for a 5-day school week must be within the range (at least the minimum and no more than the maximum values).*
 8. *Discretionary sources of calories (solid fats and added sugars) may be added to the meal pattern if within the specifications for calories, saturated fat, trans fat, and sodium. Foods of minimal nutritional value and fluid milk with fat content greater than 1 percent milk fat are not allowed.*
 9. *Final sodium targets must be met no later than July 1, 2022 (SY 2022-2023). The first intermediate targets must be met no later than July 1, 2014 (SY 2014-2015) and the second intermediate targets must be met no later than July 1, 2017 (SY 2017-2018).*

Age/grade group	Baseline: average current sodium levels as offered ¹ (mg)	Target 1: July 1, 2014 SY 2014-2015 (mg)	Target 2: July 1, 2017 SY 2017-2018 (mg)	Final Target: July 1, 2022 SY 2022-2023 (mg)
School Breakfast Program				
K-5	573 (elementary)	≤540	≤485	≤430
6-8	629 (middle)	≤600	≤535	≤470
9-12	686 (high)	≤640	≤570	≤500

Meal pattern	Lunch meal pattern		
	Grades K-5	Grades 6-8	Grades 9-12
Amount of food ^a per week (minimum per day)			
Fruits (cups) ^b	2 1/2 (1/2)	2 1/2 (1/2)	5 (1)
Vegetables (cups) ^b	3 3/4 (3/4)	3 3/4 (3/4)	5 (1)
Dark green ^c	1/2	1/2	1/2
Red/Orange ^c	3/4	3/4	1 1/4

Beans and peas (legumes) ^c	1/2	1/2	1/2
Starchy ^c	1/2	1/2	1/2
Other ^{c d}	1/2	1/2	3/4
Additional Veg to Reach Total ^c	1 ^e	1 ^e	1 1/2 ^e
Grains (oz eq) ^f	8-9 (1)	8-10 (1)	10-12 (2)
Meats/Meat Alternates (oz eq)	8-10 (1)	9-10 (1)	10-12 (2)
Fluid milk (cups) ^g	5 (1)	5 (1)	5 (1)
Other Specifications: Daily Amount Based on the Average for a 5-Day Week			
Min-max calories (kcal) ^h	550-650	600-700	750-850
Saturated fat (% of total calories) ^h	<10	<10	<10
Sodium (mg) ^{h i}	≤640	≤710	≤740
<i>Trans fat</i> ^h	Nutrition label or manufacturer specifications must indicate zero grams of <i>trans fat</i> per serving.		

- a. Food items included in each group and subgroup and amount equivalents. Minimum creditable serving is 1/8 cup.
- b. One quarter-cup of dried fruit counts as 1/2 cup of fruit; 1 cup of leafy greens counts as 1/2 cup of vegetables. No more than half of the fruit or vegetable offerings may be in the form of juice. All juice must be 100% full-strength.
- c. Larger amounts of these vegetables may be served.
- d. This category consists of “Other vegetables” as defined in §210.10(c)(2)(iii)(E). For the purposes of the NSLP, the “Other vegetables” requirement may be met with any additional amounts from the dark green, red/orange, and beans/peas (legumes) vegetable subgroups as defined in §210.10(c)(2)(iii).
- e. Any vegetable subgroup may be offered to meet the total weekly vegetable requirement.
- f. Beginning July 1, 2012 (SY 2012-2013), at least half of grains offered must be whole grain-rich. Beginning July 1, 2014 (SY 2014-15), all grains must be whole grain-rich.
- g. Beginning July 1, 2012 (SY 2012-2013), all fluid milk must be low-fat (1 percent or less, unflavored) or fat-free (unflavored or flavored).
- h. Discretionary sources of calories (solid fats and added sugars) may be added to the meal pattern if within the specifications for calories, saturated fat, trans fat, and sodium. Foods of minimal nutritional value and fluid milk with fat content greater than 1 percent are not allowed.
- i. Final sodium targets must be met no later than July 1, 2022 (SY 2022-2023). The first intermediate target must be met no later than SY 2014-2015 and the second intermediate target must be met no later than SY 2017-2018. See required intermediate specifications in §210.10(f)(3).

- j. (3) *Sodium*. Schools lunches offered to each age/grade group must meet, on average over the school week, the levels of sodium specified in the following table within the established deadlines:

National school lunch program		Sodium reduction: Timeline & amount		
Age/grade group	Baseline: Average current sodium levels in meals as offered ¹ (mg)	Target 1: July 1, 2014 (SY 2014-2015) (mg)	Target 2: July 1, 2017 (SY 2017-2018) (mg)	Final Target: July 1, 2022 (SY 2022-2023) (mg)
K-5	1,377 (elementary)	≤1,230	≤935	≤640
6-8	1,520 (middle)	≤1,360	≤1,035	≤710
9-12	1,588 (high)	≤1,420	≤1,080	≤740

In order to verify that requirements are met we utilize a nutritional software program to analyze all menus served in the facility. The program builds from ingredients to recipes to menus to verify if the energy, fat and sodium targets are being met. This meal pattern is titled Food Based Menu Planning approach.

