

**NORTHWEST CHILDREN'S HOME, INC.  
POLICY AND PROCEDURE**

**SUBJECT:**  
Wellness Policy

**POLICY NO:**  
00606

**PROGRAM:**  
Food Services/Dining

**EFFECTIVE DATE:**

**ORIGINATOR:**  
Darren Flock, Chef  
Dining Services Manager

**REVISION OF PROCEDURE:**

**REVISED BY:**  
Darren Flock, Chef  
Dining Services Manager

**REQUIRED REVIEW DATE:**

**DIRECTOR APPROVAL DATE:**  
11/27/18

**BOARD APPROVAL DATE:**  
12/13/2018

**ATTACHMENT(S):**

**PURPOSE:** The purpose is to provide the children in our care an environment that promotes health and wellbeing, including nutritional meals, nutritional education, physical activity, and compliance with all state and federal guidelines.

**POLICY:** In order to promote healthy lifestyles for the youth in our care and to comply with federal guidelines for the National School Lunch Act, Northwest Children's Home shall create a wellness policy for the youth in our care.

**PROCEDURE:**

1. The agency will establish a wellness committee. The wellness committee will be comprised of food service staff, resident treatment staff, nursing staff, education staff, staff involved with physical activity for children, and supervising Directors. The committee shall receive input from youth, agency staff, and the public using methods such as surveys, targeted conversations, licensing and contractor feedback, and informal feedback.
  - A. The committee shall meet a minimum of yearly to address any changes needed to the policy and may meet more frequently if the committee deems it necessary.
  - B. Every three years, the committee will evaluate compliance with the policy and the programs offered, and measure progress toward wellness policy goals.
  - C. A committee member will keep minutes of these meetings and ensure that needed changes to policy are completed and implemented.
2. Health, wellness and nutrition education: The agency and training department will provide a monthly calendar of internal education courses including health related topics to all NCH employees.
3. The education department as part of their ongoing health education presentations shall have children's classes on:
  - A. Mental health
  - B. Nutrition education
  - C. Hygiene
  - D. Drug and alcohol education
  - E. Teen pregnancy
4. Nutrition guidelines and promotion: Efforts shall be made to adhere to the best possible standards in food preparation with regard for the following principles:
  - A. Follow the United States Department of Agriculture (USDA) Nutritional Standards for school meals
  - B. Continue offering healthy foods
  - C. Enhance palatability and attractiveness of menus
  - D. Ensure safety for consumption
  - E. Promote nutritious choices using methods that include, but are not limited to, posting the monthly menu, posters/signage for healthy food choices, and positive reinforcement
5. Nutrition Environment: Northwest Children's Home, will attempt to provide a pleasant eating experience for residents and adults.

- A. Residents have the ability to comment on the meals served in the following ways:
    - a. Report to Case Managers
    - b. Report to Kitchen staff
    - c. Through the grievance procedure
  - B. The kitchen will work with the medical department to meet the needs of residents with special diets within regulatory requirements.
  - C. Drinking fountains or portable water containers will be available for residents to get water at meals and throughout the day.
  - D. Direct Care staff will provide supervision during meal service times.
6. Food and beverage advertising: Due to Northwest Children's Home being a private education and residential treatment center, there is no marketing of outside food or beverages and there are no vending machines inside the facility.
- A. The only food provided during school hours is made and approved by the Dining Services Manager. The kitchen adheres to the federal meal pattern requirements.
  - B. Outside food and drink are not permitted in the classrooms without the permission of the Dining Services Manager.
7. Physical activity: Direct Care staff shall facilitate at least one-hour daily physical activity of large muscle exercise per IDAPA 5.01.02.265 for five days a week.
- The direct care staff shall also promote and conduct small group exercise and activity programs to promote a healthy lifestyle.
8. Communication: The wellness policy will be made public on the agency website along with the triennial assessment.
9. Designee to ensure compliance: The designee(s) identified by the Wellness Committee is responsible for the operational implementation of the wellness policy as it pertains to the job description of the individual within each department and will ensure that the wellness committee meets on a yearly basis.