

HEALTHY KIDS HEALTHY COMMUNITIES
OUT OF SCHOOL TIME
PARTNERSHIP INITIATIVE

HEALTHY LIVING GUIDELINES



FOR
OUT OF SCHOOL TIME PROGRAMS



HEALTH PROMOTION COUNCIL
2011

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HEALTHY LIVING GUIDELINES FOR OUT OF SCHOOL TIME PROGRAMS

The goal of Healthy Kids Healthy Communities (HKHC) Out of School Time (OST) Partnership Initiative is to reduce the incidence of overweight and obesity in youth attending OST programs. Two main strategies are being employed: 1) the development, piloting, and integration of OST Healthy Living Guidelines, and 2) system change recommendations for the unique system of out of school time. With funding from the Department of Health and Human Services “*Get Healthy Philly*”, and The Robert Wood Johnson Foundation’s (RWJF) Healthy Kids Healthy Communities Initiatives, our Partnership developed the following draft Healthy Living Guidelines for nutrition and physical activity in out of school-time programs - afterschool and summer programs - for school-age Philadelphia youth.

These draft guidelines are the result of an assessment and review of the PHMC-managed OST system related to food and nutrition, and physical activity through a series of reports and meetings. These reports were researched and written by OST Partnership Team members: experts in OST, food and nutrition, physical activity, evaluation and Geographic Information Systems (GIS) mapping. These assessments included an OST sites capacity survey report on issues related to food and nutrition and physical activityⁱ, a report on food and nutrition issues related to OST,ⁱⁱ the role of physical activity in OSTⁱⁱⁱ, GIS maps of sites and recreation centers, and two reports based on focus groups with the OST community about how to improve the opportunities for youth to be physically active and eat healthy foods^{iv}. The Robert Wood Johnson Foundation Clinical Scholars also contributed to this process with a community preference assessment in West and Southwest Philadelphia.^v Each of these reports was vetted in a series of meetings with the HKHC OST Leadership Team, a group of 80 Philadelphia-based professionals with an expertise in nutrition, physical activity or OST programming, who reviewed, discussed, and made recommendations for the guidelines. In addition, a series of focus groups with OST Program Monitors and Site Directors have informed these guidelines, as well as input from the OST Youth and Parent Leadership teams.

Most of the students served by Philadelphia’s OST programs live in low-income neighborhoods, often with little access to affordable fresh food and safe places to be physically

active. One in three Philadelphia youth live in food insecure households.^{vi} These youth rely on school-based food services for breakfast and lunch, and OST meals after school and in summer programs, to nourish their minds and bodies. Many schools have limited gym and or recess: 76.2 percent of Philadelphia high school students do not attend physical education classes daily (compared to 69.7 percent annually)^{vii}. Body mass index (BMI) statistics gathered in Philadelphia county schools show that at least 1 in 3 youth are overweight or obese.^{viii}

Improving the OST environment is a viable strategy to support healthy behaviors like eating healthy foods and ensuring time for enjoyable physical activity. When imagining a setting that supports health and keeps youth at a healthy weight, one thinks of healthy, attractive and tasty foods, space to play, and peers and staff supporting fun, physical activity. This vision grounded the discussion about the best guidelines and strategies for out of school time programs.

Currently there are no specific guidelines about required time for physical activity, food quality, or nutrition in the current *Core Standards for Philadelphia's Youth Programs*.^{ix} Various states, like California, Connecticut and Delaware have adopted guidelines for licensed childcare programs, including afterschool programs. The National Institute of Out of School Time is developing recommendations for Healthy Eating and Physical Activity in OST programs. The United States Department of Agriculture's (USDA) Child and Adult Care Food Program (CACFP), which reimburses costs for food served in after school settings, will be proposing new nutrition guidelines in 2012 and will include screen time and physical education guidance. The National School Lunch Program (NSLP) has released proposed regulations that improve the nutritional quality of food served to youth in schools and in summer programs. The Pennsylvania Department of Education has proposed new guidelines for foods served in schools. Local entities can create stronger guidelines than these USDA program guidelines, but must submit these recommendations to the USDA regional office for approval. Stronger guidelines can be put into place but can not be used for disqualifying meal reimbursement; only federal guidelines can be used for disqualification. These draft Healthy Living Guidelines are aligned with recommended or proposed USDA NSLP and CACFP nutrition guidelines.

