



Bay State Community Services

Helping Families. Saving Lives. Empowering Communities.

Bay State Community Services

Residential Programs

Wellness Policy

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Bay State Community Services Wellness Policy

This Agency-level wellness policy meets the minimum Federal standards for local Program wellness policy implementation under the final rule of the Healthy, Hunger-Free Kids Act of 2010, the Alliance for a Healthier Generation Healthy Programs Program Bronze-level award criteria, and minimum best practice standards accepted in the education and public health fields.

Preamble

Bay State Community Services Residential Programs (hereto referred to as the Agency) is committed to the optimal development of every youth. The Agency believes that for youths to have the opportunity to achieve personal, academic, developmental and social success, we need to create positive, safe and health-promoting learning environments at every level, in every setting, throughout the Program year.

Research shows that two components, good nutrition and physical activity before, during and after the Program day, are strongly correlated with positive youth outcomes. For example, youth participation in the U.S. Department of Agriculture's (USDA) Program Breakfast Program is associated with higher grades and standardized test scores, lower absenteeism and better performance on cognitive tasks. Conversely, less-than-adequate consumption of specific foods including fruits, vegetables and dairy products, is associated with lower grades among youths. In addition, youths who are physically active through active transport to and from Program, recess, physical activity breaks, high-quality physical education and extracurricular activities – do better academically. Finally, there is evidence that adequate hydration is associated with better cognitive performance.

This policy outlines the Agency's approach to ensuring environments and opportunities for all youths to practice healthy eating and physical activity behaviors throughout the Program day while minimizing commercial distractions. Specifically, this policy establishes goals and procedures to ensure that:

- Youths in the Agency have access to healthy foods throughout the Program day – both through reimbursable Program meals and other foods available throughout the Program – in accordance with Federal and state nutrition standards;
- Youths receive quality nutrition education that helps them develop lifelong healthy eating behaviors;
- Youths have opportunities to be physically active during the Program;
- Programs engage in nutrition and physical activity promotion and other activities that promote youth wellness;
- Program staff are encouraged and supported to practice healthy nutrition and physical activity behaviors in and out of Program;

- The community is engaged in supporting the work of the Agency in creating continuity between Program and other settings for youths and staff to practice lifelong healthy habits; and
- The Agency establishes and maintains an infrastructure for management, oversight, implementation, communication about and monitoring of the policy and its established goals and objectives.

This policy applies to all youths and staff in the Agency. Specific measurable goals and outcomes are identified within each section below.

I. Program Wellness Committee

Committee Role and Membership

The Agency will convene a representative Agency wellness committee (hereto referred to as the WC) that meets at least four times per year to establish goals for and oversee Program health and safety policies and programs, including development, implementation and periodic review and update of this Agency-level wellness policy (heretofore referred as “wellness policy”).

The WC membership will represent all Programs. Membership will include program directors, house managers, nurse, and facility directors. To the extent possible, the WC will include representatives from each Program building and reflect the diversity of the community.

Leadership

Vice President of Residential Services will convene the WC and facilitate development of and updates to the wellness policy and will ensure each Program’s compliance with the policy.

The designated official for oversight is Diane MacIver dmaciver@baystatecs.org.

The names, titles, and contact information of these individuals are:

Name	Title / Relationship to the Program or Agency	Email address	Role on Committee
Diane MacIver	Facility Director	dmaciver@baystatecs.org	Assists in the evaluation of the wellness policy implementation
Maria Melpignano	V.P. – Residential Services	mmelpignano@baystatecs.org	Convenes and oversees committee
PD	Quincy		Committee member
PD	Weymouth		Committee member
PD	Hingham		Committee member
PD	Plymouth		Committee member
Nurse			Committee member

Each Program Director may designate a Program wellness policy coordinator, who will ensure compliance with the policy.

II. Wellness Policy Implementation, Monitoring, Accountability and Community Engagement

Implementation Plan

The Agency will develop and maintain a plan for implementation to manage and coordinate the execution of this wellness policy. The plan delineates roles, responsibilities, actions and timelines specific to each Program; and includes information about who will be responsible to make what change, by how much, where and when; as

well as specific goals and objectives for nutrition standards for all foods and beverages available at the Program, nutrition promotion and education, physical activity, and other Program-based activities that promote youth wellness. It is recommended that the Program use the Healthy Programs Program online tools to complete a Program-level assessment based on the Centers for Disease Control and Prevention's Program Health Index, create an action plan that fosters implementation and generate an annual progress report.