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Offer vs. Served

Along with the Food Based Menu Planning approach we also practice the Offer versus Served approach, which is a provision that allows clients to decline some of the menu items offered and still allow the meal to be reimbursable. The concept is to present the clients with options in their dining selection. By allowing clients to make healthy choices today, we will be instilling the practice for a lifetime of healthy menu decision-making.

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Requirements of California Code of Regulation, Title 22

Additional food service regulations are addressed on the *California Code of Regulations, Title 22, Division 6, Chapter 1, Article 6, Section 80076* as follows:

- All food shall be safe and of the quality and in the quantity necessary to meet the needs of the clients. Each meal shall meet at least 1/3 of the servings recommended in the USDA Basic Food Group Plan - Daily Food Guide for the age group served. All food shall be selected, stored, prepared and served in a safe and healthful manner.*

2. *Where all food is provided by the facility, arrangements shall be made so that each client has available at least three meals per day.*
 - a. *Not more than 15 hours shall elapse between the third meal of one day and first meal of the following day.*
3. *Where meal service within a facility is elective, arrangements shall be made to ensure availability of a daily food intake meeting the requirements of (a)(1) above for all clients who, in their admission agreement, elect meal service.*
4. *Between meal nourishment or snacks shall be available for all clients unless limited by dietary restrictions prescribed by a physician.*
5. *Menus shall be written at least one week in advance and copies of the menus as served shall be dated and kept on file for at least 30 days. Menus shall be made available for review by the clients or their authorized representatives and the licensing agency upon request.*
6. *Modified diets prescribed by a client's physician as a medical necessity shall be provided.*
 - a. *The licensee shall obtain and follow instructions from the physician or dietitian on the preparation of the modified diet.*
7. *Commercial foods shall be approved by appropriate federal, state and local authorities. All foods shall be selected, transported, stored, prepared and served so as to be free from contamination and spoilage and shall be fit for human consumption. Food in damaged containers shall not be accepted, used or retained.*
8. *Where indicated, food shall be cut, chopped or ground to meet individual needs.*
9. *Powdered milk shall not be used as a beverage but shall be allowed in cooking and baking. Raw milk, as defined in Division 15 of the California Food and Agricultural Code shall not be used. Milk shall be pasteurized.*
10. *Except upon written approval by the licensing agency, meat, poultry and meat food products shall be inspected by state or federal authorities. Written evidence of such inspection shall be available for all products not obtained from commercial markets.*
11. *All home canned foods shall be processed in accordance with standards of the University of California Agricultural Extension Service. Home canned foods from outside sources shall not be used.*
12. *If food is prepared off the facility premises, the following shall apply:*
 - a. *The preparation source shall meet all applicable requirements for commercial food services.*
 - b. *The facility shall have the equipment and staff necessary to receive and serve the food and for cleanup.*
 - c. *The facility shall maintain the equipment necessary for in-house preparation, or have an alternate source for food preparation, and service of food in emergencies.*

- 13. All persons engaged in food preparation and service shall observe personal hygiene and food services sanitation practices which protect the food from contamination.***
- 14. All foods or beverages capable of supporting rapid and progressive growth of microorganisms which can cause food infections or food intoxications shall be stored in covered containers at 45 degrees F (7.2 degrees C) or less.***
- 15. Pesticides and other similar toxic substances shall not be stored in food storerooms, kitchen areas, food preparation areas, or areas where kitchen equipment or utensils are stored.***
- 16. Soaps, detergents, cleaning compounds or similar substances shall be stored in areas separate from food supplies.***
- 17. All kitchen, food preparation, and storage areas shall be kept clean, free of litter and rubbish, and measures shall be taken to keep all such areas free of rodents, and other vermin.***
- 18. All food shall be protected against contamination. Contaminated food shall be discarded immediately.***
- 19. All equipment, fixed or mobile, dishes, and utensils shall be kept clean and maintained in safe condition.***
- 20. All dishes and utensils used for eating and drinking and in the preparation of food and drink, shall be cleaned and sanitized after each usage.***
 - a. Dishwashing machines shall reach a temperature of 165 degrees F (74 degrees C) during the washing and/or drying cycle to ensure that dishes and utensils are cleaned and sanitized.***
 - b. Facilities not using dishwashing machines shall clean and sanitize dishes and utensils by an alternative comparable method.***
- 21. Equipment necessary for the storage, preparation and service of food shall be provided, and shall be well-maintained***
- 22. Tableware and tables, dishes, and utensils shall be provided in the quantity necessary to serve the clients.***
- 23. Adaptive devices shall be provided for self-help in eating as needed by clients.***

Wellness Committee

Make-up

The Wellness Committee is a made up of key members of the agency. The members of the Wellness Committee are to include: the school principal, director of nursing, director of mental health, director of operations, dietary supervisor, agency senior vice president, billing analyst, food management company and resident representatives.