We are aware through our capacity survey that OST sites differ in size, site, space and use varying food service sponsors. Staff turnover is constant, and resources for physical activity vary, and in many cases, are limited. These guidelines take these differences into account. It was agreed, that while some programs will have a more difficult time implementing these guidelines,

it is better to integrate what is possible, rather than only consider guidelines that all can easily achieve.

Approved guidelines will be piloted in 3 sites in the summer and 6 in the fall of 2011. An evaluation component, a toolkit and technical assistance will support these sites. This will give us experience to meet the challenges, help other sites as they are rolled out in 2012, and adapt any guidelines, if necessary.

We thank the Robert Wood Johnson Foundation (RWJF), the Centers for Disease Control (CDC), and The Philadelphia Department of Public Health's (PDPH) *Get Healthy Philly* for funding this initiative; the OST management staff at Public Health Management Corporation's (PHMC) and the City of Philadelphia's Office of Health and Opportunities; and the PHMC Evaluation Staff, The OST Partnership and Leadership Teams, the Robert Wood Johnson Foundation Clinical Scholars, and the many OST staff, youth, parents, caregivers, and other key informants who contributed to this process.

Healthy Living Guidelines for Out of School Time Programs

In order to support the health of youth in Out of School Time (OST) programs, these Healthy Living Guidelines are recommended for inclusion in the Request for Qualifications (RFQ) for the Public Health Management Corporation (PHMC) managed system - City of Philadelphia-funded OST programs. These guidelines reflect national best policies and practices to improve the OST environment for youth to make it easier for them to be healthy and a healthy weight. These guidelines are a result of the numerous studies relating to the PHMC-OST system, food and nutrition, physical activity, and community preference.

Food and Nutrition Guidelines:

Guideline FN 1:

OST program does not serve or allow sugary drinks.¹

The OST program can provide sports drinks for student athletes in sports programs involving vigorous activity of more than 1 hour's duration. Lower-sugar sports drinks are recommended.

Guideline FN 2:

Safe, fresh drinking water is available to youth at all times, indoors and outdoors, including school trips.

Guideline FN 3:

OST program adopts one of the two following strategies to improve the foods eaten and the food environment in OST programs. This guideline covers food for daily consumption, refreshments for meetings, celebrations, and fundraisers.

1. OST program allows foods that model the Dietary Guidelines for Americans 2010. Foods that are not recommended should be discouraged and should not be brought and served.

OR

2. OST program does not allow any outside food to be brought to OST sites.

Guideline FN 4:

A pleasant social environment is provided during scheduled meals and snacks, encouraging social interaction, conversation, and positive eating behaviors.

Guideline FN 5:

OST programs that offer nutrition education use science-based nutrition materials from non-profit, federal, state or city agencies. Materials with food company logos or advertising are not to be used.

Guideline FN 6:

The OST program serves meals and snacks in a clean and safe environment, in compliance with existing food safety standards and proper serving temperatures.

¹ **Sugary drink** (n): a non-alcoholic beverage with added sugar, such as: soda, non-100%-fruit drinks, sports drinks, flavored water, energy drinks, and ready-to-drink sweetened tea and coffee.

Physical Activity and Screen Time Guidelines

Guideline PA 1:

School Year Programming

- **OST programs serving youth in grades (K-5) provide a minimum of 20 minutes per day, 100 minutes per week of moderate to vigorous activity.**
- **OST programs serving youth in grades (6-8) provide a minimum of 20% of daily or weekly OST time of moderate to vigorous activity.**
- **OST programs serving youth in grades (9-12) provide a minimum of 20% of daily or weekly OST time per week of moderate to vigorous activity.**

Summer Programming

- **OST programs serving youth in grades (K-5) provide a minimum of 40 minutes of daily OST time or a minimum of 200 minutes per week of moderate to vigorous activity.**
- **OST programs serving youth in grades (6-8) provide a minimum of 20% of daily or weekly OST time of moderate to vigorous activity.**
- **OST programs serving youth in grades (9-12) provide a minimum of 20% if daily or weekly OST time of moderate to vigorous activity.**

Guideline PA 2:

Non work-screen time is limited to 30 minutes per 3-hour block of OST time.

