

ASSESS | PLAN | IMPLEMENT | EVALUATE | CELEBRATE



**LiveWell!**  
greenville

**HEALTHY OUT OF  
SCHOOL TIME**

**TOOLKIT**

# WELCOME!

It is our hope that you will find our Healthy Out of School Time (OST) Toolkit to be a valuable resource as you encourage the children in your after school program to lead a healthy lifestyle.

The rate of childhood obesity has tripled in the United States over the past 30 years. Children younger than 18 make up about 25% of Greenville County's population. Specifically, 19% of the children between the ages of 5 and 18 years are overweight, and 22% are obese. Almost 50% of African American children and 44% of Hispanic children are either overweight or obese.

Obesity in children causes health problems that aren't typically seen until adulthood:

- High blood pressure
- Type 2 diabetes
- Elevated blood cholesterol levels

The U.S. Department of Health and Human Services recommends that young people (ages 6–17) participate in at least 60 minutes of physical activity daily. Regular physical activity in childhood and adolescence improves strength and endurance and increases self-esteem. Positive experiences with physical activity at a young age create a framework for fitness throughout life.

Second-hand smoke is a leading cause of respiratory illnesses in Greenville County. Exposure to tobacco use is associated with: increased risk of ear, sinus and lung infections, and asthma. (The South Carolina Department of Health and Environmental Control reports that asthma is the leading cause of hospitalization for children in Greenville County.)

This information confirms that health should be a priority for your OST program, as good health during a child's formative years helps children to reach their maximum potential. Good health requires healthy lifestyles and reflects the well-being of the community. [2009 Kid's Count Report]

No matter what phase of development your OST program is in currently, the LiveWell Greenville Healthy OST Toolkit is available to help you establish and maintain a culture and environment that facilitates healthy eating and physical activity by your children, and provides tobacco education for staff, children and families. The resources included coincide with a five-step process to guide your wellness efforts:

1. Assess
2. Plan
3. Implement
4. Evaluate
5. Celebrate

As you continue reading, you will find further explanation about these steps and for tools to assist you along the way. LiveWell Greenville is also available to provide technical assistance and support as you strive to make your OST program a place where the healthy choice is the easy choice for your children.

**“Because of the increasing rates of obesity, unhealthy eating habits and physical inactivity, we may see the first generation that will be less healthy – and have a shorter life expectancy – than their parents.”**

– Former US Surgeon General Richard Carmona

– The LiveWell Out of School Time Work Group



# What's In This Toolkit?

## STEP 1: Assess

- LiveWell Greenville Healthy Out of School Assessment Instructions
- LiveWell Greenville Healthy Out of School Assessment Tool

## STEP 2: Plan

- LiveWell Greenville Healthy Out of School Action Planning Instructions
- LiveWell Greenville Out of School Time Best Practices
- LiveWell Greenville Healthy Out of School Action Planning Template

## STEP 3: Implement

- Explanation of Implementation Process
- List of Local Resources for Out of School Wellness Implementation
- Healthy Snack Menus
- Snack Sense Guidelines for Serving Healthy Foods
- Model Policies (House Rules)
- Additional Resources

## STEP 4: Evaluate

- Overview of Evaluation
- Guidelines for Evaluation Process

## STEP 5: Celebrate

- Ways to celebrate your Out of School group's accomplishments

## Appendices

- Appendix A: LiveWell Greenville Healthy Out of School Time Designation
- Appendix B: FRAC
- Appendix C: National Afterschool Association

## Technical Assistance

## Miscellaneous



## STEP 1: ASSESS

### WHERE ARE WE NOW?

The first step towards becoming a Healthy OST Provider is to assess your center's current environment and policies with respect to nutrition, physical activity, and tobacco.

The following LiveWell Greenville Healthy OST Provider Assessment Tool is heavily based upon the NAP SACC instrument designed by researchers at the University of North Carolina at Chapel Hill. Some of the questions have been modified to be more relevant for OST providers for grades K-5. Please answer questions in this assessment honestly. Feel free to invite key staff members to assist in the completion of the assessment.

Once the assessment is complete, LiveWell Greenville partners will be available to review the results with you, and provide technical support and assistance as you begin your journey to becoming a Healthy OST Provider. This assessment contains questions in the following areas:

#### Nutrition

- Snack Foods
- Beverages
- Feeding Practices
- Foods Offered Outside of Regular Snacks
- Supporting Healthy Eating
- Nutrition Education for Staff, Children, and Parents

#### Physical Activity

- Active Play and Inactive Time
- Play Environment
- Supporting Physical Activity
- Physical Activity Information for, Children, Staff, and Parents
- Physical Activity Policy

#### Tobacco

- Comprehensive Tobacco-Free Facilities
- Tobacco-Free Homes
- Tobacco-Free Vehicles
- Tobacco Education for Staff, Children, and Parents

The assessment tool is available on the internet which is the preferable method for completion. At least two people need to assess the center: the program administrator/supervisor and a staff member.

The online version is available at [www.livewellgreenville.org](http://www.livewellgreenville.org).



## STEP 2: PLAN

### WHERE DO WE WANT TO GO?

Now that you have completed the LiveWell Greenville Healthy OST Assessment Tool, it is time to review your results and determine which areas you would like to prioritize to make improvements in your out of school environment. For example, you may decide that you want your organization to focus on improving the snack menus.

Within each focus area develop 2-3 goals. A goal in the area of snack menus might be: by the end of the school year, increase the number of healthy options available on the snack menus by 50%. Then for each goal you develop, determine the action steps needed to accomplish the goal, persons responsible for each action step, and targeted completion date.

Make your action steps [objectives] SMART! For example:

**Specific** - Objectives should provide the “who” and “what”.

**Measurable** - Objectives should quantify the amount of change expected.

**Achievable** - Objectives should be attainable within a given time frame.

**Realistic** - Objectives should accurately address the scope of the problem and action steps can be implemented within a specific time frame.

