

**Burlington United Methodist Family Services, Inc.
Policies and Procedures**



Title: WELLNESS / NUTRITION - CLIENTS

Applicable Program: CBS Residential Administration

Applicable Standard:

Approved by Board of Trustees: May 18, 2017

Revised: May 25, 2024

POLICY

Burlington United Methodist Family Services, Inc. (BUMFS) is committed to providing a healthy environment that enhances the development of lifelong wellness promoting healthy eating and physical activity. It is the intent of BUMFS that:

1. All youth shall possess the knowledge and skill necessary to make nutritious and enjoyable food choices throughout their lifetime.
2. All youth shall understand the importance and practice of lifelong physical activity.

The link between healthy living and learning is well documented. Healthy eating habits are essential for youth to achieve their full academic potential, full physical growth, and overall well-being. Burlington United Methodist Family Services, Inc. understands that healthy food intake and physical activity occurs within the home; therefore, making it crucial that we take responsibility in educating our staff and youth in prevention of obesity diseases (i.e. diabetes, heart disease, etc.) and ways to establish and maintain personal health.

PROCEDURE

Nutrition Goals

1. Staff/Youth will receive nutrition education from the dietician, dietary staff, and nursing staff as well as the school system. These entities teach the knowledge and skills needed to adopt healthy eating behaviors.
 - A. Complete health and nutrition education through the West Virginia of Education and BUMFS staff.
 - B. Recognizing that eating habits are developed at an early age, we will educate both staff and youth on the importance of good nutrition. Eating together at family style meals, instruction on where to shop for healthy foods, and how to read nutritional labels.
 - C. Age-appropriate portion sizes will be served at all residential homes. Youth will learn the negative effects of “super-sizing”, and the link to obesity and Type II Diabetes.



- D. Nutrition information will be made available for staff and youth in the form of posters in dining areas and direct trainings by the dietician, dietary staff, and nursing staff.
 - E. Provide access and education of proper hand washing before meals.
2. Provide opportunities for staff to receive education on benefits healthy living and nutrition so they may act as positive role models to the youth.
- A. In-service/training on nutrition will be offered to staff.
 - B. Staff will be encouraged to set an example of healthy food choices.

Physical Activity Goals:

1. Provide opportunities for every youth to develop the knowledge and skills necessary to achieve and maintain a lifetime of physical activity.
 - A. Youth/Staff will be encouraged to participate in 60 (sixty) minutes of daily activities i.e.: basketball, walking, gardening, bike riding, treadmill, weightlifting, volleyball, swimming, aerobics, Wii fitness programs, and school sports.
 - B. Youth will be provided the option of physically active outings to include: hiking, bowling, YMCA, skate park, etc.
 - C. Youth will not be deprived of physical activity as a result of disciplinary action.
 - D. Staff is encouraged to set an example of a physically active lifestyle
 - E. Staff is encouraged to participate with youth on physically active outings to include: basketball, walking, gardening, bike riding, treadmill, weightlifting, volleyball, swimming, aerobics, wii fitness programs
 - F. Staff is encouraged to meet with nursing staff to discuss health concerns.



**Nutrition Guidelines for All Foods Available In Residential
and On-campus School Settings**

Breakfast

Component	Requirement
Milk (1% or Non-fat)	8 fl.oz
Fruit/Vegetable Offer fruit daily or 100% fruit or vegetable juice	1/2cup
MAY CHOOSE ONE SERVING FROM EACH OF THE CHOICES LISTED BELOW OR 2 SERVINGS FROM ONE CHOICE BELOW	
Bread Offer whole grain Offer low fat, low sugar, high fiber choices Cereal shall contain no more that 35% of calories from sugar	1 or 2 servings
Meat	1 serving recommended

Lunch

Component	Requirement
Fruit/Vegetable	1 1/4 cup per meal At least 1/4 cup of fresh 5 times/wk.
Meat Lean and low sodium choices	2oz
Meat alternative are dried beans, dried peas, or lentils	1/2 cup of dried beans, peas, or lentils
Bread Whole grain	1 serving
Milk 1% or non-fat	8 fl. Oz.
Water	Offer

Dinner/Supper

Component	Requirement
Fruit/Vegetable	1 cup per meal At least 1/4 cup of fresh 5 times/wk.
Meat	2oz
Bread Whole Grain	1 serving
Milk 1% or non-fat	8 fl. Oz.
Water	Offer



Snack

- Snack item may be a single serving of bread/bread alternate, fruit, or vegetable
- It is recommended that snack choices include fruits/vegetables, whole grains, and non-fat and/or 1% low-fat dairy.

Options are a single serving of the following no more than 2x/day:

- Fresh Fruit
- ½ of peanut butter sandwich on wheat bread
- Fresh Vegetables
- Frozen yogurt
- Yogurt
- Low fat ice cream
- Graham Crackers
- Dried cereal
- Popcorn

Nutritional requirements for all other foods

All food and beverages made available on campus must meet the requirements set forth in this policy in order to promote healthy lifestyle choices.