Guideline PA 3:

OST program provides a safe environment for play and physical activity.

Guideline PA 4:

OST program provides equitable opportunities for all youth to participate in quality sport and fitness programs.

Guiding Principle

Foods served eaten in out-of-school time programs reflect nutrition principles in the Dietary Guidelines for Americans 2010 and the Institute of Medicine (IOM) Standards adopted by Child and Adult Care Feeding Program (CACFP) in the Healthy, Hunger-Free Act 2011 (S. 3307)^x.

Guideline FN 1:

OST program does not serve or allow sugary drinks*.

The OST program can provide sports drinks for student athletes in sports programs involving vigorous activity of more than 1 hour's duration. Lower-sugar sports drinks are recommended.

School District of Philadelphia (SDP) beverage policy takes precedent over OST beverage policy in SDP sites.

**Sugary drink (n): a non-alcoholic beverage with added sugar, such as: soda, non-100%-fruit drinks, sports drinks, flavored water, energy drinks, and ready-to-drink sweetened tea and coffee.²*

Rationale: A healthy OST environment promotes healthy beverage choices. Most sugar-sweetened beverages (SSB) contain no nutrition except calories. These beverages can represent significant caloric intake; for example, adolescent youth are consuming an average of 300 calories per day of SSB, the equivalent of two 12-oz sodas with 20 teaspoons of sugar. Evidence shows that SSB consumption contributes to excess weight. Consuming SSB replaces milk consumption and reduces the intake of important nutrients for bone development, and is associated with lower bone mineral density and an increase of fractures among girls. Sugar sweetened beverages also contributes to tooth decay.^{xi}

Professional Development

- a. Professional development provided to OST programs on the OST beverage guideline rationale.

Best Practices

- a. OST program educates youth, parents and caregivers on beverage guideline rationale.
- b. OST program collaborates with program host site to offer healthy alternatives in vending machines on site.
- c. Students and OST staff advocate for fast food restaurants and corner stores to offer acceptable beverages.

Toolkit Includes

- List of sugar-sweetened beverages
- Beverage label reading information
- Sample vending mix

Monitoring: Site monitoring with PHMC monitors. Milk will need to be monitored by CACFP or NSLP monitors when law goes into effect. Effective dates are 6/2011 for CACFP, and Fall 2012 for NSLP.

² Proposed guidelines in National School Lunch Program (NSLP) say programs can serve plain and chocolate non-fat milk as long as it is within the total caloric range allowed for the meal. Proposed Institute of Medicine (IOM) recommendations for Child and Adult Care Food Program (CACFP) does not allow chocolate milk at all at meals, but does allow it at snacks if within the allowable caloric range. Between now and June, USDA will write language about milk standards that all programs using CACFP must use. This ruling on milk, mandated by Congress in the Healthy, Hunger-Free Act will go into effect in the summer 2011. This will allow non-fat or low-fat milk. Flavored milks have not been decided.

Guideline FN 2:

Safe, fresh drinking water is available to youth at all times, indoors and outdoors, including school trips.³

Rationale: Water is an excellent and free hydration source, essential for good health and is a healthy replacement for sugar-sweetened beverages. Water must be available for consumption, but cannot replace any of the CACFP meal pattern components for reimbursement.

Best Practices

- a. Program assesses water availability on site.
- b. Program plans for off-site availability.
- c. Program offers water to youth often during OST time.
- d. Program provides drinking cups if fountains are not available.
- e. Program post signage (health message) to promote drinking water.