**Time-bound** - Objectives should provide a time frame when they will be measured or met.

The following page contains an Action Planning Document Template that you can use to develop your organization’s plan. Do not feel like you need to fill in all the spaces. It is best to pick just a couple of areas in which you’d like to improve and focus on those first. Even simple changes can make a difference! You can always choose additional areas to work on once you have accomplished your initial goals.

The first table in this document lets you outline your areas of focus and the goals for each area. The remaining tables in this section are designed to outline your action steps for each goal.

LiveWell Greenville is available to provide assistance and support in developing your action plan, free of charge. We encourage you to take advantage of this complimentary service.

#### Here are some examples of simple changes you can make:

- Offer water, 100% fruit juice, or low fat/skim milk daily on the snack menu.
- Offer fruit at least three times each week.
- Provide a minimum of 30 minutes of active play each afternoon.
  - Display age-appropriate posters illustrating the harmful effects of tobacco
  - Provide tobacco information (such as brochures) for parents at front office/front desk
  - Display Tobacco-Free Facility signage



# STEP 2

The following page contains a Sample Action Plan that may be used as a guide in developing your organization's plan. Do not feel like you need to fill in all the spaces. It is best to pick just a couple of areas in which you'd like to improve and focus on those first. Even simple changes can make a difference! You can always choose additional areas to work on once you have accomplished your initial goals.

This document lets you outline your areas of focus and the goals for each area. The remaining tables in this section are designed to outline your action steps for each goal.

LiveWell Greenville is available to provide assistance and support in developing your action plan, free of charge. We encourage you to take advantage of this complimentary service.



# LiveWell Out of School Time

## Best Practices

### Nutrition

- Program will offer fresh, frozen (no sugar added), canned (no sugar added in its own juice) or dried (no sugar added) fruits or vegetables
- Program providing care 5 days per week serve fruits and vegetables at least 3 days per week
- Program providing care 4 days per week serve fruits and vegetables at least 2 days per week
- No sugar sweetened beverages or artificial sweetened beverages available
- Limit processed foods (crackers, gold fish, pretzels)
- Water is available at all times
- Program will offer nutrition education monthly for students
- Program will offer nutrition education quarterly for staff and parents (summer camp will provide this once)

### Physical Activity

- Children will have at least 30 minutes of physical activity daily
- During a summer camp , children will have at least 60 minutes of physical activity daily
- Children will not be seated for more than 30 minutes at a time
- Program will provide educational opportunities concerning physical activity/active living to children monthly
- Program will provide educational opportunities concerning physical activity/active living to staff and parents quarterly (summer camp will provide this once)

### Tobacco

- Tobacco products will be prohibited on the out of school time campus or site
- If out of school time site has an employee who smokes, the director will ask he or she to wash their hands and change their outer layer of clothing before coming in contact with the children
- Program will provide tobacco education annually to children, staff and parents

### Staff

- Staff will model healthy eating by consuming non-sugary drinks and healthy food options (Go or Slow foods, no Whoa foods)
- Program will provide opportunities for all staff members to participate in professional development (LiveWell networkings, tutorials of networkings, etc.)

### Policy

- The out of school time program will have a written wellness policy or house rules addressing nutrition, physical activity and tobacco



## LiveWell Out of School Time Best Practices

For LiveWell All Day Summer Camps

### Nutrition

- Program will offer at least two fresh, frozen (no sugar added), canned (no sugar added in its own juice) or dried (no sugar added) fruits or vegetables at each meal.
- No sugar sweetened beverages or artificial sweetened beverages available
- Limit processed foods (crackers, gold fish, pretzels)
- Water is available at all times
- Program will offer nutrition education weekly for students
- Program will offer nutrition education at least once for staff and parents

### Physical Activity

- Children will have at least 60 minutes of physical activity daily
- During a summer camp , children will have at least 60 minutes of physical activity daily
- Children will not be seated for more than 30 minutes at a time
- Program will provide educational opportunities concerning physical activity/active living to children monthly
- Program will provide educational opportunities concerning physical activity/active living to staff and parents once per summer session.

### Tobacco

- Tobacco products will be prohibited on the out of school time campus or site
- If out of school time site has an employee who smokes, the director will ask he or she to wash their hands and change their outer layer of clothing before coming in contact with the children
- Program will provide tobacco education annually to children, staff and parents

### Staff

- Staff will model healthy eating by consuming non-sugary drinks and healthy food options (Go or Slow foods, no Whoa foods)
- Program will provide opportunities for all staff members to participate in professional development (LiveWell networkings, tutorials of networkings, etc.)

### Policy

- The out of school time program will have a written wellness policy or house rules addressing nutrition, physical activity and tobacco





## SAMPLE ACTION PLAN

After School Center Name: \_\_\_\_\_

Site Name: \_\_\_\_\_

Date: \_\_\_\_\_

Date of Goal-setting: \_\_\_\_\_

Target Date for Evaluation: \_\_\_\_\_

### Areas for Improvement/Specific Goals:

SELF-ASSESSMENT AREA	GOALS	TARGET DATE FOR COMPLETION
NUTRITION:	Increase fresh fruit being offered to three times each week.	January 30
	Replace sugar sweetened beverages in vending machine with water and/or 100% fruit juice.	January 30
	Provide nutrition education by introducing children and family to a new food every other month.	February
PHYSICAL ACTIVITY:	Decrease frequency of seated time to less than 30 min. during any homework session four times each week.	February
TOBACCO:	Increase tobacco education to at least 1 lesson per week (videos, speakers, activities, worksheets, etc.)	May
	Display posters/signs in the facility that illustrate the ill effects of tobacco.	May
	Clean property of tobacco litter and routinely verify that the facility is tobacco litter-free (cigarette butts, etc.)	June
ADDITIONAL:	Develop written policy and procedure draft for nutrition and physical activity practices.	September



## STEP 3: IMPLEMENT

### LET'S DO IT!

Now that you have prioritized specific areas to improve in your OST program –so that the healthy choice is the easy choice for children – and developed a plan with specific goals and time lines, it's time to put your plan into action.

