

Out-of-School Time \_\_\_\_

# Ten Ways to Empower Children to Live Healthy Lives

Standards for Empower Out-of-School Time Programs in Arizona





This material was funded by USDA's Supplemental Nutrition Assistance Program -- SNAP through the Arizona Health Zone. This institution is an equal opportunity provider.

This publication was supported by the Grant or Cooperative Agreement Number, DP004793-03, funded by the Centers for Disease Control and Prevention. Its contents are solely the responsibility of the authors and do not necessarily represent the official views of the Centers for Disease Control and Prevention or the Department of Health and Human Services.

2021 Empower Guidebook for Out-of-School Time Programs in Arizona: This work was supported in part by the Bureau of Women's and Children's Health with funding from the U.S. Department of Health and Human Services, Health Resources and Services Administration (HRSA), Maternal and Child Health Bureau through the Title V Maternal and Child Health Services Block Grant.



## TABLE OF CONTENTS

- **★** Introduction
- ★ How to Use the Guidebook
- ★ The 10 Empower Standards
- Standard Overview and Policies
  - Standard 1: Physical Activity
  - Standard 2: Sun Safety
  - Standard 3: Breastfeeding
  - Standard 4: Child and Adult Care Food Program (CACFP)
  - Standard 5: Fruit Juice
  - Standard 6: Family-style Meals and Snacks
  - Standard 7: Oral Health
  - Standard 8: Staff and Provider Training
  - Standard 9: Arizona Smokers' Helpline (ASHLine)
  - Standard 10: Smoke-Free Environment
- ★ Out-of-School Time Self-Assessment Tool
- **★** Definitions of Key Terms
- References



## **EMPOWER**

### Introduction and Background

Greetings Empower Out-of-School Time (OOST) Superheroes!

You have an amazing opportunity to help shape the health of the children in your care. By your everyday use of the Empower Standards, you are helping children and their families develop healthy habits that will last a lifetime. You want your work to make a lasting difference, to prepare children for their future, and to help children be successful in school and life. You also want your work to make a lasting difference for families, to be their partner during their child's formative years, and to support them through everyday routines. You chose to do this work because you care about children and want the best for each and every child. Use the Empower Standards in your program every day. There is no better gift you can give. Be an Empower Superhero!

The Empower Standards are an Arizona brand! The Empower Standards were developed, piloted, and finally implemented statewide in 2010 when state funding decisions created a financial crisis for the child care and out-of-school time community. The solution was the creation of the Empower Standards. Arizona's child care and out-of-school time facilities, which are licensed by the Arizona Department of Health Services (ADHS) Bureau of Child Care Licensing (BCCL), now have an alternative to paying very expensive fees. Facilities can voluntarily agree to implement the Empower Standards in exchange for a 50% discounted licensing fee. There are two simple parts to implementing Empower in your facility: 1) establish policies for each Standard and 2) implement each Standard, which promotes health, physical activity, nutrition, and other wellness behaviors. This Out-of-School Time edition of the Empower Guidebook is designed to help you do just that! Out-of-school time programs provide safe and supportive environments before- and after-care during the school year and often full days over school breaks and the summer. These programs are key partners to helping children grow up healthy, from providing access to nutritious food to keeping students physically active to modeling healthy behaviors. You are an Empower Superhero!



The Empower Guidebook is designed to provide you with tools that make your job easier. The Standards and Guidebook are based on current science, public health research, national recommendations and best practices. And since out-of-school time programs serve many diverse families, including children and youth with special health care needs

(CYSHCN), the Out-of-School Time edition of the Empower Guidebook reflects the needs of a broad range of children.

By implementing the Empower Standards, you are supporting healthy relationships with food, encouraging physical activity, preventing exposure to tobacco and secondhand smoke, supporting sun safety practices, and promoting healthy oral health behaviors so the children in your care can grow up healthy.

Children and youth with special health care needs have, or are at increased risk for, a chronic physical, developmental, behavioral, or emotional condition that may require health and related services of a type or amount beyond that required by children generally.

Thank you for your work and being an everyday Empower Superhero for Health!



## HOW TO USE THE GUIDEBOOK

The Out-of-School Time Empower Guidebook is organized by each of the 10 Empower Standards.

In each section, you will find:

- Why is this Standard important?
- How to implement the Standard
- Sample policy

Your job is to read about each Standard and learn why it is important to include in your program. We want you to fully understand how implementing the Standard contributes to children's health and wellness. Be sure that you understand the various components that are required in order for the Standard to be fully implemented. For example, for Standard 2, Practice Sun Safety:

- 1. Follows age-specific recommendations to limit sun exposure
- 2. Monitors intensity of sun's rays (UV Index) in planning outdoor activity
- 3. Limits sun exposure during peak hours (10 am to 4 pm)
- 4. Protects skin from sun exposure during outdoor activities (for example: hat, sunglasses, protective clothing)
- 5. Gets permission from parent(s) before applying sunscreen
- 6. Encourages parent(s) to apply sunscreen to children prior to arrival at facility
- 7. Provides sun safety information to families at least annually

#### WHY IS THIS STANDARD IMPORTANT?

This section provides the reasons why this Standard is important to implement and how it contributes to a child's health and wellness. Using Standard 2 as an example, sun safety is important, especially in Arizona, with over 300 sunny days a year. Much of a person's lifetime exposure to the sun occurs before age 18 and too much sun exposure can be dangerous due to the harmful UV rays. Teaching and modeling sun-safety practices help children prevent their risk for skin cancer throughout their lifetime.