Toolkit Includes

- Checklist for site water availability
- Strategies for making water available
- Signage to promote water consumption

Monitoring: Site monitoring with PHMC monitors. Water access will need to be monitored by CACFP monitors when law goes into effect, June 2011 for CACFP.

³ As mandated by Congress in the Healthy, Hunger-Free Kids Acts, program using CACP must have water available throughout the day. The exact language is not complete and this will go into effect by the summer of 2011.

Guideline FN 3:

OST program adopts one of the two following strategies to improve the foods eaten and the food environment in OST programs. The first guideline also covers food for daily consumption, refreshments for meetings, celebrations, and fundraisers.

1. OST program allows foods that model the Dietary Guidelines for Americans 2010. Foods that are not recommended should be discouraged and should not be brought and served.

OR

2. OST program does not allow any outside food to be brought to OST sites.

Rationale: These guidelines let an OST program choose what is best for their environment; allowing certain foods, or not allowing any outside foods at all. Food from outside sources consumed in OST time, celebrations, fundraisers and meetings should support health and model the nutrition guidelines to achieve daily nutrition needs.

Professional Development

- a. Dietary Guidelines, background rationale, and implementation strategies for a healthy OST food environment
- b. Alternative fundraising activities
- c. Rationale and motivational training for OST staff on health and wellness

Best Practices

- a. Sites communicate with youth and parents about preferred food environment for OST sites.
- b. Parent and Youth assist with messaging through HKHC Leadership Teams.
- c. OST staff support OST guidelines for foods brought in and served. Any food brought by staff for personal consumption and eaten in front of youth will model nutrition guidelines.
- d. Students and staff advocate for fast food and corner store operators to offer foods acceptable in the program.
- e. The OST program promotes non-food celebrations.
- f. Special celebrations and meetings involving refreshments serve healthy food and beverages that follow the Dietary Guidelines for Americans 2010, discouraging serving foods and beverages that do not meet nutrition standards.
- g. Ideas for acceptable or alternative fundraisers and resources are shared with youth and families.
- h. Fundraising activities utilize strategies that incorporate physical activity.
- i. Physical activity promotion concepts and materials are shared with families and caregivers.

Toolkit Includes

- Dietary guidelines and examples of recommended foods
- Examples of best practices for improving the food environment in OST sites
- Label reading tip sheet
- Examples of non-food celebrations, and sample foods for planning meetings and parties
- Examples and resources for alternative fundraisers

Monitoring: PHMC Program Monitors report at site visit, or OST Program Directors report in PECAPS reporting system.

Guiding Principle

Youth eat meals and snacks in a pleasant social environment, supportive of positive eating behaviors.

Guideline FN 4:

A pleasant, social environment is provided during scheduled meals and snacks, encouraging social interaction, conversation, and positive eating behaviors.

Elementary program age-sub guideline: **Staff members with youth. Small group size seating at tables is provided during snack and meals to encourage conversation and socializing.**

Rationale: A pleasant and social eating environment allowing youth adequate time for eating snacks and meals is relaxing. Youth should not be forced, bribed, or praised to eat or finish their food. Youth should not be punished with food, nor should be withheld as punishment. Food should not be used as a reward. Staff must respect youth's hunger cues, essential for obesity prevention. If taught otherwise, youth will disregard their own internal hunger cues, leading to overeating, disorderly eating, and obesity.^{xii}

Professional Development

- a. Self-regulation of foods; using food as a reward or punishment, discipline at meals, and strategies to promote healthy eating behaviors.

Best Practices

- a. Staff offers positive feedback reinforcing nutrition guidelines. Staff members encourage youth to try new foods, but never force, coax, or bribe youth to eat.
- b. OST staff observes and respect youth's hunger and fullness cues to support self-regulation of food. Staff members do not praise youth for finishing food or for cleaning their plate.
- c. Staff members do not use food or beverages as rewards for good performance or good behavior, unless this practice is required in a child's individualized Education Program (IEP) under the Individuals with Disabilities Act.
- d. Mealtime is never used to discipline or scold a youth.