This next portion of this toolkit provides resources to help you implement your action plan. You will find links to different websites that have valuable information that can assist you in creating an environment that supports your children in their healthy living endeavors. There are local resources for healthy eating, physical activity and tobacco education as well as online resources.

LiveWell Greenville does not play any role in determining the contents on these websites. They are, however, from reputable organizations – such as the Centers for Disease Control – that we can confidently recommend. Remember, LiveWell Greenville is here to provide technical support and assistance to you as you implement your healthy OST plan.



# STEP 3

## LOCAL RESOURCES TO ASSIST WITH IMPLEMENTATION

- Eat Smart Move More South Carolina, <http://esmmsc.org/options-for-action/>  
The Options for Action section of their website provides tools that can help promote healthy eating in schools.
- Furman University Eat Well Recipe Corner,  
<http://www2.furman.edu/sites/LiveWell/EatWell/Pages/RecipeCorner.aspx>  
Access a wide variety of healthy recipes compiled by local expert Kelly Frazier of the Furman Health Sciences Department
- Earth Fare, [www.earthfare.com](http://www.earthfare.com)  
Earth Fare is a local healthy supermarket focused on getting the community healthy one step at a time. Earth Fare offers free educational classes, food/recipe demonstrations, and other forms of community outreach geared towards a healthier lifestyle are offered. Call 864.527.4220 for more information.  
Veronica Butler: [gvl240community@earthfare.com](mailto:gvl240community@earthfare.com)
- Marvin's Produce, [www.marvinsproduce.com](http://www.marvinsproduce.com)  
Marvin's Produce is a wholesale distributor of fresh fruits and vegetables and has developed The Box as an economical means of providing the freshest, most tantalizing fruits and vegetables to your children and family. Every two weeks, an assortment of fresh fruits and vegetables is hand-selected and available for \$15.
- Whole Foods Market, [www.wholefoodsmarket.com](http://www.wholefoodsmarket.com)  
Whole Foods Market {WFM} is a leading natural and organic foods supermarket. WFM Greenville offers store tours to staff and children highlighting a variety of topics.  
Traci Barr (healthy eating specialist) [traci.barr@wholefoods.com](mailto:traci.barr@wholefoods.com)
- Chef Damion Norton: Professional catering  
[lisa@greenvilleprofessionalcatering.com](mailto:lisa@greenvilleprofessionalcatering.com)  
864-234-0044
- Susan Cannon  
Wind institute of healing and meditative arts  
registered yoga instructor and aroma therapist  
[info@thewindinstitute.com](mailto:info@thewindinstitute.com)  
Call 864.292.9691
- Patricia Carson  
Greenville Organic Food Organization  
Program Coordinator  
[patriciacarson@gofogreenville.org](mailto:patriciacarson@gofogreenville.org)



## LOCAL RESOURCES (continued)

- Andrew Rose  
New Sprout Organic Farms  
andrewr@newsproutfarms.com  
Call 828.357.5501
- Brigid Benedict  
Tower Garden  
Nutritional Insurance and Prevention Specialist  
benedictsc@yahoo.com  
Call 864.363.3460
- Greenville Family Partnership, [www.gfpdrugfree.org](http://www.gfpdrugfree.org)  
Greenville Family Partnership's mission is to prevent children and youth from using tobacco, alcohol, drugs, and other harmful substances. Greenville Family Partnership is building healthy, drug-free communities one person at a time, through education and partnering with families and communities.
- Robert Jackson  
Greenville Family Partnership: Tobacco Coordinator  
robert@gfpdrugfree.org  
Call 864.467.4099
- Penny Bostain  
Children Advocacy  
Special Project Coordinator Children's Hospital of GHS  
pbostain@ghs.org  
Call 864.454.2102
- Ayesha Ahmad  
Children Advocacy  
Special Project Coordinator/Safe Kids Upstate  
aahmad@ghs.org  
Call 864.454.1103
- YMCA of Greenville, [www.ymcagreenville.org](http://www.ymcagreenville.org)  
The YMCA of Greenville has four family branches located in different areas of Greenville County that offer a variety of wellness facilities and programs for people of all ages and fitness levels. Visit their website for more information.



# STEP 3

## LOCAL RESOURCES (continued)

- Lynn Pilewski  
Greenville County Soil and Water Conservation District  
Education Program Coordinator  
lpilewski@greenvillecounty.org  
Call 864.467.2755 ext.103
- DSS CACFP  
cacfp@dss.sc.gov  
803.898.0960  
Trainers Contact: Greta Avery  
Greta.avery@dss.sc.gov  
Call 803.898.7576



## Healthy Snack Menus

1. 100% Whole Wheat Mini Bagel  
Light Cream Cheese  
Fresh Apple slices  
Water
2. Plain Popcorn  
Packaged Cut Fruit  
(Grape Giggles, etc.)  
Water
3. Watermelon  
Baby Carrots and Low- Fat Ranch  
100% Fruit Juice
4. Low Sugar Cereal  
Orange Slices  
Non-Fat Milk  
Water
5. Baked Pita Chips  
Hummus  
Packaged Cut Fruit (Grape Giggles, etc.)  
Water
6. Graham Crackers  
Blackberries  
Non-fat milk
7. Low- Fat Yogurt  
Granola Bar  
100% fruit juice
8. Baby Carrots with Hummus dip  
Grapes  
Water
9. Pretzel Pack  
Unsweetened Apple Sauce  
Water
10. Low- Fat Cottage Cheese with Canned  
Peaches  
Water
11. Celery with Nut Butter and Raisins  
Wheat Thins  
Water
12. Cheese Stick and Crackers  
Watermelon  
Low-Fat milk
13. "Fruit Parfait"  
Low- Fat yogurt  
Wheat Germ  
2 or 3 Seasonal Fruits  
Water
14. 100% Whole Wheat Bread with Nutella  
Blueberries  
Water
15. Graham Crackers  
Cucumber  
Broccoli  
Low-Fat Ranch  
Low -Fat milk