#### HOW TO IMPLEMENT THE STANDARD:

To meet this Standard, develop and implement a written policy that includes:

This section helps you understand the various steps or components that are required in order for the Standard to be fully implemented. For example, Standard 2, Practice Sun Safety, there are seven key components that you need to have in place to fully implement this Standard:

- 1. Follows age-specific recommendations to limit sun exposure
- 2. Monitors intensity of sun's rays (UV Index) in planning outdoor activity
- 3. Limits sun exposure during peak hours (10 am to 4 pm)
- 4. Protects skin from sun exposure during outdoor activities (for example: hat, sunglasses, protective clothing)
- 5. Gets permission from parent(s) before applying sunscreen
- 6. Encourages parent(s) to apply sunscreen to children prior to arrival at facility
- 7. Provides sun safety information to families at least annually
- ★ Sample Policy: You are required to have a written policy for each of the 10 Empower Standards. To get you started, we have provided a sample for you to use. You can adopt the policy as is. Write the name of your program on it and make this your policy for now. It's that easy! Over time, we hope that you will adapt the language to better fit your program. Write new policies that are created with input from your families and staff members that focus on the culture of your particular program. Natural times for programs to implement new policies are during enrollment at the beginning of the school year, after winter break, or the start of summer programming. It is important to communicate these policies to all staff members and families so everyone understands the benefits and procedures. If you have other policies for licensing, contracts, or handbooks for staff members and families, the Empower policies can serve as a companion piece.
- ★ Empower Website: You can find additional resources to support each Standard on the Empower website. On the website, you can click on each Standard to find more information to help you implement the Standard. The Children with Varied Abilities section provides information on supporting children and youth with special health care needs and disabilities. Under each Standard, you'll also find Activity Resources, Family Engagement, Training, Best Practice Recommendations and Resources, and More Helpful Websites to help you meet the needs of all children and their families in your program.
- ★ Self-Assessment: At the end of this guidebook is the Empower Out-of-School Time Self-Assessment form. This is the form that Licensing Surveyors use when completing a monitoring visit. A designated staff member of your facility will complete this self-assessment form on how well the facility is implementing each component of the 10 Empower Standards and indicate if the program has written policies for each Standard.

## 10 WAYS TO EMPOWER CHILDREN TO LIVE HEALTHY LIVES

- ★ Standard 1: Provide daily physical activity (15 minutes for every 2 hours of programming), including adult led and free play. Limit screen time to 3 hours or less per week and no more than 60 minutes of sedentary activity at a time.
- **★ Standard 2: Practice sun safety.**
- ★ Standard 3: Provide a breastfeeding-friendly environment.
- ★ Standard 4: Determine whether the facility is eligible for the United States Department of Agriculture (USDA) Child and Adult Care Food Program (CACFP), and participate if eligible.
- ★ Standard 5: Limit serving fruit juice to no more than 2 times per week.
- ★ Standard 6: Serve meals family style and do not use food as a reward.
- ★ Standard 7: Provide monthly oral health education or implement a toothbrushing program.
- **★ Standard 8:** Ensure that staff members receive 3 hours of training annually on Empower topics.
- ★ Standard 9: Make Arizona Smokers' Helpline (ASHLine) education materials available at all times.
- **★** Standard 10: Maintain a smoke-free environment.

Empower out-of-school time programs will develop and implement written policy for each Standard that meets the needs of all children served.

## Standard 1



## Standard 1 PHYSICAL ACTIVITY

Provide daily physical activity (15 minutes for every 2 hours of programming), including adult led and free play activities. Limit screen time to 3 hours or less per week and no more than 60 minutes of sedentary activity at a time.

#### WHY IS THIS STANDARD IMPORTANT?

Physical activity and movement are important for children's learning and growth. Children learn healthy habits and develop gross motor skills like jumping, kicking, and throwing through physical activity. Active children perform better academically and experience fewer behavioral problems. Physical activity should take place indoors and outdoors while practicing sun safety. Too much sedentary or inactive time, including screen time, may lead to poor physical development. Out-of-school time providers are well positioned to help meet children's physical activity needs.

### Children and Youth with Special Health Care Needs:

- Include children and youth with special health care needs in indoor and outdoor physical activity by adjusting or modifying the intensity and type of activity.
- Exceptions may apply to sedentary and screen time limits for children and youth with special health care needs.

#### **HOW TO IMPLEMENT THE STANDARD:**

To meet this Standard, develop and implement a written policy that includes:

#### **Physical Activity**

★ Following a daily physical activity plan that includes the amount of time, type, and difficulty or intensity of the activity:



Physical activity is a great time for staff to connect with children. Participating in both adult-led and free-play physical activity allows staff to interact with children in their care and role model healthy behaviors.

#### Time:

Plan and provide at least 15 minutes of physical activity per 2 hours of programing

- 2-hour program 15 minutes
- 4-hour program 30 minutes
- 8-hour+ program 60 minutes

#### Type:

- At least 50% of physical activity time should be adult led with the remainder of the time being free-play physical activity.
- Offer indoor and outdoor activities that are adaptable, accessible, and inclusive
  of children of all abilities, including varying physical, sensory, and intellectual
  abilities.

#### Intensity:

Physical activity should include both moderate and vigorous forms of physical activity, adjusted as appropriate for children and youth with special health care needs.

Moderate Intensity	Vigorous Intensity		
★ Walking	★ Active games involving running and		
<ul><li>★ Bouncing a Ball</li><li>★ Dancing</li></ul>	chasing, such as tag ★ Skipping		
★ Climbing	★ Jumping rope		
★ Playing on outdoor playground equipment	<ul><li>★ Kicking the soccer ball</li><li>★ Shooting baskets</li></ul>		

• Children may find some activities harder than others. If the children become very tired by an activity, switch to a less intense activity or modify the activity.

Physical activity should never be used or withheld from children as punishment.

#### **Sedentary Time**

★ • Limiting sedentary time to less than 60 minutes at a time and as appropriate for children and youth with special health care needs.

#### **Screen Time\***

- ★ Limiting screen time to three hours or less per week.
  - No screen time during meal or snack time.

<sup>\*</sup>Screen time exceptions apply to children and youth with special health care needs who require adaptive equipment and out-of-school time programs assisting with homework and online learning.

## PHYSICAL ACTIVITY SAMPLE POLICY



(Name of OOST program) is committed to our children's health and understands the unique needs of each child. We value our staff members and out-of-school time providers as positive role models who help children foster healthy habits.

#### We promote physical activity by following the guidelines below.

- ★ Daily physical activity is planned and provided for all children and all abilities in our program.
- ★ We provide at least 15 minutes of physical activity for every 2 hours of programming.
- ★ At least half of the physical activity time is adult led and the other time is free play.
- ★ We include both moderate and vigorous physical activity.
- ★ We provide both indoor and outdoor activities.
- ★ We do not use or withhold physical activity as punishment.
- ★ We limit sedentary time to no more than 60 minutes at one time.
- ★ We limit screen time to no more than 3 hours per week and do not allow it at meals or snacks. Exceptions are made for online learning, homework, and adaptive technology.