Establishing guidelines for all clients

The group is to meet at a minimum of four times per year to discuss health and weight issues of the clients. Food issues and concerns of weight gain/loss is the focus at these meetings. With key members of the facility's staff the many issues addressed include: health education in the school, recreational plans for after school and weekends, implementation of new policies and review findings from previous policy changes. New policies presented in front of the facility board are reviewed before implementation.

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Food service offerings

Age appropriate portions

All clients are provided with age appropriate servings as per the "Dietary Guidelines for Americans." Full access to vegetables, fresh soup of the day, fresh fruit and the salad bar leads to healthier choices in life. Some agencies have opted to limit to one serving of the following items: entrée, starch side dish and dessert. No client shall go hungry. Vegetarian items made available to clients per request of cottage staff/nurse.

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Healthy and appealing preparation

At the Haynes Family of Programs, the word "food" in food service means freshly prepared food, not convenience frozen entrees. With few exceptions, we prepare everything fresh daily. All ingredients are purchased from a reliable supplier. Local fresh fruits and vegetables are purchased when available. Oven baking is the preferred method of preparing foods over frying. A six-week cycle menu with revolving entrée options is used to provide new experiences in the dining hall. Client menu suggestions are encouraged. Appealing colors and textures incorporated into recipes provide for a visually pleasant dining experience.

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Promoting consumption of fresh fruits and vegetables

Fresh produce is an essential component of a healthy diet. Fresh fruits and vegetables are interwoven throughout our menu planning philosophy. Daily fresh scratch soups are made with a variety of fresh vegetables, a daily salad bar takes advantage of fresh seasonal produce, a seasonally appropriate fresh fruit basket is available to all clients, daily school and afterschool snacks incorporate a variety of fresh produce and fresh vegetables are the preferred offering on the serving line. By offering a variety of fresh produce through

creative and appealing preparation techniques we build a lifelong habit of healthy consumption.

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Guiding clients toward a healthy diet

Clients base decisions on the options available. The challenge in the dining service department is to make these options healthy and attractive. By providing clients with the options outlined above we are making the healthy decision making process a reality. With staff support, many clients are encouraged to visit the salad bar before and/or after consumption of main entrée.

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Atmosphere

Serving clients in a friendly environment

Clients are greeted in a friendly and inviting way. A family-style atmosphere provides the clients with a comfortable setting to enjoy their meals. All clients are informed of menu items and their choices. Clients are encouraged to try new items they may not have experienced before. Healthy choices provide ways to complete the dining experience.

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Ample time to eat and socialize

Clients are allotted enough time to enjoy their meals in a family-like setting. Clients sit amongst their peers and socialize during the meal service. We ask clients to encourage peers to try new menu items. Many clients new to the facility may not have experienced some of the menu items.

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Appealing and comfortable dining facility

Clients are provided a comfortable and healthy food oriented dining facility in which to consume their meals. Clients are segmented into tables of four to allow for casual conversation and enjoyment of meals. The dining room is cleaned after each meal and the chairs and tables reorganized for maximum comfort.

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Measuring implementation of the policy

The Wellness Committee

The Wellness Committee is made up of stakeholders throughout the agency. Residential staff, school staff, food services, administration, parents/student advocates and the FSMC are represented on the committee. The chairperson of the committee is Raenell VanVelzer, a billing analyst for the agency.

Activities of the Wellness Committee will be posted on the Haynes Family of Programs website. Activities include date and time of upcoming LSWP meetings, contact information for the public to be included in future LSWP meetings and updates and the current LSWP.

Monitoring

The Wellness Committee should be involved in establishing the goals for the school Wellness Policy, success indicators, reporting methodology, and frequency of reporting to the agency.

The chairperson of the Wellness Committee should recommend for agency approval specific quality indicators used to measure the implementation of the policy (e.g., nutrient analysis of school meals, feedback from school food service personnel, administrators, members of the nursing staff, child care workers, and other appropriate persons).

The chairperson of the Wellness Committee should ensure universal compliance with the adopted Wellness Policy. Food service staff and other members of the Wellness Committee should provide continued assistance in ensuring policy compliance.

The chairperson of the Wellness Committee should report every year on Wellness Policy compliance to the agency, parent/teacher organizations, school administrators, and the school health services department. All of these stakeholders should be informed of the findings related to policy compliance.

The chairperson of the Wellness Committee should ensure the latest revision of the Wellness Policy is posted both in the dining hall and on the agencies website.

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Measuring

Every department should conduct a baseline assessment of nutrition and physical activity programs and policies, which is compiled by the chairperson of the Wellness Committee and used to set priorities.

Review and inform the public

The agency should repeat its nutrition and physical activity assessment at least every year to determine compliance and progress toward implementation of the adopted school Wellness Policy and to set new priorities.

As necessary, the Wellness Policy should be revised to address changes in state and federal law as well as areas in need of improvement.

The revised Wellness Policy as well as a recap of the assessment is to be posted on the agency website following the annual review.

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Training

The agency should provide appropriate and continuing professional development that is supportive of the adopted Wellness Policy to teachers, food service personnel, and other staff members of the Wellness Committee.

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