## Sample Snack Shopping Lists

### Week One Shopping List, (50-55 children):

FOOD	QUANTITY	TOTAL COST
100% Whole Wheat Mini Bagels.....	4 bags .....	4 x \$4.25/ea. = \$17.00
Fat-free cream cheese (1 TBSP.).....	2 large tubes.....	2 x \$3.50/ea. = \$7.00
Apples.....	3 bags .....	3 x \$4.19/ea. = \$12.57
Popcorn (1 cup, popped) .....	1-6 bag box .....	1 x \$3.89ea. = \$3.89
Packaged Cut Fruit.....	7 boxes.....	7 x \$3.19/ea. = \$22.33
Blueberries .....	4 containers .....	4 x \$3.80/ea. = \$15.20
Baby Carrots .....	3 bags .....	3 x \$4.00/ea. = \$12.00
Low-Fat Ranch.....	2- 40 oz. bottles.....	2 x \$9.47/ea. = \$18.94
Low-Sugar Cereal.....	3 -40.7 oz. boxes.....	3 x \$5.78/ea. = \$17.34
Oranges .....	2 bags .....	2 x \$4.49 = \$8.89
Baked Pita Chips.....	4 bags .....	4 x \$3.99/ea. = \$15.96
Hummus.....	1 container .....	1 x \$5.40/ea. = \$5.40
100% Fruit Juice.....	9 gallons.....	6 x \$3.59/ea. = \$21.54
Cost for Week One.....		Total: \$178.06

### Week Two Shopping List, (50-55 children):

FOOD	QUANTITY	TOTAL COST
Graham Crackers.....	3 boxes .....	3 x \$3.99/ea. = \$11.97
Peanut Butter (1 TBSP.).....	1 large container .....	1 x \$3.99/ea. = \$3.99
Low- Fat Yogurt.....	3 boxes .....	3 x \$7.60/ea. = \$22.80
Granola Bars .....	3 boxes .....	3 x \$3.94/ea. = \$11.82
Baby Carrots .....	3 bags.....	3 x \$4.00/ea. = \$12.00
Hummus.....	1 container .....	1 x \$5.40/ea. = \$5.40
Grapes.....	3 bags.....	3 x \$3.76/ea. = \$11.28
Pretzel Packs.....	2 boxes; 48 packs/ea.....	2 x \$10.18/ea. = \$20.36
Unsweetened Apple Sauce .....	3 large containers .....	3 x \$4.25/ea. = \$12.75
Low-Fat Cottage Cheese .....	1-3lb containers .....	1 x \$4.98/ea. = \$4.98
Canned Peaches.....	3 (17 serving cans/ea.) .....	3 x \$3.90 = \$11.70
Non-fat milk .....	6 gallons .....	6 x \$3.59/ea. = \$21.54
100% Fruit Juice.....	9 gallons .....	9 x \$1.99/ea. = \$17.91
Cost for Week Two .....		Total: \$168.50



# STEP 3

## Week Three Shopping List, (50-55 children):

FOOD	QUANTITY	TOTAL COST
Raisins .....	1-14 oz. box.....	1 x \$2.30/ea. = \$2.30
Celery Stalks.....	55 long stalks (10 per bunch).....	1 x \$1.49/ea. = \$8.94
Peanut Butter(1 TBSP).....	1 large container .....	1 x \$3.99/ea. = \$3.99
Wheat Thins .....	7 boxes .....	7 x \$3.12/ea. = \$21.84
String Cheese.....	2 bags; 30 per bag.....	2 x \$7.99/ea. = \$15.98
Grapes.....	3 bags.....	3 x \$3.76/ea. = \$11.28
2 or 3 seasonal fruits (strawberries, blackberries, kiwi, etc.).....		Estimated \$20.00 total
Low- Fat Yogurt.....	3 boxes; 24 per box.....	3 x \$7.60/ea. = \$22.80
Wheat Germ.....	1 container .....	1 x \$6.09 = \$6.09
100% Whole Wheat Bread.....	2 27-piece loafs.....	2 x \$4.15/ea. = \$4.15
Nutella.....	1 jar .....	1 x \$3.99/ea. = \$3.99
Blueberries .....	4 containers.....	4 x \$3.80/ea. = \$15.20
Graham Crackers.....	3 boxes .....	3 x \$3.99/ea. = \$ 11.97
Non-Fat Milk.....	6 gallons .....	6 x \$3.59/ea. = \$21.54
Cost for Week Two .....		Total: \$170.07





## SNACK SENSE

### About Snack Sense

Snack Sense aims to help managers and staff to incorporate the Environmental Standards for Healthy Eating into their regular snack time routine at a low price.

#### Environmental Standards for Healthy Eating

- Do not serve sugar-sweetened beverages.
- Serve water every day.
- Serve a fruit and/or vegetable every day.
- Do not serve foods with trans fat.
- When serving grains (like bread, crackers and cereals), serve whole grains.

Snack Sense includes tips for buying healthy and inexpensive snacks, information on each of the Environmental Standards, budget-friendly sample snack menus, and a shopping guide.

