

China Spring Youth Camp Wellness Policy Manual

INTRODUCTION OF THE CHINA SPRING YOUTH CAMP

Pursuant to NRS 244.296 through 244.299 the China Spring Youth Camp (CSYC/Camp) was established in 1983 as a juvenile forestry camp. Today the CSYC is dedicated to helping, mid-level, male and female, offenders between the ages of 12 and 18. Youth residing here develop skills, knowledge and experience to assist in promoting health and resiliency; arrest progression of problems caused by delinquent behavior; and interpret and avoid high risk behavior patterns.

Douglas County School District provides a teaching faculty for the Camp through Stoddard and Jewel Jacobsen High School. Jacobsen High uses assessments to measure youth's strengths and their improvement over the course of their attendance, prepares youth to return to community schools, provide access to GED preparation, GED Testing, and vocational instruction.

Physical Fitness and recreational activities are essential to the growth and development of youth. Camp believes through physical fitness a youth can raise their self-esteem and confidence. Camp staff encourages youth to succeed in new environments and possibly developing healthy habits. Some activities include: organizes sports, swimming, hiking, biking, walking, weight training, and water sports.

The CSYC is a residential child care institutions (RCCI) which receives reimbursements from the United States Department of Agriculture. This document explains our local school wellness policies put in place to address all of the federal and state requirements.

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01.00 CHINA SPRING YOUTH CAMP ADVISORY BOARD

CSYC follows Douglas County Ordinance No. 2013-1392 provisions for an advisory group composed of appointed members by a District Court Judge of the following Judicial Districts:

- 1st Judicial District, four members will be appointed
- 2nd Judicial District, one member will be appointed
- 3rd Judicial District, one member will be appointed
- 4th Judicial District, one member will be appointed
- 5th Judicial District, one member will be appointed
- 6th Judicial District, one member will be appointed
- 7th Judicial District, one member will be appointed
- 9th Judicial District, four members will be appointed
 - One member shall be a member of the Douglas County Board of Commissioners
 - One member shall be a District Court Judge of the 9th Judicial District
- 10th Judicial District, one member will be appointed
- State of Nevada, one member at large shall be appointed by the Administrator of the Nevada Division of Child and Family Services

These representatives provide guidance in the development and implementation of the local education agency's wellness policy. Potential sources for member recruitment would be from the school's parents, students, the school food authority, the school board, school administrators, and school nurses, but are not limited to these groups.

02.00 WELLNESS POLICY COORDINATOR

The Director of Juvenile Camp Services will appoint a wellness policy coordinator. This position will be a staff member of CSYC who fully understands the local school wellness policy requirements. This staff member will facilitate the development and implementation of the local school wellness policy and will have the authority and responsibility to ensure that each school complies with the policy.

The Director of Juvenile Camp Service will inform the Nevada Department of Agriculture (NDA) the name(s), position(s), and contact information for the person(s) responsible for the oversight of the local school wellness policy by September 30th of each school year. If the designated wellness policy coordinator changes, the Director of Juvenile Camp Services must notify NDA within 60 days.

03.00 RECORD KEEPING

The China Spring Youth Camp has the following active policies to ensure basic records demonstrating compliance with the local school wellness policy (LSWP).

CSYC Policy Ordinance NRS	Purpose/summary	LSWP Compliance
Douglas County Ordinance No. 2013-1392 Chapter 2.26.060B and D	B. To review, establish and implement policies during the operation of the Camp. D. Council duties are to keep minutes of the transactions of each meeting, regular or special, which are public records and filed with the senior district court judge of the Ninth Judicial District	Requirement of advisory group representation, triennial assessment of the LSWP. The website address for the LSWP and/or how the public can receive/access a copy of the LSWP A description of each school's progress in meeting the LSWP
Wilderness Education – Trip Summaries Daily Log & Briefing	Following a wilderness trip of any kind, staff and residents, who have participated in the activity, are to fill out a summary of the trip. Trip summaries are important for the record keeping of the activities engaged in on a wilderness trip. To provide a record and means of communication of events.	A summary of each school's events or activities related to LSWP implementation

Facility Director – II.A Authority	Determines the hiring/promotion/assignment/reassignment of personnel	The name, position(s) / title, and contact information of the designated wellness policy coordinator
300.00 CSYC Wellness Policy Coordinator	The Director of Juvenile Camp Service will inform the Nevada Department of Agriculture (NDA) the name(s), position(s), and contact information for the person(s)	
	responsible for the oversight of the local school wellness policy by September 30 th of each school year.	
CSYC follows Douglas County Ordinance No. 2013-1392	Provisions for an advisory group composed of appointed members by a District Court Judge of the following Judicial Districts:	Information on how individuals and the public can get involved with the advisory group