## Standard 2 SUN SAFETY

#### Practice sun safety.

#### WHY IS THIS STANDARD IMPORTANT?

With more than 300 sunny days annually, sun safety is especially important in Arizona. Too much sun exposure can be dangerous due to the harmful UV rays. Practicing sun safety is important at any age, but it is critically important for children since much of a person's lifetime exposure to the sun occurs before age 18. Educating children on the importance of sun safety can help them develop healthy habits that could decrease their chance of developing skin cancer throughout their life. Be sure to use sun-safe practices while outdoors, especially when the UV rays are the highest in the middle of the day.

#### **HOW TO IMPLEMENT THE STANDARD:**

To meet this Standard, develop and implement a written policy that includes:

- → Protecting children and staff members from overexposure to the sun during any outdoor physical activity by:
  - Following age-specific recommendations to limit sun exposure. (See Figure 1)
  - Monitoring the <u>UV Index</u> when planning outdoor activities to determine the intensity of the sun's rays. (See Figure 2)
  - Limiting sun exposure during peak UV hours (from 10 am to 4 pm).
  - Encouraging children and staff members to protect their skin with SPF 15 sunscreen or stronger, lip balm with SPF, hats, sunglasses, tightly-woven clothing and shade.
  - Getting permission from the child's parent before applying sunscreen.
  - Encouraging parent(s) to apply sunscreen to children prior to arrival at facility.
  - Providing sun safety information to families at least annually.



#### **Tips About Sunscreen:**

- Please make sure you check with the child's parent before applying any sunscreen.
- Remember, sunscreen lasts about 2 hours, so reapplication is necessary after 2 hours in your care. Once skin is wet or sweaty, sunscreen becomes less effective. Although some sunscreens are water resistant, no sunscreen is completely waterproof, and none provide all-day protection.
- Some facilities provide sunscreen for children to use on site. Choose one with SPF of 15 or higher.



Figure 1: Sun Safety Recommendations for School-Age Children (5 years and older)

#### **Use Sunscreen Every Day!**

Even on cloudy days, the sun's rays can damage skin. Wear sunscreen with an SPF of 15 or higher. Apply 20 minutes before going outside and reapply every 2 hours or sooner if sweating or doing water activities. Wearing sunscreen every day is as important as brushing your teeth!

#### Wear a Hat and Lip Balm!

A hat with a wide brim offers better protection for your scalp, ears, face, and the back of your neck than a baseball cap or visor. Remember to protect lips with SPF 15+ lip balm.

#### **Wear Sunglasses!**

Sunglasses reduce sun exposure that can damage your eyes and lead to cataracts.

Check the label and choose sunglasses that block at least 90% of UVA and UVB rays.

#### Cover Up!

Wear long sleeves and pants if possible to protect your skin when playing or working outdoors. Dark color fabrics with a tight weave provide the most protection.

#### **Limit Time in the Midday Sun!**

Limit your outdoor activities when the UV rays are strongest and most damaging (10 am to 4 pm).

Remember: Look for your shadow—if no shadow, seek cover!

#### Take Cover!

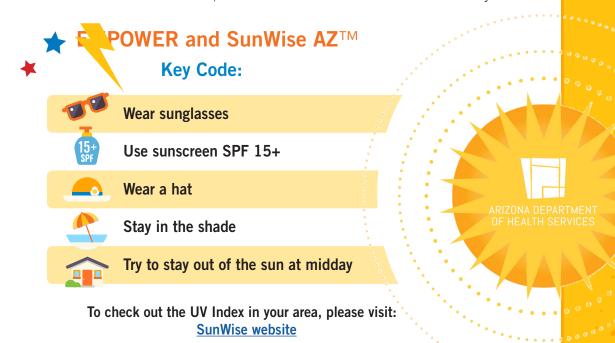
Find something fun that doesn't involve exposure to direct sun. Take cover under a tree or shade structure, or find an indoor activity inside a gym, library, or classroom when UV rays are strongest.

Figure 2: UV Index

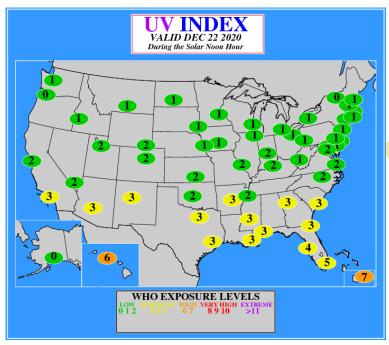
#### **HOW LONG DOES IT TAKE TO GET A SUNBURN?**

UV Index	0-2 Very Low	3-4 Low	5-6 Medium	7-10 High	10+ Very High
How to protect yourself					
			0 0 0		
	15+ SPF	15+	15+ SPF	15+ SPF	15+ SPF
	44	4	4	4	44
Minutes to burn*	60	45	30	15-24	10 or Less

<sup>\*</sup>Minutes to burn with no sunscreen use, based on fair skin that sometimes tans but usually burns.



#### **WHO Exposure Levels**



#### Make it Fun:

Children can be taught to apply sunscreen to their own skin. First, have children practice by putting imaginary sunscreen onto exposed skin, starting with their face. Use fun imagery; for example, rub sunscreen on your neck like a giraffe, on your toes like a turtle, etc. Avoid eyes and inner ears. Once capable, they can use real sunscreen.

Children enjoy a discovery approach to sun safety. For example, the sun is a glowing ball of plasma 93 million miles away, but its invisible UV rays can burn and damage skin. Protecting your skin with a wide-brimmed hat, sunglasses, sunscreen, long-sleeved, tight-knit clothing, staying in the shade, etc. provides a superhero layer of protection from the sun's potentially damaging UV rays.





## SUN SAFETY SAMPLE POLICY



(Name of OOST program) is dedicated to protecting the wellbeing and overall health of our children and staff. It is our goal to keep all outdoor activities enjoyable and fun, while keeping everyone sun safe. Scientific research has shown that there are a number of negative health effects due to sun overexposure, including skin cancer and cataracts.