#### Budgeting for Healthy Snacks

- Although people worry that healthy foods can be expensive, there are a lot of healthy snack options that are inexpensive. When shopping, remember to select foods that are consistent with the Environmental Standards for Healthy Eating.
- Buy fresh fruits and vegetables that are inexpensive and available year-round, like bananas and baby carrots. More examples are listed on page 21
- Buy canned fruits in 100% juice or light syrup and canned veggies without added salt. Stock up on canned fruits and veggies when they are on sale because they don't go bad!
- Avoid highly processed and refined packaged foods like cookies and animal crackers. These can be expensive, less healthy, and may contain trans fats.
- Serve tap water instead of sugar-sweetened beverages- tap water is a refreshing, healthy, no-calorie beverage that is virtually free!
- Buy foods that are on sale.
- Buy in bulk. If available, buy snacks from a wholesale retailer (e.g. BJs®, Costco®, or Sam's Club®). Or buy snacks in large containers; individually wrapped "single-serving" sizes are expensive.
- Buy generic or store brand foods, which are usually less expensive than brand names.

#### DID YOU KNOW?

**The USDA reimburses for each after school snack. In order to be reimbursed, a snack must contain at least two of the following:**

- **Grain/bread**
- **Fruit or vegetable or 100% fruit juice**
- **Protein/ meat/ meat alternate**
- **Milk**

The complete Food & Fun After School Curriculum can be downloaded at no cost from the Food and Fun website, [www.foodandfun.org](http://www.foodandfun.org) or [www.hsph.harvard.edu/research/prc/projects/food-fun/](http://www.hsph.harvard.edu/research/prc/projects/food-fun/)



# STEP 3

## The Environmental Standards for Healthy Eating

### Do Not Serve Sugar-Sweetened Beverages

Why shouldn't you serve soda, juice drinks, or sports drinks? Because they all contain sugar! Sugar-sweetened drinks are the top source of added sugar in kids' diets. Drinking too many high sugar drinks increases the risk for obesity in kids and adults. These drinks add extra calories our bodies don't notice. Soda, juice, and sports drinks can also cause dental cavities. Diet sodas contain artificial sweeteners. They train kids to crave "sweetness" in drinks and foods. Their long-term safety is not fully known, so it is best to avoid them. All of these sugary drinks are much more expensive than tap water which costs only pennies! If you do serve 100% juice, limit to 4 ounces per day. But remember, juice doesn't substitute for whole fruit.

#### DO NOT SERVE THESE DRINKS!

- Soda
- Sweetened iced teas
- Fruit punches and fruit-ades
- Fruit drinks
- Sports drinks
- Energy drinks
- Drinks with sugar substitutes, like diet soda

### Serve Water Every Day

Water is a great drink choice for kids. It is calorie-free and low cost from your nearest tap! Make sure that a pitcher of water and cups are available every day at snack time. Kids should also drink plenty of water when they are playing and being active. Even with a slice of fruit or splash of 100% fruit juice, this is the most inexpensive beverage option you can make available to children after school.

Jazz up water with these simple tricks!

- Add sliced fruit like oranges to the water for a light yummy flavor
- Serve sodium-free seltzer water
- Mix a splash of 100% juice with sodium-free seltzer water
- Mix 4 oz of water with 4 oz of juice for a refreshing drink

### Serve a Fruit and/or Vegetable Every Day

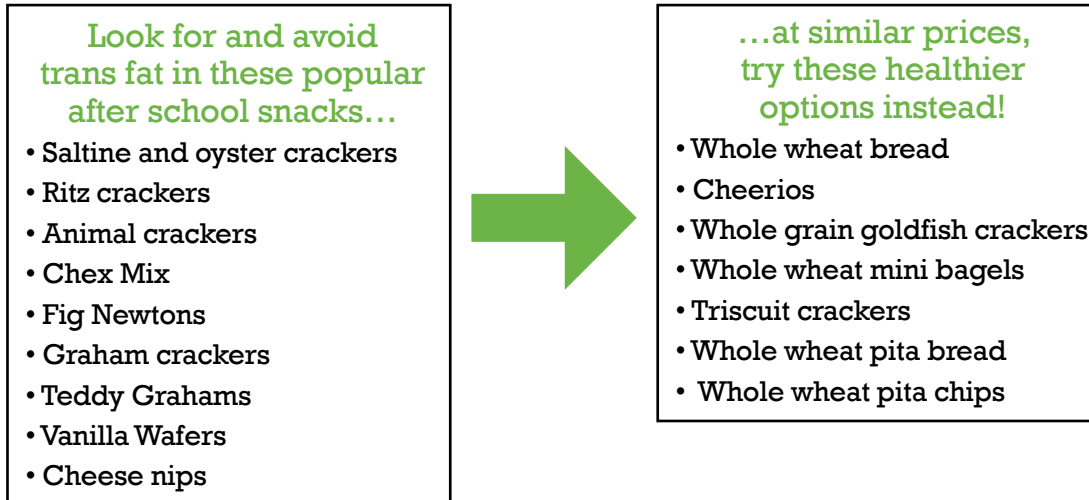
Fruits and vegetables are full of vitamins, minerals, and fiber. A diet high in fruits and vegetables can help kids grow and fight illness. The fiber and water in fruits and vegetables also help you to feel full. Serving 100% juice doesn't substitute for whole fruit! Some fruits and veggies are less expensive in season, such as strawberries and blueberries. On the other hand, many fruits and veggies are inexpensive year-round. Check out the Snack Sense Shopping Guide for some examples of inexpensive fruits and veggies frequently served in YMCA after-school programs!