Toolkit

- Background information on rationale and strategies, best practices, and handouts for parents promoting positive eating behavior

Monitoring: PHMC Program monitors report at site visit, or OST Program Directors report in PECAPS reporting system.

Guideline FN 5:

OST programs that offer nutrition education use science-based nutrition materials from non-profit, federal, state, or city agencies. Materials with food company logos or advertising are not to be used.⁴

Rationale: Nutrition education supports the OST Healthy Eating Guidelines by offering rational, support, and skills to fortify healthy food choices and behaviors. Staff can make use of eating times to emphasize the appealing aspects of healthy eating, or make use of teachable moments during the OST day. Consistent messages, education, handouts and inquiry based education have been proven to assist with the development of healthy eating habits. Nutrition information presented must be of sound science, without the influence of food product marketing.

Professional Development

- a. Rationale and strategies for this guideline including examples of materials to use and potential collaboration for nutrition education.

Best Practices

- a. OST program incorporates wellness topics into eating, learning and discussion.
- b. Nutrition, foods, and wellness related concepts are shared with families and caregivers.
- c. OST programs collaborate with agencies and groups in the community that provide nutrition education.

Toolkit Includes

- A list of science based nutrition materials and principles
- A list of community resources providing nutrition education
- Nutrition handouts for parents and caregivers

Monitoring: OST Program Directors reports in PECAPS

⁴ As mandated by Congress in the Healthy, Hunger-Free Kids Acts, programs using CACP should provide nutrition education. The exact language is not complete and this will go into effect by the summer of 2011. Funds are set-aside to assist sites with this; at this time specifics are uncertain.

Guideline FN 6:

The OST program serves meals and snacks in a clean and safe environment, in compliance with existing food safety standards and proper serving temperatures.

Rationale: Safe food handling is critical to prevent food borne illnesses, and the spread of infectious diseases. Good hand washing habits should be taught and supported in OST programs, and safe food handling strategies employed. Food should be stored and served at proper temperatures for each type of food.

Professional Development

- a. Safe food handling, storage and staging of foods served.

Best Practices

- a. There is convenient access to sinks for hand washing before and after meals and snacks.

Toolkit Includes

- Information on proper food serving temperatures, storage, and food handling
- Signage promoting hand washing
- Signage about hand washing

Monitoring: PHMC Program monitors report at site visit.

Physical Activity Guidelines

Guideline PA 1:⁵

School Year Programming

- **OST programs serving youth in grades (K-5) provide a minimum of 20 minutes per day, or 100 minutes per week of moderate to vigorous activity.**
- **OST programs serving youth in grades (6-8) provide a minimum of 20% of daily or weekly OST time of moderate to vigorous activity.**
- **OST programs serving youth in grades (9-12) provide a minimum of 20% of daily or weekly OST time per week of moderate to vigorous activity.**

Summer Programming

- **OST programs serving youth in grades (K-5) provide 40 minutes of daily OST time or a minimum of 200 minutes per week of moderate to vigorous activity.**
- **OST programs serving youth in grades (6-8) provide a minimum of 20% of daily or weekly OST time of moderate to vigorous activity.**
- **OST programs serving youth in grades (9-12) provide a minimum of 20% if daily or weekly OST time of moderate to vigorous activity.**

Rationale: OST programs should contribute in proportion to time spent in OST to recommended time for physical activity consistent with the U. S. Department of Health and Human Services' Physical Activity Guidelines for Children and Adolescents (2008)^{xiii} and the Dietary Guidelines for Americans: 60 minutes per day of moderate to vigorous physical activity. Youth, especially older youth do not get adequate time during the day to be physical active, and the afterschool day is the traditional time that youth can be active. Because students attending middle and high school OST programs attend less frequently, physical activity can be integrated as a percentage of daily or weekly time. Physical activity is an important component of health and maintaining a healthy weight, and the positive impacts concentration, mental cognition, and academic performance. It also reduces fidgeting, other self-stimulatory behaviors, and school related stress.^{xiv} OST programs have the potential to positively increase fitness levels of youth and reduce the prevalence of childhood obesity, and reach all children, especially those who live in less supportive environments.