### To ensure the children are protected from overexposure to the sun's rays while outdoors, we pledge to:

- ★ Use sunscreen and lip balm that is SPF 15 or higher (after written permission is provided by the parent).
- ★ Encourage parents to provide wide-brimmed hats, sunglasses, tight-knit clothing, and seek shade for children during outdoor activities.
- ★ Teach sun-safety practices by staff modeling good sun-safety habits.
- ★ Limit the exposure to the midday sun when UV rays are strongest, between 10 am and 4 pm.
- ★ Monitor the UV Index to properly plan for outdoor activities.
- ★ Share information with families about sun-safety practices, including applying sunscreen prior to arrival.





## Standard 3 BREASTFEEDING

Provide a breastfeeding-friendly environment.

#### WHY IS THIS STANDARD IMPORTANT?

Across the United States, most new mothers hope to breastfeed. Breastfeeding can protect the health of babies and their mothers. With support from their families and communities, mothers are more likely to be able to breastfeed their babies. As an out-of-school time provider, you can support the whole family and school community by providing a breastfeeding-friendly environment. Supportive breastfeeding policies and practices in out-of-school time programs not only benefit mothers and babies, they also provide several benefits to the program, both as an employer and extension of the educational system. Support for breastfeeding helps to normalize it in society and promotes public health.

### HOW TO IMPLEMENT THE STANDARD:

To meet this **Standard**, develop and implement a written policy that includes:

- ★ Providing breastfeeding mothers a place to breastfeed or express/pump their milk.
- Providing a private and sanitary place for breastfeeding mothers, including staff members, to breastfeed their babies or express (pump) milk. This area will have an electrical outlet, comfortable chair and nearby access to running water.

  (Note: A bathroom is not an acceptable area.)
- → Displaying breastfeeding promotional materials such as posters, like the "Welcome to our breastfeeding-friendly facility" sign provided by the Empower Program, where families can see it.
- Making information about breastfeeding available to families.



#### Tip:

You do not have to use a separate room to create a breastfeeding-friendly space. Instead, you can identify an area that can be used by breastfeeding mothers when requested. For example, if your program has an area that is used as a quiet space for children to calm down, this also makes a great place for mothers to breastfeed.

## BREASTFEEDING SAMPLE POLICY



We at (name of OOST program) are committed to supporting the entire family by accommodating breastfeeding mothers.

#### Our facility will:

- rrovide a place for mothers to breastfeed their child or express milk (not a
- bathroom).

Provide a welcoming atmosphere that supports mothers who are breastfeeding by

★ displaying breastfeeding promotional materials.Make breastfeeding information available to families.



#### Remember:

Whether or not to breastfeed (and for how long) is a mother's personal choice. However, you can make it easier for breastfeeding moms to continue to do so once they've returned to work or school by providing a breastfeeding-friendly environment.



## Standard 4



## Standard 4 CACFP

Determine whether the facility is eligible for the At-Risk Afterschool Meals Program, a component of the United States Department of Agriculture (USDA) Child and Adult Care Food Program (CACFP), and participate if eligible.

#### WHY IS THIS STANDARD IMPORTANT?

The Child and Adult Care Food Program (CACFP) aims to improve and maintain the health and nutrition of children while promoting the development of life-long healthy eating habits. OOST programs may be eligible for the At-Risk Afterschool Meals, a component of the CACFP. This program provides free afterschool snack and supper in low-income areas to all children who are 18 years of age and younger.

#### **Children and Youth with Special Health Care Needs:**



Keep in mind that some children and youth with special health care needs have dietary needs that are outside USDA nutritional guidelines. With a physician's note, foods for children and youth with dietary restrictions may also be reimbursed.

#### What are the benefits of CACFP?

- ★ Reimbursement to improve your current menus to offer more fresh fruits and vegetables, whole grains, and low-fat dairy products.
- ★ The ability to purchase foods from local or regional distributors, like farms and farmers markets.
- ★ Support and assistance from other nutrition programs such as WIC and SNAP-Ed.

#### **HOW TO IMPLEMENT THE STANDARD:**

To meet this Standard, develop and implement a written policy that includes:

- Checking eligibility for your program to participate in the At-Risk Afterschool Meals by:
  - Visiting <u>CACFP's</u> website.
  - Following the step-by-step instructions on the website or calling CACFP staff at (602) 542-8700 to determine if the program is a good fit.
  - Participating in At-Risk Afterschool Meals if eligible and it is a good fit.
  - Documenting eligibility and participation status in the program's records.

## CACFP SAMPLE POLICY

We at (name of OOST program) recognize the importance of providing quality nutrition to children and youth in our care. The At-Risk Afterschool Meals, a component of CACFP, helps Arizona out-of-school time programs improve and maintain the health and nutritional status of children while promoting the development of good eating habits. CACFP helps cut the costs of care for providers and families.

#### We will explore At-Risk Afterschool Meals and check eligibility by:

- ★ Having a designated staff member visit the Arizona Department of Education's At-Risk <u>Afterschool Meals</u> website.
- ★ Having a designated staff member follow instructions on the website or call CACFP at (602) 542-8700 to determine if this program is a good fit.
- ★ Documenting our eligibility and participation status in At-Risk Afterschool Meals.







## Standard 5 FRUIT JUICE

Limit serving fruit juice to no more than two times per week.

#### WHY IS THIS STANDARD IMPORTANT?

Whole fruits and vegetables are preferred to juice because they provide nutrients and fiber that may be lost in the processing of juice. Even 100% pure juice offers no nutritional advantage over whole fruits or vegetables. Drinking too much juice:

- may interfere with a child's hunger, satiety, and appetite.
- may disrupt a child's growth pattern.
- is associated with tooth decay.

### Children and Youth with Special Health Care Needs:

For some children and youth with special health care needs, fruit juice is a necessary source of extra calories. CYSHCN are an exception to this juice limit as needed, per their individual feeding plan.



Water and milk are the preferred beverage options for meals and snacks.

#### **HOW TO IMPLEMENT THE STANDARD:**

To meet this Standard, develop and implement a written policy that includes:

- → Offering water as the first choice for thirst and having water available inside and outside throughout the day.
- ★ Not serving fruit juice more than 2 times per week to children.
- ★ If fruit juice is served, it will be:
  - limited to 6-8 ounces at one time.
  - 100% fruit juice with no added sugar.
  - only offered at meals or snacks (not continuously throughout the day).
- ★ Providing information about limiting fruit juice to families on an annual basis.