## The Environmental Standards for Healthy Eating

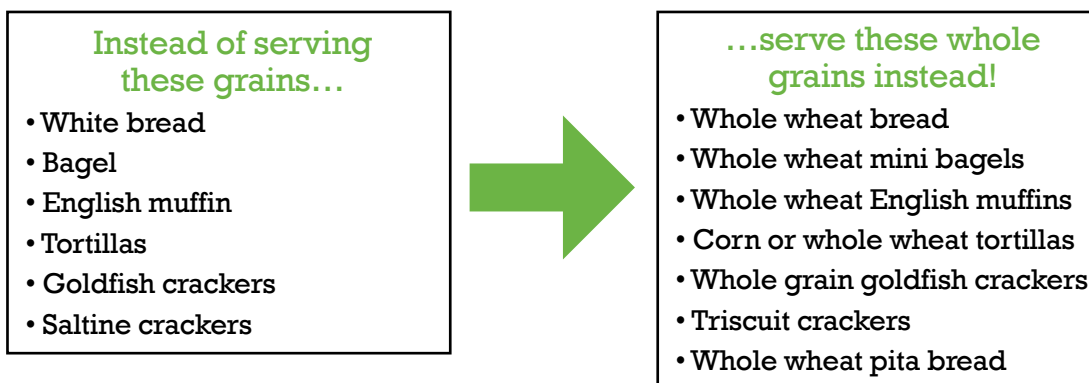
### Do Not Serve Foods Containing Trans Fat

Trans fat is an unhealthy fat because it increases the risk of certain diseases. Trans fat is often hidden in packaged foods like muffins, cookies, brownies, and crackers. Some brands of popcorn and peanut butter may have trans fat too. Read nutrition labels and only select foods with 0 grams of trans fat. By law, products containing up to 0.49 grams trans fat per serving can still be listed on the nutrition label as 0 grams trans fat. Check the ingredient list and avoid buying any foods that list “partially hydrogenated oils”; this means there is trans fat in the food.



### When Serving Grains (Like Bread, Crackers and Cereals), Serve Whole Grains

Whole grains contain fiber, vitamins, and healthy fats that are good for you and help you feel full longer. Many of these nutrients are not contained in refined “white” flour or sugar. Whenever possible, substitute whole grain products for refined grain foods; whole grains are often available at the same price as refined options. These are some frequently served snack foods at YMCA after school programs that are available as whole grain for a similar price!



# STEP 3

## Snack Sense Sample Menu

Below are some sample snack menus that YMCAs are serving in their after school programs. These menus are great because they achieve all 4 Environmental Standards for Healthy Eating, they qualify for USDA snack reimbursemen AND they are less than 74¢!\* Remember! Tap water should be served at every snack for virtually no cost. What a bargain!

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>Week 1 Snack</b>	Apple slices, peanut butter	Celery, raisins, string cheese	Oranges, Triscuits	Tomato wedges, string cheese	Whole wheat spaghetti, tomato sauce
<b>Week 1 Beverage</b>	Water and 1% milk	Water	Water with a splash of 100% juice	Water	Water
<b>Week 2 Snack</b>	Whole wheat crackers, oranges	Egg salad w/ mayo, whole wheat bread, cucumber slices	Banana, peanut butter, raisins	Colored pepper slices, cheese	Egg salad w/ mayo, whole wheat bread, cucumber slices
<b>Week 2 Beverage</b>	Water	Water and 1% milk	Water	Water and 1% milk	Water and 1% milk
<b>Week 3 Snack</b>	Salsa, beans, corn tortilla chips	Broccoli, couscous	Fruit canned in 100% juice, whole wheat pretzels	Baby carrots, hummus	Broccoli, couscous
<b>Week 3 Beverage</b>	Water	Water with a splash of 100% juice	Water	Water	Water with a splash of 100% juice
<b>Week 4 Snack</b>	Banana, oatmeal	Tuna salad w/ mayo, baby carrots and Wheat Thins	Trail mix (nuts, sunflower seeds, dried fruit)	Peanut butter, whole wheat mini-bagel, raisins	Tuna salad w/ mayo, baby carrots and Wheat Thins
<b>Week 4 Beverage</b>	Seltzer water	Water	Water	Water	Water

Occasionally, you may want to do a special cooking project. Here are some examples of special snacks that could cost less than \$1.50 per serving!

<b>Snack</b>	Whole wheat spaghetti, tomato sauce, shredded cheese, sliced peppers	Corn tortilla, black beans, shredded cheese, salsa	Salad, Italian dressing, whole wheat pita bread	Whole wheat English muffin, shredded cheese, tomato sauce
<b>Beverage</b>	Water	Water & 1% milk	Seltzer water	Water

\*Note: The price of foods and beverages are estimates based on national price averages. Prices in the area where you shop may be more or less expensive.

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## Snack Sense Shopping Guide

Fruits, vegetables, proteins, and grains are the building blocks of healthy bodies. Each day at snack, offer a fruit or veggie AND a protein or grain. Serving sizes are on the Nutrition Facts Label of packaged foods. In general, 1 medium fresh fruit or ½ cup of chopped or canned fruit counts as a serving. One serving of dried fruit is ¼ cup. 1 cup of raw leafy veggies, or ½ cup of other vegetables is one serving. These are standard serving sizes, but children may eat more or less of a food based on individual needs. For more information on serving sizes, see our Snack Sense Serving Size Guide!

Below are some examples of budget-friendly healthy options for fruits, veggies, proteins, and grains that YMCAs are serving in their after school programs!

### Offer a Fruit or Vegetable Option Every Day!

#### FRUITS

Apple slices  
Apricots  
Raisins  
Banana  
Applesauce  
Canned fruit in 100% juice  
Grapes  
Oranges  
Dried mixed fruit  
without added sugar  
Avocado  
Frozen berries

#### VEGETABLES

Celery Salsa  
Frozen peas  
Canned corn niblets  
Cucumber  
Colored pepper slices  
Baby carrots  
Broccoli Lettuce  
Tomatoes

\* Avoid french fries and tater-tots.

### Offer a Protein or Grain Option Every Day!

#### WHOLE GRAINS

Whole wheat bread  
Triscuit crackers  
Couscous  
Quinoa  
Whole wheat bagels  
Whole grain  
Goldfish crackers  
Cheerios  
Corn tortillas  
Whole wheat tortillas  
Whole wheat English muffins

\*Avoid whole grain foods with trans fats. Make sure trans fat is 0g. Do not buy anything with "partially hydrogenated" in the ingredient list.

