

TITLE: WELLNESS	POLICY #: 32
Department: Program/Services	Effective Date: 06/25/01
	Applicable Standards:
	3-JCRF-4A-02, 03, 04, 09, 10; 5E-01, 02
Revisions: 7-30-03; 10-30-03; 9-1-06; 1-28-11; 12-9-13; 12-29-17; 2-18-20	

Policy: McCrossan Boys Ranch is committed to creating a healthy environment that enhances the development of lifelong wellness practices and to educating clients about the importance of proper nutrition and the benefits of physical and leisure activities.

Definitions: N/A

Procedures:

1. Nutrition Education and Promotion

- A. A nutrition education program is offered at the facility school through health and physical education courses and in the facility dining room through posters and displays. The nutrition education program will teach clients about healthy eating. Nutrition education is taught by staff with appropriate training.
- B. Upon request, nutrition education information will be provided to parents, guardians, placing agents, and other stakeholders.

2. Physical & Leisure Activity

- A. A minimum of two hours of physical and leisure activities will be provided to clients each day. Of those two hours, at least one hour will be a major muscle activity.
- B. The Ranch will not deny client participation in on Ranch physical activities as a form of discipline or for classroom make-up time unless allowing a client to participate jeopardizes the safety of the client or others.
- C. Outdoor and indoor physical and leisure activities will be available at the facility and in the community. McCrossan Boys Ranch will maintain relationships with community agencies that offer physical and leisure activities to youth.
- ~~D.~~ If the outside temperature is zero or below, with or without wind chill, or the temperature or heat index is 100 or above, supervisory staff will determine whether or not residents will be allowed to participate in outdoor physical or leisure activities.
- E. Staff will encourage clients to be physically active dependent upon their capabilities.
- F. Reasonable and prudent parenting standards will be used to determine which clients will be allowed to participate in off Ranch physical and leisure activities.
- G. Clients will be encouraged to initiate physical and leisure activities by verbally requesting activities to their Unit Manager.
- H. Safe, adequate and appropriate indoor and outdoor facilities for physical and leisure activities are maintained on Ranch for clients to use.
- I. Adequate equipment is available for all clients to participate in physical and leisure activities.

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- J. Upon request, information on physical activity will be provided to parents, guardians, placing agents, and other stakeholders. Information on physical activity will also be available on the facility website.

3. School Meals

A. Dining Environment

- a. The Ranch will provide clients with access to hand washing or hand sanitizing before they eat meals or snacks in the facility dining room.
- b. The Ranch provides a clean, safe meal environment for clients. The dining room has enough space for seating all clients.
- c. The Ranch provides enough space and serving areas to ensure all clients have access to meals with minimum wait time.
- d. Drinking fountains are available in the school, dining room, and living units where clients do not have access to a kitchen. Drinking water is available for clients at meals served in the facility dining room.

B. Time to Eat/Meal Times

- a. The Ranch will ensure an adequate amount of time for clients to enjoy eating healthy foods. After sitting down, clients will have at least 10 minutes for breakfast and 20 minutes for lunch.
- b. Meals will be served at regular meal times during each 24-hour period, with no more than 14 hours between the evening meal and breakfast. Meal times may vary slightly due to weekend or holiday food service demands as long as basic nutritional goals are still met.

4. Other School-Based Activities

- A. Beverage and food vending machines are not available to clients in the school building.
- B. Only foods and beverages that meet Smart Snacks in School nutrition standards may be marketed or advertised in the school and dining room during the school day or at school-sponsored activities held at the facility.
- C. McCrossan Boys Ranch will encourage healthy food choices and/or non-food items for activities such as classroom rewards and celebrations, school-sponsored events, concession stands at school-sponsored events, and school-sponsored fundraisers.
- D. Teachers and others who want to provide food and/or beverages for classroom rewards and celebrations during the school day will be given a list of foods and beverages that meet Smart Snacks in School nutrition standards.

5. Nutrition Standards

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- A. Food service personnel will ensure that foods and beverages served meet or exceed all federal, state, and local laws and guidelines.
- B. Reimbursable school meals and snacks meet the program requirements and nutrition standards set forth under the National School Lunch Program and the School Breakfast Program.
- C. Nutrition information for all foods and beverages served during reimbursable school meals and snacks is readily available.
- D. McCrossan Boys Ranch will provide three meals per day. Two of the three meals per day will be hot meals. Food service personnel will develop advanced, planned menus and will typically follow the menu in the planning and preparation of all meals. Flavor, texture, temperature, appearance, and palatability are taken into consideration. A nutritionist or certified dietician will approve planned menus and the nutritional value of the food served. A single menu for clients and staff will be utilized. Substitutions may be made for menu items. A record of menu substitutions will be kept.
- E. The Ranch prohibits withholding food as a punishment.

6. Wellness Committee & Policy Review

- A. The Ranch Business Manager in cooperation with the Associate Director will provide oversight and monitor implementation of the wellness policy. The Business Manager will chair the wellness committee.
- B. The wellness committee will include but not be limited to the Business Manager, the Associate Director, other McCrossan staff, teachers, food service personnel, and students. Other stakeholders may attend wellness committee meetings and/or provide input to the wellness committee.
- C. Notice of wellness committee meetings will be posted in the administration building 30 days prior to the meetings.
- D. The wellness committee will meet at least annually to review the wellness policy.
- E. The wellness policy will be available on the Ranch website for parent, guardian, placing agent, and other stakeholder review.
- F. Every three years, the wellness committee will review and assess compliance with the wellness policy goals. The committee will create a report of their findings and post it on the facility website and in the administration building.

7. Recordkeeping

- A. The facility will retain records to document compliance with the requirements of the wellness policy on the Ranch computer network for three years past the current year.
- B. 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

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- Documentation of efforts to review and update the wellness policy including an indication of who is involved in the update
- Documentation of methods the facility uses to make stakeholders aware annually of their ability to participate on the local wellness committee
- Documentation to demonstrate compliance with the annual public notification requirements
- The most recent assessment on the implementation of the wellness policy
- Documentation demonstrating the most recent assessment on the implementation of the wellness policy has been made available to the public

8. Non-Discrimination in School Lunch Program & School Breakfast Program

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) Fax: (202) 690-7442; or
- (3) Email: program.intake@usda.gov.

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