## FRUIT JUICE SAMPLE POLICY



We at (name of OOST program) are committed to our children's health, which includes healthy drinks. Water is the best way to keep children hydrated. Fruits and vegetables have more fiber and less sugar than 100% fruit juice. Too much juice may also provide more calories than needed and expose children's teeth to too much sugar. Children may fill up on juice and may eat less nutritious foods during meals and snacks.

#### Our fruit juice policy is:

- ★ Not serving fruit juice more than 2 times per week.
  - No more than 6-8 ounces of fruit juice will be offered at a time.
  - Only 100% fruit juice with no added sugar will be served.
  - Fruit juice will only be offered with meals and/or snacks.
- ★ Offering water throughout the day.
- ★ Having water available as the first choice for thirst.
- ★ Following individual feeding plans as appropriate for children and youth with special health care needs, as they may require additional fruit juice.





# Standard 6 FAMILY-STYLE MEALS AND SNACKS

Serve meals and snacks family style and do not use food as a reward.

#### WHY IS THIS STANDARD IMPORTANT?

A family style meal encourages staff and children to eat together, promotes positive mealtimes and supports social and emotional development. When staff members sit, eat, and interact with children, they serve as role models and help make it a positive environment. Foods and beverages are offered, allowing children to choose or decline items. Children and adults who are offered food choices are more likely to eat the foods they enjoy rather than throw the food away. To support healthy relationships with all foods, food is not used as a reward or punishment, which may result in unhealthy eating behaviors in the future.

#### **HOW TO IMPLEMENT THE STANDARD:**

To meet this Standard, develop and implement a written policy that includes:

- ★ Having staff members serve meals family style and:
  - Sitting, participating, and interacting with children at meals and snacks.
  - Allowing the children to choose what to put on their plates and how much to eat.
    - Food is placed on the table in bowls, plates, or baskets for children to choose.
    - Everyone serves themselves (assistance is provided as needed).
    - There is enough food on the table for all children (and adults).

#### Children and Youth with Special Health Care Needs:



Ensure proper accommodations for CYSHCN who may have food restrictions, food aversions, or varied physical abilities. Consult with a child's parent to support CYSHCN for full participation in family-style meals.

- Creating a positive mealtime experience through role modeling and positive language:
  - Use encouraging words and avoid negative facial expressions, body language, or verbal cues about the food being offered.
- Ensuring that food is not used as a reward or punishment.
- Sharing information about family-style meals and building lifelong healthy eating habits with families at least annually.

#### Be Ready for Spills!

- Have paper towels and soapy water handy to make cleaning up quick and fun for children.
- Dry the floor to prevent slipping.
   Spills are accidents.
- Avoid using negative remarks. Spills are accidents.



## FAMILY-STYLE MEALS AND SNACKS SAMPLE POLICY



We at (name of OOST program) are committed to creating a pleasant mealtime for all children and staff members. We recognize that family-style meal service has many benefits, like allowing staff members and children to eat together and creating a relaxed environment. Also, this method is a great way to create a conversational environment, where children not only develop good social skills, but can also learn good eating habits.

#### Our family-style meal policy is:

- ★ Serving meals and snacks family style whenever possible to support children in learning to serve themselves and develop healthy relationships with food.
- ★ Having staff members sit, eat, and interact with children during snack times and mealtimes.
  - This allows staff to model positive social skills and healthy eating behaviors.
- ★ Allowing children to choose what and how much to eat.
  - Our role as staff members is to provide nourishing food that is appropriate to children's needs. The children's role is to decide whether and how much to eat. We will never force a child to eat or discourage a child from eating food that is healthy for them.
- ★ Not using food as a punishment or reward.
- ★ Providing information about healthy eating to families at least annually.



## Standard 7



## Standard 7 ORAL HEALTH

Provide monthly oral health education or implement a toothbrushing program.

### WHY IS THIS STANDARD IMPORTANT?

Tooth decay is an infectious disease and a serious problem among children, especially in Arizona. Tooth decay is the #1 chronic disease in Arizona's children. Tooth decay, if left untreated, can cause health problems and can affect learning, speech, and eating. The good news is tooth decay is preventable and out-of-

Children are often unable to communicate their dental pain.

Some signs that a child is experiencing pain include difficulty focusing on a task, anxiety, fatigue, irritability, and withdrawal from normal activities.

school time providers play an important role in promoting good oral health practices.

#### **HOW TO IMPLEMENT THE STANDARD:**

#### To meet this Standard, develop and implement a written policy that includes:

- ★ Providing monthly oral health education and/or Implementing a toothbrushing program for all children.
- ★ Providing meals and snacks at scheduled times. Snacking throughout the day can increase a child's risk for tooth decay.
- ★ Educating families on the importance of regular dental visits. The American Dental Association recommends children have dental checkups every 6 months.
- ★ Educating parents about cleaning teeth and oral hygiene at home.
  - Educate parents on how to avoid passing germs by taking care of their own teeth to reduce the amount of bacteria they can pass to their child.
- ★ Providing information on tooth decay to families at least annually.

#### **Children and Youth with Special Health Care Needs:**

If a child needs specialized assistance or equipment, find resources through a local pediatric dental provider or contact ADHS Oral Health at (602) 364-1474 for assistance.



### Oral health topics to share with children and families:

- Importance of oral health
- Plaque and tooth decay
- How foods and beverages can impact oral health
- How fluoride and oral hygiene habits promote oral health
- Avoiding sharing saliva. Saliva (spit) can carry bacteria that cause cavities. Bacteria (germs) can spread from adults to children by sharing utensils or toothbrushes.
- Brushing teeth with fluoride toothpaste
- Family practices for positive, supervised tooth brushing. It is recommended to supervise toothbrushing through the age of 8.
- Your program's policies on children's oral health



### ORAL HEALTH SAMPLE POLICY

We at (name of OOST program) are committed to protecting the health and safety of our children and staff members. Our facility recognizes that tooth decay is an infectious disease and a serious problem among children, especially in Arizona. We also recognize that we, as staff members, play an important role in preventing tooth decay and in educating the children, parents, and staff members on the prevention of tooth decay.

#### We help prevent tooth decay by:

- ★ Providing monthly oral health education and/or implementing a toothbrushing program.
- ★ Scheduling snacks and mealtimes and providing healthy food options.
- ★ Educating the child's family about the importance of regular dental visits.
- ★ Educating the child's family about cleaning teeth and oral hygiene at home.
- ★ Providing information about tooth decay at least annually to families.