This wellness policy and the progress reports can be found at: <http://www.baystatecs.org/>

Recordkeeping

The Agency will retain records to document compliance with the requirements of the wellness policy at 1120 Hancock St., Quincy, MA 02169. Documentation maintained in this location will include but will not be limited to:

- The written wellness policy;
- Documentation demonstrating that the policy has been made available to the public;
- Documentation of efforts to review and update the Local Programs Wellness Policy; including an indication of who is involved in the update and methods the Agency uses to make stakeholders aware of their ability to participate on the WC;
- Documentation to demonstrate compliance with the annual public notification requirements;
- The most recent assessment on the implementation of the local Program wellness policy;
- Documentation demonstrating the most recent assessment on the implementation of the Local Program Wellness Policy has been made available to the public.

Annual Notification of Policy

The Agency will actively inform families and the public each year of basic information about this policy, including its content, any updates to the policy and implementation status. The Agency will make this information available via the Agency website and/or Agency-wide communications. The Agency will provide as much information as possible about the Program nutrition environment. This will include a summary of the Agency's events or activities related to wellness policy implementation. Annually, the Agency will also publicize the name and contact information of the Agency/Program officials leading and coordinating the committee, as well as information on how the public can get involved with the Program wellness committee.

Triennial Progress Assessments

At least once every three years, the Agency will evaluate compliance with the wellness policy to assess the implementation of the policy and include:

- The extent to which Programs under the jurisdiction of the Agency are in compliance with the wellness policy;
- The extent to which the Agency's wellness policy compares to the Alliance for a Healthier Generation's model wellness policy; and
- A description of the progress made in attaining the goals of the Agency's wellness policy.

The position/person responsible for managing the triennial assessment is the VP of Residential Services and Facility Manager.

The WC, in collaboration with individual Programs, will monitor Programs' compliance with this wellness policy.

Revisions and Updating the Policy

The WC will update or modify the wellness policy will be assessed and updated at least every three years.

Community Involvement, Outreach and Communications

The Agency is committed to being responsive to community input, which begins with awareness of the wellness policy. The Agency will actively communicate ways in which representatives of WC and others can participate in the development, implementation and periodic review and update of the wellness policy through a variety of means appropriate for that Agency. The Agency will use electronic mechanisms, such as email or displaying notices on the Agency's website. The Agency will ensure that communications are culturally and linguistically appropriate to the community.

The Agency will actively notify the public about the content of or any updates to the wellness policy annually, at a minimum. The Agency will also use these mechanisms to inform the community about the availability of the annual and triennial reports.

III. Nutrition

Program Meals

Our Agency is committed to serving healthy meals to children, with plenty of fruits, vegetables, whole grains, and fat-free and low-fat milk; that are moderate in sodium, low in saturated fat, and have zero grams *trans* fat per serving (nutrition label or manufacturer's specification); and to meeting the nutrition needs of Program residents within their calorie requirements. The Program meal programs aim to improve the diet and health of Program residents, help mitigate childhood obesity, model healthy eating to

support the development of lifelong healthy eating patterns and support healthy choices while accommodating cultural food preferences and special dietary needs.

All Programs within the Agency participate in USDA child nutrition programs, including the National Program Lunch Program (NSLP), the Program Breakfast Program (SBP).

All Programs within the Agency are committed to offering Program meals that:

- Are accessible to all youths;
- Are appealing and attractive to children;
- Are served in clean and pleasant settings;
- Meet or exceed current nutrition requirements established by local, state, and Federal statutes and regulations. (The Agency offers reimbursable Program meals that meet USDA nutrition standards.)
- Promote healthy food and beverage choices using at least ten of the following Smarter Lunchroom techniques:
 - Whole fruit options are displayed in attractive bowls or baskets (instead of chaffing dishes or hotel pans).
 - Daily fruit options are displayed in a location in the line of sight and reach of youths.
 - All staff members, especially those serving, have been trained to politely prompt youths to select and consume the daily vegetable options with their meal.
 - White milk is placed in front of other beverages in all coolers.
 - A reimbursable meal can be created in any service area available to youths (e.g., salad bars, snack rooms, etc.).