Professional Development

- a. Rationale on physical activity guidelines, energizers, transition time, hygiene, and youth preferred activities.

Best Practices

- a. OST Provider plans moderate to vigorous physical activity in an OST day and week.
- b. OST program utilizes physical activity energizers in OST programming.
- c. OST program considers strategies for hygiene after physical activities.
- d. OST program uses creative transition time and waiting time strategies to ensure physical activity goals are met
- e. OST program incorporates youth preferred physical activities.

Toolkit Includes

- A list of science or evidence-based curriculum are provided for OST staff
- Information on transition time, waiting time, and energizers.

⁵ The US Congress has mandated language to encourage physical activity is included in the Child and Adult Care Food Program (CACFP) guidelines for sites using CACFP. This language is not written. USDA is consulting with the Center for Disease Control (CDC).

Monitoring: PHMC Program monitors report at site visit, or OST Program Directors report in PECAPS reporting system.

Guideline PA 2:

Non work-screen time is limited to 30 minutes per 3-hour block of OST time.⁶

Rationale: Screen-time is defined as computer and gaming screens, television, and movie watching. Excessive screen-time is associated with childhood obesity, poor academic performance and developmental delays. Computer and play system screen-time has replaced physical activity as a means of playing, relaxing, and social interaction. The majority of this screen-time is sedentary.^{xv}

Best Practices

- a. Daily programs plan limits screen-time
- b. Parents informed about OST screen-limits.

Toolkit Includes

- Handouts for parents on rationale and strategies for limiting screen-time.

Monitoring: OST Program Directors report in PECAPS reporting system.

⁶ The US Congress has mandated language to screen-time limits for inclusion in Child and Adult Care Food Program (CACFP) guidelines for sites using CACFP. This language is not written. USDA is consulting with the center for Disease Control (CDC)

Guideline PA 3:

OST program provides a safe environment for play and physical activity.

Rationale: Space and facilities for physical activity vary greatly in OST system. Lack of safe play areas on-site or in the neighborhood is often cited as a reason youth do not participate in physical activity. Programs should take care to assess resources on site or in the neighborhood to provide a safe environment for enjoyable physical activity. OST programs can utilize community and private recreation centers, parks, faith-based centers, and gardens for physical activity; also providing youth with a life long link to resources in their communities. Programs like safe routes to schools have strategies for promoting and supporting safe active transportation.

Professional Development

- a. Safety concerns, joint-use agreements, and using Geographical Information System (GIS) maps.

Best Practices

- a. Program utilizes area Geographic Information Systems Maps (GIS) to identify recreation sites for physical activity
- b. Program develops joint-use agreements with community partners to provide space, resources, and dedicated time for physical activity.
- c. OST provider collaborates with community partners that deliver high quality physical activity programs.
- d. OST program supports safe environments for active transportation (i.e. walking, biking) methods for youth traveling to and from the program.
- e. Equipment is clean, inspected, developmentally appropriate, and in good working condition.
- f. Play areas are free of hazardous materials.
- g. OST staff supervises youth on play equipment, during active play, and for other structured activities.

Toolkit Includes

- Checklist for play areas, preferred ratios for space, youth and staff
- Sample templates for OST programs to support joint-use agreements or memorandum of understanding

Monitoring: OST Program Directors report in PECAPS reporting system.

Guiding Principle

Physical activity is a positive experience for all youth regardless of ability, age, race, religion, gender, or economic status.

Guideline PA 4:

OST program provides equitable opportunities for all youth to participate in quality sport and fitness programs.