# Standard 8 STAFF AND PROVIDER TRAINING

Ensure that staff members receive 3 hours of training annually on Empower topics.

#### WHY IS THIS STANDARD IMPORTANT?

Empower-related training will help staff members stay up-to-date on Empower topics, learn how to develop appropriate policies, and successfully implement the Standards.

#### **HOW TO IMPLEMENT THE STANDARD:**

To meet this Standard, develop and implement a written policy that includes:

- Requiring staff members to receive 3 hours of training annually on Empower topics.
  - These 3 hours can be included in the required training hours already mandated by the state regulatory agencies such as Arizona Department of Health Services Child Care Licensing and Arizona Department of Economic Security Child Care Administration.
  - Training topics should relate to any or all of the Empower Standards.
- ★ Documenting all Empower training by obtaining a certificate of completion, a signed document, or verification in the Arizona Early Childhood Workforce Registry.
  - Keep records of the staff member's Empower-related training and have readily available for review.
  - Encourage staff members to enter their professional development achievements in the Arizona Early Childhood Workforce Registry.
- ★ Requiring program directors to provide training opportunities to staff members.
  - Program directors will inform staff members of all available Empower-related training opportunities, including training opportunities posted on the <a href="Empower-website">Empower website</a>.

Licensing Training Requirements: For more information on licensing requirements for training, please see R9-5-403 Training Requirements of the Child Care Centers Rules and Statutes. A licensee shall ensure that documentation of a staff member's or child care provider's completion of training required by Child Care Licensing (including Standard 8 requirements) is signed by the program director and dated.



## STAFF AND PROVIDER TRAINING SAMPLE POLICY

We at (name of OOST program) are committed to furthering staff members' knowledge on the Empower Program and Empower Standards to better support the health and wellbeing of the children in our program.

#### In keeping with this philosophy, our facility will:

- ★ Make sure that our staff members receive 3 hours of training annually on Empower topics.
- ★ Have training opportunities provided to our staff by the program director. All training will be documented and records will be available for review.







## Standard 9 ASHLINE

Make ASHLine education materials available at all times.

#### WHY IS THIS STANDARD IMPORTANT?

Quitting tobacco will lessen the risk of lung, throat, and mouth cancers and decrease risks for other chronic diseases. It can take 8 to12 attempts before someone can successfully quit. The Arizona Smokers' Helpline (ASHLine) provides free services in both English and Spanish. The Helpline has "quit coaches" who are real people located right here in Arizona. Most are former tobacco users so they've "been there" and understand how hard it is to quit and stay quit. As out-of-school time providers, you have the opportunity to support your staff's and children's health by helping people successfully quit using tobacco.

#### **HOW TO IMPLEMENT THE STANDARD:**

To meet this Standard, develop and implement a written policy that includes:

- ★ Making information available on the dangers of second- and thirdhand smoke (in English and Spanish).
- ★ Providing ASHLine education materials to families at least annually.



## ASHLINE SAMPLE POLICY

We at (name of OOST program) are committed to supporting the efforts of the Arizona Smokers' Helpline (ASHLine) in helping staff members and families quit tobacco products. Tobacco is known to cause many kinds of cancer and chronic illnesses. In our efforts to protect the health of our children, their families, and our staff members, our program will promote the ASHLine services.

#### We adhere to the following guidelines:

- ★ We will make information available on the dangers of second- and thirdhand smoke (in English and Spanish).
- ★ We will provide ASHLine education materials to families and staff at least annually.
  - We will share information about tobacco cessation treatment programs with staff members, families, and visitors, utilizing the ASHLine as a referral resource.
  - If able, we will refer staff members and families to the ASHLine at 1-800-556-6222 to speak with a quit coach.





## Standard 10



## Standard 10 SMOKE-FREE ENVIRONMENT

Maintain a smoke-free environment.

#### WHY IS THIS STANDARD IMPORTANT?

Tobacco use is the nation's number one cause of preventable death. As staff members, we are responsible for ensuring the safety of our children. This also means sharing responsibility for reducing children's exposure to secondhand smoke.

### HOW TO IMPLEMENT THE STANDARD:

To meet this Standard, develop and implement a written policy that includes:

- ★ Ensuring that the facility licensed by ADHS abides by the Smoke-Free Arizona Act (A.R.S. §36-601.01) or certified by DES abides by A.A.C. R6-5-5207(K).
- ★ Creating and displaying the smoke-free policy outlining guidelines for a smoke-free environment.
  - Outline how employees, families, visitors, and other guests in the program buildings, grounds, and properties will be informed. Ensure that

the program provides families and staff members with written guidelines pertaining to the facility's smoke-free rules.

- The smoke-free guidelines include how to file a complaint by calling 1-877-AZ STOPS (1-877-297-8677) or visiting <a href="Smoke-Free Arizona">Smoke-Free Arizona</a> website.
- → Posting the provided Smoke-Free Arizona Act sign at the entrance as a way of showing your commitment to providing a smoke-free environment for the children in your care.
  - Smoking and the use of tobacco products are prohibited at all sites, including buildings, grounds, company-owned vehicles, parking garages and lots at all locations, and other facility-owned, leased, or subleased locations.

In November 2006, the citizens of Arizona made their voices heard by passing the Smoke-Free Arizona Act (A.R.S. §36-601.01). The purpose of this law is to protect workers, customers, and the general public from the harmful effects of second-hand smoke. This statute prohibits smoking in most enclosed public places. This includes all facilities licensed by the Arizona Department of Health Services.

## SMOKE-FREE ENVIRONMENT SAMPLE POLICY



We at (name of OOST program) are committed to the health of our children by providing a smoke-free environment for children, their families, and our staff members.

### Our program goes above and beyond the requirements of the Smoke-Free Arizona Act by ensuring a smoke-free environment for the children in our care by:

- ★ Prohibiting smoking and the use of tobacco products at all sites, including buildings, grounds, company-owned vehicles, parking garages and lots at all locations, and other facility-owned, leased, or subleased locations.
  - This applies to all staff members, families, visitors, contractors, subcontractors, and volunteers in the buildings, grounds, or properties.
- ★ Notifying staff members, families, and visitors of the smoke-free policy.
  - All applicants for employment will be informed of the smoke-free policy prior to the applicant accepting an offer of employment. This policy will be reviewed at New Hire Orientation and through internal communications.
- ★ Posting appropriate smoke-free signage.