Water

To promote hydration, free, safe, unflavored drinking water will be available to all youths throughout the Program day and throughout every Program. The Agency will make drinking water available where Program meals are served during mealtimes.

Competitive Foods and Beverages

The Agency is committed to ensuring that all foods and beverages available to youths on the Program during the Program day support healthy eating. The foods and beverages of the Program meal programs (e.g., “competitive” foods and beverages) will meet the USDA Smart Snacks in Program nutrition standards, at a minimum. Smart Snacks aim to improve youth health and well-being, increase consumption of healthful foods during the Program day and create an environment that reinforces the development of healthy eating habits. A summary of the standards and information, as well as a Guide to Smart Snacks in Programs are available at: <http://www.fns.usda.gov/healthierProgramday/tools-Programs-smart-snacks>. The Alliance for a Healthier Generation provides a set of tools to assist with implementation of Smart Snacks available at www.foodplanner.healthiergeneration.org.

Nutrition Promotion

The Agency will promote healthy food and beverage choices for all youths throughout the Program , as well as encourage participation in Program meal programs.

Nutrition Education

The Agency will teach, model, encourage and support healthy eating by all youths. Programs will provide nutrition education and engage in nutrition promotion that:

- Is designed to provide youths with the knowledge and skills necessary to promote and protect their health;
- Promotes fruits, vegetables, whole-grain products, low-fat and fat-free dairy products and healthy food preparation methods;
- Emphasizes caloric balance between food intake and energy expenditure (promotes physical activity/exercise);

Food and Beverage Marketing in Programs

There is no food or beverage marketing allowed in Programs.

IV. Physical Activity

Adolescents should participate in at least 60 minutes of physical activity every day. A substantial percentage of youths' physical activity can be provided through a comprehensive Program physical activity program (CSPAP). A CSPAP reflects strong coordination and synergy across all of the components: quality physical education as the foundation; physical activity before, during and after Program; staff involvement and family and community engagement and the Agency is committed to providing these opportunities.

Physical activity during the Program day includes access to outdoor space for sports such as basketball and playing catch, as well as various sports equipment. Each program can provide space for physical activities indoors which may include an indoor gym space. All Program youth have access to the local YMCA through program memberships. Program youth are encouraged to participate in recreational sports in their schools. Physical activity **will not be withheld** as punishment for any reason. The Agency will provide teachers and other Program staff with a list of ideas for alternative ways to discipline youths.

To the extent practicable, the Agency will ensure that its grounds and facilities are safe, and that equipment is available to youths to be active. The Agency will conduct necessary inspections and repairs.

Physical Education

The Agency will promote the benefits of a physically active lifestyle and will help youths develop skills to engage in lifelong healthy habits, as well as incorporate essential health education concepts (discussed in the “*Essential Physical Activity Topics in Health Education*” subsection).

The Agency physical education program will promote youth physical fitness through assessing individualized interests.

Before and After Program Activities

The Agency offers opportunities for youths to participate in physical activity throughout the day through a variety of methods. The Agency will encourage youths to be physically active by: encouraging *appropriate and reasonable options such as physical activity clubs, physical activity in aftercare, intramurals or interscholastic sports.*

V. Other Activities that Promote Youth Wellness

The Agency will integrate wellness activities across the entire Program setting. The Agency will coordinate and integrate other initiatives related to physical activity, physical education, nutrition and other wellness components so all efforts are complementary, not duplicative, and work towards the same set of goals and objectives promoting youth well-being, optimal development and strong educational outcomes.

Community Partnerships

The Agency will utilize the Board of Directors to support this wellness policy. Existing and new community partnerships will be evaluated to ensure that they are consistent with the wellness policy and its goals.

Community Health Promotion and Family Engagement

The Agency will promote to parents, caregivers, and families the benefits of and approaches for healthy eating and physical activity throughout the Program year. Families will be informed of Program activities and will receive information about wellness efforts.

Professional Learning

When feasible, the Agency will offer annual professional learning opportunities and resources for staff to increase knowledge and skills about promoting healthy behaviors in the Program. Professional learning will help Agency staff the ways in which health and wellness are integrated into daily living.

For more info:

<https://www.govinfo.gov/content/pkg/FR-2016-07-29/pdf/2016-17230.pdf>

<https://www.federalregister.gov/documents/2016/07/29/2016-17230/local-school-wellness-policy-implementation-under-the-healthy-hunger-free-kids-act-of-2010>