#### PROTEIN

Canned black beans  
Hard boiled egg  
Peanut butter  
Tuna  
String cheese  
Mixed nuts  
Hummus  
Yogurt  
Cottage cheese

\*Nut allergies are a serious issue. Make sure no one is allergic before serving ANY products with nuts.



# STEP 3

## Snack Sense Serving Size Guide

What counts as a serving? It depends on the type of food! Check out the general guidelines below and a few examples for each type of food. For packaged foods, check the nutrition label- it lists the serving size! Note that serving sizes are standard serving sizes for planning purchases, but children may eat more or less of a food based on individual needs.

### FRUITS

In general, 1 medium fresh fruit or  $\frac{1}{2}$  cup of chopped or canned fruit counts as a serving.

One serving of dried fruit is  $\frac{1}{4}$  cup.

Some examples of one fruit serving!

1 medium banana

1 medium apple

$\frac{1}{2}$  cup of sliced strawberries

$\frac{1}{2}$  cup canned pineapple or peaches

$\frac{1}{4}$  cup of raisins or dried cranberries

$\frac{1}{4}$  of a medium avocado

### WHOLE GRAINS

One slice of bread, about 1 cup of cereal, or  $\frac{1}{2}$  a cup of cooked cereal, rice or pasta is one grain serving.

Some examples of one whole grain serving!

1 slice of whole wheat bread

1 whole wheat tortilla (7 inches in diameter)

1 cup of Cheerios

$\frac{1}{2}$  cup of couscous

$\frac{1}{2}$  whole wheat English muffin

6 Triscuit crackers

50 whole grain Goldfish crackers

### VEGETABLES

In general, 1 cup of raw leafy vegetables or  $\frac{1}{2}$  cup of other vegetables (cooked or raw) counts as 1 serving.

Some examples of one vegetable serving!

1 cup of baby spinach or lettuce

$\frac{1}{2}$  cup of baby carrots

$\frac{1}{2}$  cup of sliced cucumbers

$\frac{1}{2}$  cup of cherry tomatoes

$\frac{1}{2}$  cup of tomato sauce

### PROTEIN

One cup of yogurt,  $1\frac{1}{2}$  ounces of cheese, 2 tablespoons of peanut butter,  $\frac{1}{2}$  cup of beans, and  $\frac{1}{3}$  cup of nuts is one serving.

Some examples of one protein serving!

1 hard boiled egg

1 cup of yogurt

1 stick of string cheese

$\frac{1}{4}$  cup of shredded cheese

2 Tbs hummus

$\frac{1}{2}$  cup of black beans

$\frac{1}{2}$  can of tuna



## Snack Sense Calculator

The price of foods and beverages in Snack Sense are estimates based on national price averages. Prices in the area where you shop may be more or less expensive. Use the Snack Sense Calculator worksheet to find the price per serving of the snacks at your program! Note that calculating serving sizes are standard serving sizes for planning purchases and estimating price, but children may eat more or less of any snack based on individual needs.

INSTRUCTIONS: Fill out the worksheet below for one week. You can do this every few months to see if there are differences in the price of the snacks you serve. The "Servings Per Container" (row C) is on the Nutrition Facts Label of packaged foods. For fresh fruits, a medium-sized fruit or ½ cup of cut-up fresh fruit is one serving. For fresh vegetables, 1 cup of raw leafy veggies or ½ cup of other vegetables is one serving.

	EXAMPLE	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
A. Food/Beverage #1	Whole grain pretzels					
B. Price paid	\$1.99					
C. Servings per Container	12					
D. Price per Serving (÷ Row B by Row C)	$1.99 \div 12 = .16$					
A. Food/Beverage #2	Banana					
B. Price Paid	19¢/ea.					
C. Servings per Container	1					
D. Price per Serving (÷ Row B by Row C)	$.19 \div 1 = .19$					
A. Food/Beverage #3	Tap water and cup					
B. Price paid	.03					
C. Servings per Container	1					
D. Price per Serving (÷ Row B by Row C)	$.03 \div 1 = .03$					
Price of total snack per serving: (Add all Row Ds)	$.16 + .19 + .03 =$ \$.38 per serving					



## SAMPLE MODEL POLICIES

### Policy, System and Environment

OST settings provide numerous opportunities to promote a healthy diet and regular physical activity, as well as awareness of the dangers of second- and third-hand tobacco. Secondhand smoke contains more than 250 chemicals known to be toxic or carcinogenic (cancer-causing), including formaldehyde, benzene, vinyl chloride, arsenic, ammonia, and hydrogen cyanide. Children who are exposed to second-hand smoke are inhaling many of the same cancer-causing substances and poisons as smokers.

Successful strategies include:

- Incorporating movement during the homework center to decrease seated time;
- Providing healthier foods, such as fresh fruits and vegetables, whole grains, and low fat or skim milk;
- Teaching kids and their parents about healthier eating and physical activity habits;
- Involve the children in activities that support tobacco-free lifestyles.

This table provides examples of traditional health promotion programs/events and policy, systems, and environmental change strategies in a variety of settings. The purpose of providing this comparison is to show how policy, systems, and environmental strategies have a broader reach and encourage sustainable change, and how we can then use existing programs/events to move towards more impactful changes.\*

SETTING	PROGRAM/EVENTS	POLICY, SYSTEM & ENVIRONMENTAL CHANGE
Child Care/ Preschool	Provide healthy tips in parent newsletter	Adopt a policy to provide opportunities for physical activity throughout the day

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# STEP 3

## Sample Physical Activity Policy

For use within any organization seeking to increase opportunities for physical activity.