## OUT-OF-SCHOOL TIME EMPOWER

The Arizona Department of Health Services (ADHS) would like more information about your implementation of the Empower Program. We will use the information you provide in this self-assessment to help us better serve Empower facilities throughout Arizona.

#### LEVEL OF IMPLEMENTATION

For each of the listed components below, please think about what you do at your out-of-school time program now and rate how fully each of the following are practiced:

Fully = Fully implemented. Policy is your practice **ALL** of the time.

Partially = Partially implemented. Policy is your practice **SOME** of the time.

None = Not at all implemented. Practice is **NOT YET** in place.

Additional information can be found at www.theempowerpack.org.

Physical Activity, Sedentary Activity, and Screen Time				
Provides at least 15 minutes of physical activity per 2 hours of programming	Fully	Partially	None	Don't Know
Includes adult-led activities	Fully	Partially	None	Don't Know
Includes free-play opportunities	Fully	Partially	None	Don't Know
Includes outdoor and indoor physical activity	Fully	Partially	None	Don't Know
Includes moderate physical activity (for example: dancing, bouncing a ball)	Fully	Partially	None	Don't Know
Includes vigorous physical activity (for example: running, skipping)	Fully	Partially	None	Don't Know
Limits sedentary or non-moving activity to no more than 60 minutes at a time	Fully	Partially	None	Don't Know
Limits screen time to 3 hours or less per week	Fully	Partially	None	Don't Know
Does not withhold or use physical activity as punishment	Fully	Partially	None	Don't Know
Provides information on physical activity and screen time to families at least annually	Fully	Partially	None	Don't Know
Sun Safety				
Follows age-specific recommendations to limit sun exposure	Fully	Partially	None	Don't Know
Monitors intensity of sun's rays (UV Index) in planning outdoor activity	Fully	Partially	None	Don't Know
Limits sun exposure during peak hours (10 am to 4 pm)	Fully	Partially	None	Don't Know
Protects skin from sun exposure during outdoor activities (for example: hat, sunglasses, protective clothing)	Fully	Partially	None	Don't Know
Obtains permission from parent(s) before applying sunscreen	Fully	Partially	None	Don't Know
Encourages parent(s) to apply sunscreen to children prior to arrival at facility	Fully	Partially	None	Don't Know
Provides sun safety information to families at least annually	Fully	Partially	None	Don't Know
Breastfeeding-Friendly Environment				
Provides a place to breastfeed or express milk (not a bathroom)	Fully	Partially	None	Don't Know
Displays breastfeeding promotional materials such as posters	Fully	Partially	None	Don't Know
Makes breastfeeding information available	Fully	Partially	None	Don't Know
Child and Adult Care Food Program (CACFP)				
Determines eligibility status for CACFP annually	Fully	Partially	None	Don't Know
Fruit Juice				
Provides water throughout the day both inside and outside	Fully	Partially	None	Don't Know
Offers water as the first choice for thirst	Fully	Partially	None	Don't Know
Does not serve fruit juice more than twice per week	Fully	Partially	None	Don't Know
Limits serving more than 6-8 ounces of fruit juice at one time	Fully	Partially	None	Don't Know
Fruit Juice continued				

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Serves only 100% fruit juice with no added sugar	Fully	Partially	None	Don't Know
Serves fruit juice only at meals or snack times	Fully	Partially	None	Don't Know
Provides information about limiting fruit juice to families at least annually	Fully	Partially	None	Don't Know
Family-Style Meals and Snacks		ı	ı	1
Serves meals and snacks family style	Fully	Partially	None	Don't Know
Requires staff to sit, participate, and interact with children during mealtime	Fully	Partially	None	Don't Know
Allows children to choose what and how much to eat	Fully	Partially	None	Don't Know
Does not use food as a punishment or reward	Fully	Partially	None	Don't Know
Provides information about healthy eating to families at least annually	Fully	Partially	None	Don't Know
Oral Health				
Provides monthly oral health education and/or implements a daily toothbrushing program	Fully	Partially	None	Don't Know
Educates parents about the importance of dental visits	Fully	Partially	None	Don't Know
Serves meals and snacks to scheduled times	Fully	Partially	None	Don't Know
Educates parents about cleaning teeth and oral hygiene at home	Fully	Partially	None	Don't Know
Provides information on tooth decay to families at least annually	Fully	Partially	None	Don't Know
Staff Training				
Requires staff to receive three hours of training on Empower topics annually	Fully	Partially	None	Don't Know
Requires program directors to provide training opportunities to staff members	Fully	Partially	None	Don't Know
ASHLine				
Provides information on the dangers of second- and thirdhand smoke to families	Fully	Partially	None	Don't Know
Provides ASHLine education materials to families at least annually	Fully	Partially	None	Don't Know
Smoke-Free Environment				
Displays smoke-free policy in facility	Fully	Partially	None	Don't Know
Provides written guidelines about the smoke-free policy to families	Fully	Partially	None	Don't Know
Provides written guidelines about the smoke-free policy to staff members	Fully	Partially	None	Don't Know
Posts Smoke-Free Arizona Act (A.R.S. §36-601.01) sign at entrance of facility	Fully	Partially	None	Don't Know
WRITTEN POLICY				l.
For the following Standards, please choose either "Yes", "No," or "Don't Know" indicating Samples of written policies can be found in the Out-of-School Time Empower Guidebook (				ritten policies.
Do you have a WRITTEN POLICY for the following Empower Standards?				
Physical activity and screen time		Yes	No	Don't Know
Sun safety		Yes	No	Don't Know
Breastfeeding-friendly environment		Yes	No	Don't Know
Determining eligibility status for the Child and Adult Care Food Program (CACFP)		Yes	No	Don't Know
Fruit juice		Yes	No	Don't Know
Family-style meals		Yes	No	Don't Know
Oral health		Yes	No	Don't Know
Staff training		Yes	No	Don't Know
Staff training ASHLine		Yes Yes	No No	Don't Know  Don't Know

## Additional comments, concerns, or recommendations:

#### **DEFINITIONS OF KEY TERMS**

**AAP:** American Academy of Pediatrics

**ADE:** Arizona Department of Education

**ADHS:** Arizona Department of Health Services

**Adult-led physical activity:** Activity that the staff members direct and participate in, such as organized games in which every child can participate, including CYSHCN. This type of activity allows the staff member to be in charge of the amount of time, motor skills used, and intensity of physical activity. The staff member can also modify an activity for various ages and abilities to ensure all children can participate.