Other food and beverages available to residents must meet the following requirements:

- Limit total calories to no more than 200 per product
- Limit total fat to no more than 35% of calories per product
- Limit saturated fat to less than 10% of total calories
- Limit trans-fat to less than or equal to 0.5 grams per product
- Reduce sugar content of food items to no more than 35% of calories per product excluding fruit
- Limit sodium to no more than 200 mg per product
- It is recommended that only water, 100% fruit juice or vegetable juice, and/or 1% milk unflavored or fat free flavored be served
- Coffee and coffee-based products will not be made available to residents
- Vending and outside food sales will not be made available to residents during school hours
- Wherever and whenever food or beverages are sold on campus premises, nutritious choices shall be offered.
- Food or beverages will not be offered as a reward or used for means of disciplinary punishment
- School celebrations are to follow the same nutritional guidelines set forth in WVDE Policy 4321.1 under Nutrition Standards for other food and beverages
- Food and beverage marketing is prohibited

Availability of Drinking Water

In addition to milk, safe drinking water will be made available to every resident during mealtime. Burlington United Methodist Family Services, Inc. will also make available to every resident drinking water throughout the day.



Nutritional Meal Substitutes

If a child does not like what is prepared for any given meal they will be offered a substitute meal. This meal will include a sandwich made on whole wheat bread with lean meat and fresh fruit/vegetable.

Time for meal consumption

Adequate time shall be allowed for meal consumption minimum time allowance for student consumption of meals shall be ten minutes for breakfast and 20 minutes for lunch and dinner/supper

Residents with Special Dietary Needs

Upon admission, any resident with special dietary needs or food allergies with have a Special Dietary Needs Medical Statement completed and signed by a physician. A copy of a Special Dietary Needs forms is to then be forwarded to school administrative staff, food service personnel, and be placed in the resident's file at the respective cottage.

Nutritional Education

Nutritional education is to be provided to every resident upon admission to Burlington United Methodist Family Services, Inc. Nutritional education is to be provided by the campus nurse, school staff, recreational director, and treatment associates. Nutritional education should include but is not limited to healthy food choices, proper physical activity, healthy meal preparation, and alternative food choices.

Physical Activity Education

The importance of regular physical activity is to be explained to every youth upon admission to Burlington United Methodist Family Services, Inc.. Physical activity education is to be provided by the campus nurse, school staff, recreational director, and treatment associates. Physical activity education should include proper physical activities including sporting activities (both school and non-school) and physically active outings.

Accountability and Compliance

Burlington United Methodist Family Services, Inc. shall provide a safe and healthy environment for all residents. Methods for monitoring compliance may include, but are not limited to:

- Independent audits, annual site monitoring by the Wellness Committee, review by the food service personnel

Compliance with the standards set forth in this policy is required to ensure residents are provided with nutritious food and beverage choices and promotes healthy behaviors that can be maintained throughout life. This policy has specific requirements to ensure that adequate nutrients are offered to promote health.

Noncompliance with the rules and standards stipulated in this policy may result in the institution of a probationary period requiring a corrective action plan.

Setting Goals for Measurement and Evaluation

1. Youth will meet with the nursing staff and dietician to complete a Health and Wellness Screening to identify strengths and weaknesses on a monthly basis or as needed.



2. Youth will meet health and wellness goals as documented in the individual youth's treatment plan and daily rating sheet. Progress will be monitored on a daily basis as seen on the individual supportive counseling sheet.
3. The Dietician will provide documentation to ensure nutrition guidelines are being met, i.e.: menu approval and individual meal plans for special dietary needs.
4. The dietary staff will maintain documentation for reimbursable meals, HACCP requirements as part of the monitoring process and submit reimbursable meal information to the facilities billing department.
5. This policy will be re-evaluated quarterly and improvements/changes adopted to insure that wellness goals are updated and fulfilled accordingly.
6. A Triennial Assessment of this policy will be conducted every three years, at the minimum. This policy will be housed in the policy manual and the policy and Triennial Assessment will be accessible to the public via the agency website.

Wellness Committee

Burlington United Methodist Family Services, Inc. shall designate a Wellness Program Committee which should include the individuals listed below.

1. Child Nutrition Director (will act as head of committee)
2. Campus Director
3. Health care providers (Physicians, Nurses, and Dietician)
4. Food service personnel
5. Shift Supervisors and Treatment Associates
6. Parents/Guardians

It is recommended that the Wellness Committee staff avail themselves to professional dietetic services to assist in the planning and implementing Child Nutrition Program requirements. Nutritional Committee should meet a minimum of quarterly to review policy and issues as presented by residents or staff.

***** Signature required (Form INT-26)**