WHEREAS:

\_\_\_\_\_ (organization name) is concerned about the health of our members;

WHEREAS:

People have become more and more interested in eating smart and moving more;

WHEREAS:

Cancer, heart disease and stroke—the top three causes of death in North Carolina—are largely affected by what we eat and how physically active we are;

WHEREAS:

Physical activity is associated with many positive health benefits and can prevent or delay the onset of many chronic diseases;

THEREFORE:

Effective \_\_\_\_\_ (date), it is the policy of \_\_\_\_\_ (organization name) that activities and events sponsored or supported by this organization will always include opportunities for physical activity by:

- Building physical activity breaks into scheduled seated time that is longer than 30 minutes; Such as stretch breaks, icebreakers or other activities
- Identifying physical activity opportunities; Such as structured play like CATCH activities or free play
- Supporting schedules to allow physical activity
- Providing encouragement from group leadership to engage in physical activity; Such as promoting healthy lifestyles; serving as role models for the kids.

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Date: \_\_\_\_\_

Adapted from Eat Smart, Move More North Carolina, a statewide movement that promotes increased opportunities for healthy eating and physical activity wherever people live, learn, earn, play and pray. We work to help communities, schools and businesses make it easy for people to eat healthy food and be physically active. Visit our website [www.EatSmartMoveMore.com](http://www.EatSmartMoveMore.com) for more information.



## Sample Healthy Foods Policy

For use within any organization where foods or beverages are served.

WHEREAS:

\_\_\_\_\_ (organization name) is concerned about the health of our members;

WHEREAS:

People have become more and more interested in eating smart and moving more;

WHEREAS:

Cancer, heart disease and stroke—the top three causes of death in North Carolina—are largely affected by what we eat and how physically active we are;

WHEREAS:

Foods such as fruits, vegetables, whole grain breads and pastas, and low-fat dairy products are better choices for preventing many diseases;

THEREFORE:

Effective \_\_\_\_\_ (date), it is the policy of \_\_\_\_\_ (organization name) that all activities and events (meetings, potlucks, catered events, community-sponsored events, etc.) sponsored or supported by this organization will always include opportunities for healthy foods and beverages by:

- Offering water as a beverage option and omitting sugar-sweetened beverages (regular soda, sweet tea, other drinks with sugar)
- Purchasing or serving fruits and/or vegetables;  
Such as fresh, frozen, canned [in own juice] or dried fruits (oranges, grapes, apples, raisins, etc.), and fresh, frozen or canned vegetables
- Purchasing or serving fat-free/low-fat milk and dairy products;  
Such as skim, nonfat or 1% milk; low-fat and fat-free yogurt and cheese
- Purchasing foods made from whole grains;  
Such as whole-wheat crackers, breads and pastas
- Staff serving as role models for healthy food choices and encouraging healthy food policies.

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Date: \_\_\_\_\_

Adapted from Eat Smart, Move More South Carolina, a statewide movement that promotes increased opportunities for healthy eating and physical activity wherever people live, learn, earn, play and pray. We work to help communities, schools and businesses make it easy for people to eat healthy food and be physically active. Visit our website [www.EatSmartMoveMore.com](http://www.EatSmartMoveMore.com) for more information.



# STEP 3

## Example of OST House Rules

We will serve fresh fruit or vegetables three times each week.

We will provide students with ample opportunity to hydrate their bodies with water.

Sweetened beverages, fried food, and sugary snacks are not seen at our program or its activities.

Tobacco use is not allowed at our sites.

If we have an employee that smokes we will ask he/she to wash their hands and change their outer layer of clothing before working with the children.

We strive to maintain grounds and facilities that are free of tobacco and other litter.

We will educate our students and parents on the effects of tobacco use at least once per year.

We will educate our students on Nutrition at least once per month and will educate staff and parents on nutrition quarterly

Our students will be seated for no more than 30 minutes at a time during afterschool.

Our students will participate in moderate to vigorous physical activity for 30 minutes each day.

We will teach CATCH games at least twice per week

Our staff and volunteers will follow the same guidelines as our students and our program.

– Sample policy courtesy of Communities In Schools of Greenville



# Additional Resources



# STEP 4: EVALUATE

## ARE WE MAKING A DIFFERENCE?

Once you have made changes in your center's environment and policies, it is important to evaluate your efforts to objectively determine if any changes have contributed to improvements in eating healthy, being physically active, and enhanced knowledge related to tobacco, compared to your baseline assessment (Step One), and to decide on future direction for continued improvement.

Use the Action Plan you developed in Step Two to determine your timeline for evaluation. The LiveWell Greenville Healthy OST Provider Evaluation Tool is heavily based upon the NAP SACC instrument designed by researchers at the University of North Carolina at Chapel Hill. As with the assessment, please answer questions honestly. After you complete the evaluation, LiveWell Greenville partners will be available to review your results with you.

The evaluation tool contains questions in the following areas:

- Nutrition
- Physical Activity
- Tobacco, particularly second and third-hand smoke
- Specific questions related to quarterly networking sessions

The evaluation tool is available on the internet and is the preferable method for completion. At least two people need to evaluate the progress of the center: the program administrator/supervisor and a staff member. A paper and pencil version of the evaluation will be made available to you if desired.



## STEP 5: CELEBRATE!

Congratulations! You have completed the steps toward creating an environment that supports children, staff, and parents in making healthy choices with respect to eating healthy, physical activity, and tobacco awareness. Now that you have evaluated the progress of your efforts, it is a good idea to take some time to celebrate your accomplishments thus far. Although you may have long term and short term goals remaining to achieve, celebrating successes along the way can keep you energized and motivated to continue the journey towards a healthier center.

Here are some suggestions of ways you can celebrate:

- Family Fun & Fitness Event
- Plan a 'picnic' for parents and children with healthy foods
- Healthy Snack Taste Testing
- Create a festive 'healthy' atmosphere for the children [plan a parade or a play for parents and get the children involved in sharing what has changed at the center]
- Plan a Tobacco-Free Poster Contest

In addition, LiveWell Greenville will recognize your accomplishments publicly on its web site and award a certificate of recognition that will assist parents in knowing the steps your center has taken to provide a healthier environment.