Rationale: Positive encouragement and supportive modeling promote enjoyable physical activity experiences. Youth need to encounter positive physical activity experiences to become engaged in an active lifestyle and for life-long enjoyment of activity. Punishment and teasing is contrary to positive reinforcement. Preventing youth from participating in physical activity due to behavior or not completing homework is counterproductive. Physical activity is an outlet for emotional stress and research shows it increases mental functioning and academic achievement. Children, who are targets of weight criticism by family and peers, have negative attitudes towards sports and report reduces physical activity levels.^{xvi} Staff education and support pays off by improving staff's health behavior, their commitment to supporting the OST Healthy Living Guidelines, and their effectiveness in teaching youth healthy behaviors.

Professional Development

- a. Feedback and role modeling, rewards, punishments, restrictions, and alternative strategies for undesirable behavior.

Best Practices

- a. OST staff models positive behavior by making positive comments about physical activity.
- b. OST staff encourages and supports youth trying new activities.
- c. OST staff ensures OST students participate in physical activity, unless excused by a physician because of a medical condition.
- d. OST program does not discriminate or limit participation based on gender, race, religion, ability, or economic status.
- e. OST provider uses physical activity to reinforce, reward and celebrate group achievement, positive behavior, or OST goals and activities.
- f. OST provider does not punish or restrict youth with or from physical activity time due to attendance, academics, completion of learning activities, or behavior or other reasons unless the youth is dangerous to themselves or to others.
- g. OST staff does not tease youth about weight or physical ability, and does not allow teasing by youth's peers.
- h. OST staff use alternative strategies as consequences for negative and undesirable behavior.
- i. Physical activity promotion concepts are shared with families and caregivers.

Toolkit Includes

- Best practices on physical activity rewards and reinforcements
- Best practices for alternative consequences for negative behavior
- Materials promoting physical activity for parents and caregivers
- Resources for adaptive strategies and adaptive equipment for youth with disabilities

Monitoring: PHMC Program Monitors report at site visit, or OST Program Directors report in PECAPS reporting system.

Professional development topics for OST staff development related to Food and Nutrition Healthy Living Guidelines:

1. Dietary Guidelines, background rationale, and implementation strategies for a healthy OST food environment, including beverages and foods brought in and served
2. Professional development provided on alternative fundraising activities
3. Rationale and motivational training for OST staff on health and wellness
4. Self-regulation of foods; using food as a reward or punishment, and strategies to promote healthy eating behaviors
5. Rationale and strategies for this guideline including examples of materials to use and potential collaboration for nutrition education
6. Safe food handling, storage and staging of foods served

Professional development topics for OST staff development related to Physical Activity and Screen-Time Healthy Living Guidelines:

1. Rationale on physical activity guidelines, energizers, transition time, hygiene, and youth preferred activities
2. Safety concerns, joint-use agreements, and using Geographical Information System (GIS) maps
3. Feedback and role modeling, rewards, punishments, restrictions, and alternative strategies for undesirable behavior

Nutrition Toolkit

- List of sugar-sweetened beverages
- Beverage label reading information
- Sample vending mix
- Checklist for site water availability
- Strategies for making water available
- Signage to promote water consumption
- Dietary guidelines and examples of recommended foods
- Best practices for improving the food environment in OST sites
- Label reading tip sheet
- Examples of non-food celebrations, and sample foods for planning meetings and parties
- Examples and resources for alternative fundraisers
- Background information on rationale and strategies, best practices, and handouts for parents promoting positive eating behavior
- A list of science based nutrition materials and principles
- A list of community resources providing nutrition education
- Nutrition handouts for parents and caregivers
- Information on proper food serving temperatures, storage, and food handling
- Signage promoting hand washing
- Signage about hand washing

Physical Activity Toolkit

- A list of science or evidence-based curriculum
- Information on transition time, waiting time, and energizers
- Handouts for parents on rationale and strategies for limiting screen-time
- Checklist for play areas, preferred ratios for space, youth and staff
- Sample templates for OST programs to support joint-use agreements or memorandum of understanding
- Best practices on physical activity rewards and reinforcements
- Best practices for alternative consequences for negative behavior
- Materials promoting physical activity for parents and caregivers
- Resources for adaptive strategies and adaptive equipment for youth with disabilities