**Age appropriate:** Experiences that are consistent with a child's age and stage of physical growth and mental development.

**ASHLine:** Arizona Smokers' Helpline provides free services in both English and Spanish to help smokers quit. Contact 1-800-556-6222 or <u>ashline.org</u>.

**BCCL:** Bureau of Child Care Licensing, part of the Division of Licensing Services at ADHS. Regulates and monitors licensed child care facilities, public school child care programs, and certified child care group homes (small group homes) statewide.

**BNPA:** Bureau of Nutrition and Physical Activity, part of the Public Health Prevention Services at ADHS. Aims to improve the health and quality of life of Arizona residents by reducing the incidence and severity of chronic disease and obesity through physical activity and nutrition interventions.

**CDC:** Centers for Disease Control and Prevention

**CYSHCN:** Children and Youth with Special Health Care Needs

**Curriculum:** Lessons or courses taught in a class or program.

**DES:** Department of Economic Security

**Developmentally appropriate:** Consistent with a child's physical, emotional, social, cultural, and cognitive development, based on the child's age and family background and the child's personality, learning style, and pattern and timing of growth.

**Documented:** A permanent written, photographic, or electronic record that is signed and dated that states an accomplishment.

**Facility:** An out-of-school time program, home, center, school, classroom, playground, and/or other location where children's services occur.

Family-style meal and snack: A meal and snack service approach to support children serving themselves or with an adult's help, as needed. All foods that meet the meal pattern requirement are placed on the table where children and adults sit together to share the meal. Children are encouraged to serve themselves, passing foods around the table. Ensure proper accommodations for children and youth with special health care needs (CYSHCN) who may have food restrictions, food aversions, or varied physical abilities. Staff members eat the same food, promote healthy eating habits, and create a positive mealtime environment. Enough food must be available on the table to provide the full, required portion size for all the children and adults at the table.

**Free-play physical activity:** Activity that the children initiate and choose freely, such as playing tag and swinging on swings. This type of activity helps children gain social skills and practice cooperation. Free play should support active movement. Some CYSHCN may require assistance to initiate free-play.

**Moderate physical activity:** Activity that causes small increases in breathing or heart rate. A child who is moderately active may sweat but can still carry on a conversation. Moderate activities include walking, playing on outdoor playground equipment, and climbing.

**Out-of-School Time (OOST):** Programs that provide care for children from ages 5-14 in Arizona, during non-school hours. They are also known as before and after school and/or school-age programs.

**Policy:** A written plan to guide activities and procedures.

**Program director:** An individual who is designated by a licensee as the individual responsible for the daily on-site operation of an out-of-school time program. A program director may also be referred to as a facility director or supervisor.

**Screen time:** The time spent in front of a TV, computer, or other electronic device, including phones, tablets, smart boards, etc. where one child primarily interacts, usually passively, with the device. Older children doing homework or children who need assistive technology for communication or other functional behaviors are exempt from screen time limits. Occasional exceptions are made for older children if they are actively engaged in movement activities using technology, such as Wii games or music and dancing.

**Sedentary activity:** Non-moving activity like reading, drawing, napping, and sleeping.

**Smoke-free environment:** A designated area and atmosphere which prohibits smoking and is free from the hazards of secondhand smoke.

**Staff:** Teacher, teacher aide, teacher assistant, director, owner, provider, caregiver, and/ or other adults who work with children.

**Sun safety:** Action taken to protect your skin from UV rays, both natural and artificial, to reduce chance of skin cancer.

**SPF:** Sun Protection Factor, a Standard used to measure sunburn protection provided by sunscreen.

**Tooth decay:** An infectious disease that causes holes or cavities in the teeth and can destroy an entire tooth if left untreated. Tooth decay can lead to a serious infection that can potentially affect the entire body. In severe cases, untreated serious infections can be fatal.

**Training:** Professional development, conferences, seminars, lectures, workshops, classes, courses, webinars, videos, online courses, or other modes of adult instruction that are designed to improve knowledge and skills in various subject areas.

**UPF:** Ultraviolet Protection Factor, a Standard used to measure sunburn protection provided by fabric.

**UV rays:** Ultraviolet rays, invisible rays produced by the sun that can burn the skin and harm living tissues.

**Ultraviolet Index (UV Index):** The UV Index provides a daily forecast of the expected risk of overexposure to the sun.

**Vigorous physical activity:** Activity that causes large increases in breathing or heart rate. A child who is vigorously active will breathe rapidly and can only speak in short phrases. Vigorous activities include running, skipping, and jumping. CYSHCN may not show common signs used to determine the level of physical activity or exertion.

#### **REFERENCES**

- ★ Arizona Center for Afterschool Excellence (AzCASE): azafterschool.org/
- ★ Arizona Department of Education, Child and Adult Care Food Program (CACFP): azed.gov/hns/cacfp
- ★ Arizona Department of Health Services, Bureau of Women's and Children's Health, Office of Oral Health:

  azdhs.gov/prevention/womens-childrens-health/oral-health/index.php
- ★ Arizona Department of Health Services, Bureau of Child Care Licensing Rules and Regulations: <a href="mailto:azdhs.gov/licensing/childcare-facilities/index.php">azdhs.gov/licensing/childcare-facilities/index.php</a>
- ★ Arizona Department of Health Services, SunWise Program: azdhs.gov/preparedness/epidemiology-disease-control/sunwise/index.php
- ★ Caring for Our Children: National Health and Safety Performance Standards: Preventing Childhood Obesity in Early Care and Education Programs: <u>nrckids.org/CFOC</u>
- ★ Centers for Disease Control and Prevention: Whole School, Whole Community, Whole Child: <a href="mailto:cdc.gov/healthyschools/wscc/index.htm">cdc.gov/healthyschools/wscc/index.htm</a>
- ★ National After School Association, HEPA Standards: https://naaweb.org/resources/naa-hepa-Standards

#### **More Resources**

To find even more resources and contact information, please visit **Empower**.





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June 2021