04.00 WELLNESS POLICY GOALS

Nutrition Promotion and Education

China Spring Youth Camp Food Service Purchasing and Menus Policy meets the Nutrition Guidelines for all foods made available to students, whether given away, earned, or sold, on the school campus during the school day. Policies give food choices that are low in saturated fat and cholesterol while being moderate in total fat. Ensures that certain items are not restricted by the Foods of Minimal Nutritional Value Policy (FMNV) but may be restricted in usage by nutrition standards. Policies comply with reimbursable meals provided to students under the National School Lunch Program are exempt from this policy since they are governed by Federal Regulation 7 CFR, parts 210 and 220. Lastly, policies allow exemptions for foods that will exceed the established nutrition parameters for State or national holidays, religious observances, and special events.

The dining area is equipped with a large screen menu display. During the school year of 2016-2017 our goal is to display nutritional information or a fact relevant to the day's menu for at least one item per meal. This display will be in view for all residents to read while participating in breakfast, lunch and snack. This will also be used as a means to offer enrichment during snack in the form of nutritional education on that particular day's snack.

Physical Activity

The China Spring Youth Camp provides treatment services for an average of 180 youth annually. It is the Camps goal to provide physical fitness and recreational activities, essential to the growth and development of youth, to all youth participating in the program. Our residents will be offered a minimum of one hour per day of large muscle activity in addition to at least one hour of structured leisure time activities. This will be achieved both by Jacobson High Schools physical education class and camp programming with camp councilors after the school day has ended. Physical activity can be tracked by our daily dorm movement logs.

Camp believes through physical fitness a youth can raise their self-esteem and confidence. Camp staff encourages youth to succeed in new environments and possibly developing healthy habits. Wilderness/Experiential education programs are opportunities to achieve in a less structured setting. Some wilderness activities include: swimming, hiking, biking, snowshoeing, kayaking, and high/low ROPES course elements.

The China Spring Youth Camp plan for measuring implementation of the school's wellness policy at both the school level and district level which, at a minimum, includes:

- The number of students in each school;
- The average daily participation in the National School Lunch Program;
- The average daily participation in the School Breakfast Program;
- The level of the wellness policy implementation;
- The length of the breakfast service;
- The length of the lunch service;
- The number of children with access to physical activity;
- The average number of physical activity minutes available to each student;
- The number of children with access to physical education;
- The number of children receiving physical education;
- The number of minutes of physical education provided;
- The total number of school days a student is required to attend physical education during the current school year;

Wellness policy numbered 10.00 further describes the one hour of structured leisure time activities available to CSYC residents.

Promoting and Providing Opportunities to Improve Student Wellness

The CSYC grows garden vegetables in the greenhouse located on the facility. Each year staff and residents participate in cultivating garden plants for Camp use and public

fund raisers. Fruits and vegetables produced in the greenhouse are used in the kitchen as part of the menu. This program reinforces and supports healthy messages and encourages healthy community involvement.

It is the goal of the Camp to continue education of cultivating greenhouse gardening and educate youth of the nutritional benefits from fresh vegetables. All knowledge learned will be passed to our residents through their efforts in culinary participation and consumption of meals. In the school year 2016-2017, during harvest months, we would like to have at least one item a week that was cultivated in our garden used as an ingredient in a menu item. This will be made known to residents when these items are incorporated into the menu by indicating "camp grown" on our daily menu display.

05.00 INCENTIVES & REWARDS

The Youth Development System policy purpose is to provide a system of rewards for positive behavior and a system of consequences for negative behavior. The Youth Development System (YDS) is designed to help residents learn, grow, and experience progress. Residents advance and earn privileges in the system by demonstrating they have learned and are using social skills and problem solving techniques, and are making decisions expected at the stage they have attained. As such, the Youth Development System is directed at achieving positive changes in a resident's attitudes, values, thinking processes, as well as behavior; also, staff expectations of the residents increase as the resident advances in stages through the system.

As part of the YDS system of rewards, resident Mentors provide weekly feedback to Case Managers about progress in their treatment, demonstration of expectations, academic status and more. The Case Managers facilitate weekly community management meetings with all residents and recognize those which display positive character. Residents recognized receive a "Star Performer" award and are able to attend upper level activities.

Outstanding Room Awards are issued weekly to two residents from each dormitory that keep their room clean, organized, and free of any unauthorized contraband. Award receivers are also allowed to participate in extra gym/activity time.