Appendix A

Summary of 2010 Dietary Guidelines

- Maintain appropriate energy balance during each stage of life.
- Reduce the intake of calories from solid fats and added sugars.
- No more than 35 % of total calories from fat.
- Less than 10% of total calories from saturated fat.
- Limit trans fats.
- Consume less than 300 mg. of dietary cholesterol.
- Reduce sodium to less than 2300 mg per day.
- Limit the consumption of foods containing refined grains.
- Eat half of all grains as whole grains.
- Choose protein foods: seafood, lean meat, poultry, eggs, beans, peas, soy products, and unsalted nuts and seeds.
- Replace high solid fat protein foods with those with less fat.
- Use oils to replace fats wherever possible.
- Choose foods that provide more potassium, dietary fiber, calcium and vitamin D, which are nutrients of concern in American diets. These include vegetables, fruits, whole grains, and milk and milk products.

Appendix B

Proposed regulations in National School Lunch Program

Serve meals and snacks emphasizing nutrient-rich foods including:

- Fruits and Vegetables: Increase intake of fruits and vegetables.
- Whole Grains: Half of grain consumed should be whole grain.
- Milk: Unflavored non-fat or low-fat milk, or flavored nonfat milk with no more than 22 grams total sugar per 8 oz allowed
- Dairy: nonfat or low fat unflavored or flavored yogurt with no more than 20 grams total sugar per 8 oz.; cheese, especially low-fat
- Meats: Lean skinless meats and poultry, fish, eggs, nuts, legumes, seeds
- Juices served: 100% fruit or vegetable juice: 4 oz. for elementary & middle, 8 oz. / high school
- Sodium should be no more than 480 mg / entrée portion, or 200 mg. per snack portion.
- Sugar: No more than 35% of calories from total sugar.
- Fat content: Snacks, foods and beverages should have no more than 35% total calories from fat, less than 10 % calories from saturated fat, and zero trans-fat. Mono or poly-unsaturated fats should be used in place of saturated or trans-fats.
- Utilize healthy food preparation techniques, with limited fat, salt or sugar added.

National School Lunch Program / Seamless Summer Meals

Proposed recommendations

<i>Proposed NSLP caloric range</i>	<i>Grades k-5</i>	<i>Grades 6-8</i>	<i>Grades 9-12</i>
Breakfast	350-500	400-550	450-600
Lunch	550-650	600-700	750-850

Appendix C

Major Changes in Child and Adult Food Program as recommended in the Institute of Medicine Report on CACFP

- Fruits and vegetables are separate meal components.
- The Vegetable food group composite contains higher percentages of green vegetables, orange vegetables, and legumes, and lower percentages of starchy and other vegetables.
- The Fruit group contains a smaller share of fruit juice at breakfast and snack.
- The Grain group contains a higher percentage of whole grains.
- The Grain and Meat / Meat alternative group contains lower percentages of food clusters that are high in solid fats and or added sugars.
- The Milk group contains predominantly plain low-fat milk and non-fat milk but also a small proportion of yogurt and for snack only, flavored milk.

<i>CACFP recommendations from IOM report</i>	<i>Age 5-13</i>	<i>14-18</i>
Supper		
Calories	576	768
Milk- nonfat or low fat	1 cup	1 cup
Fruit	½ cup	½ cup
Vegetable	1 cup	1 cup
Grains / Breads (half must be whole grain)	2	2 ½
Lean Meat	2	2 ½

Appendix D

Additional Recommendations from HKHC Leadership Team

Engage food service sponsors (providers) in a collaborative work group to address specific strategy recommendations:

1. Incorporate youth preferences into menu planning.
2. Increase menu variety with a minimum 2-week menu cycle.
3. Improve staging of meals to serve meals at proper temperatures.
4. Improve nutritional quality of meals served to youth in OST programs in accordance with the Dietary Guidelines for Americans, National School Lunch Program and Child and Adult Care Food Program.

Engage OST youth and their families to assist with:

1. Development of communications about the guidelines.
2. Advocacy
3. Preferences in menus
4. Community resources

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Out of School Time Healthy Living Guidelines

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