Some examples of upper level activities or extra activity time include:

1. Upper Level Movie Night
2. Game Time
3. Team Building
4. Wilderness Trips
5. ROPES Course activities

The Camp's meal service policy prohibits using food as a disciplinary measure or as a reward. This policy states:

1. Food will not be withheld or given as means of punishment.
2. Food will not be withheld or given as a reward for behavior or work performed.
3. Food will not be used as a means of motivating desired behavior.

06.00 FUNDRAISING

The China Spring Youth Camp assures the Nevada Department of Agriculture all meals served to students committed to CSYC by a Nevada Court are free. All youth committed to CSYC are students at Jacobsen High School after court commitment to CSYC is responsible for food, shelter, medical care, etc., for the youth. Each youth committed to CSYC constitutes an individual household and as such qualifies for free meals, without the need for an application, as the income of the household is at or below the free limit of the Income Eligibility Guidelines.

Items are not sold to students on the school campus during the school day for fundraising purposes.

07.00 SPECIAL OCCASIONS

The purpose of the CSYC Menu policy is to ensure compliance with State of Nevada Department of Education National School Lunch Program guidelines and Hazardous Analysis Critical Control Point (HACCP) standards. Adjustments in the standard menu will be made for religious beliefs which specifically require a resident to adhere religious dietary law and for residents who have a medically approved need for a special diet as prescribed by a physician or dentist.

Meals that do not meet the Smart Snacks Nutrition Standard will be provided outside the reimbursable meals during the school days. Holidays and special events (non-school days) will be used for special menus and treats. In addition, a healthy snack may be given out during certain state high school exams, such as the ACTs, when youth cannot leave testing until complete. This will promote healthy brain function and help bridge the gap between meals creating less distraction and better test results.

08.00 REVENUE

The purpose of the CSYC Food Service Purchasing Policy is to provide for food service fiscal responsibility. Food service budgeting, purchasing, and accounting practices are overseen by administration and Douglas County Finance Department.

All financial activities of the facility are monitored and controlled with stipulation for oversight, checks and balances. Established financial controls are in compliance with the Douglas County accounting policies. The China Spring Youth Camp prohibits the sale of food within the facility or school.

09.00 MEAL CONSUMPTION

The purpose of CSYC Meal Service policy to ensure compliance with State of Nevada Department of Education National School Lunch Program Guidelines and to provide meals on a regular schedule of food service. Meal service procedure is as follows:

1. Food service will provide three meals daily.
2. At least two of these meals will be a hot meal.
3. Meal service will be at regular meal times during each twenty-four-hour period, with no more than fourteen hours between the evening meal and breakfast.
4. Holiday meal times may vary due to the celebration and activities which may be planned for the residents.
5. All meals are to be eaten in the dining area.
6. Snacks are provided to the residents on school days only.
 - a. Snacks may not be provided on non-school days or Holidays.
 - b. Staff is not permitted to eat snacks intended for residents.
7. Resident receiving a meal will be recorded on the Resident Meal Log.

The China Spring Youth Camp designates a minimum 15 minutes for students to consume the breakfast meal, 20 minutes for students to consume the lunch meal, and allows 30 minutes of time daily, for physical activity.

10.00 PHYSICAL ACTIVITY

China Spring Youth Camp Recreational and Leisure Activities Policy is designed to meet goals for nutrition education, physical activity, and other school-based activities designed to promote student wellness. This policy's purpose is to provide our clients with a minimum of one hour per day of large muscle activity in addition to at least one hour of structured leisure time activities.

Activities may be conducted either indoors or outdoors when climate permits and may include, but is not limited to the following:

- **Large Muscle Activities:** Weight lifting, basketball, volleyball, softball, Tae Bo, running, hiking, plyometrics, stretching, yoga, Pilates, and team-building exercises.
- **Recreational Activities:** The facility daily schedule will provide time for recreational activities and opportunities exist within program elements for participation in activities.
- **Leisure Activities:** Facility schedule will allow for constructive leisure activities.

Employees are prohibited from using physical activity or withholding the opportunity for physical activity as punishment or discipline.

11.00 MARKETING

All marketing, advertising and promotion of food or beverages in Camp will meet the Smart Snack Nutrition Standards.

12.00 SMART SNACKS NUTRITION STANDARDS AND SPECIFIC NUTRIENT STANDARDS FOR FOOD

China Spring Youth Camp Meal Service Policy ensures that foods and beverages meeting the Smart Snacks Nutritional Standard value will not be given away, sold, or used as incentives for students or student activities during the school day. All meal services comply with State of Nevada Department of Education National School Lunch Program Guidelines.