



Mission Neighborhood Centers, Inc.

Children's Services Division/ Mission Head Start Program

Mission Head Start Staff Wellness Guidelines Implementation Plan

Position Statement:

Mission Neighborhood Centers (MNC) Children's Services Division Mission Head Start Program strives to promote health and wellness by being a role model to promote healthy beverages, food and movement.

Wellness Committee:

A Wellness Committee will be established to help the agency implement and steer the Staff Wellness Policies, as well as plan for the biannual Staff Wellness Celebrations.

The Wellness Committee will adhere to the Wellness Committee Roles and Responsibilities, and model and promote the agency's Staff Wellness Policies. All Wellness Committee members will sign the "Wellness Champion" Agreement.

The Mission Head Start Wellness Committee will be lead by the Health and Nutrition Staff, and consist of, but not limited to:

- 2 Lead teaching staff (Site Supervisor, or Master Teacher)
- 2 Teachers (Lead Teacher, or Associate Teacher, or Assistant Teacher)
- 2 Family services staff (ERSEA I, or ERSEA II)
- 1 Manager

Training and Information Sharing:

- The Mission Head Start Staff Wellness Guidelines will be posted in each site's staff shared office or shared kitchen area, and shared during annual pre-service training with all staff.
- All new staff will be introduced to the policy during the new staff orientation
- Families will be informed of the policy at the annual Family Orientation and via the Parent Handbook
- Staff, parents, and stakeholders will be informed of the Staff Wellness Policy via the Mission Head Start Quarterly Newsletter. The Wellness Committee will be invited, but not required, to contribute articles on related topics to the program newsletter, such as implementation successes and challenges at the site level.

Stipend Allocation:

The BANPAC stipend received will be used for site supplies (such as "spa water" containers), and/or the Staff Wellness Celebrations in December 2013, and May 2014.



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Implementation Timeline:

Date	Event	Persons Involved
05/13/13	Program Director signs BANPAC MOU to begin working on the Children's Services Division Staff Wellness Guidelines	Dolores Terrazas, Children's Services Program Director Maryna Pecherska, Health Manager
05/24/13	Management Team meeting cancelled	-----
06/07/13	Management Team met to discuss the proposed Healthy Beverage, Food and Movement Guidelines. Management Team approved the guidelines with no corrections	Management Team Bayview/ Hunters Point FRC Team
06/18/13	Implementation plan drafted and distributed to BANPAC and Management Team	Maryna Pecherska, Health Manager
06/21/13	Implementation Plan to be discussed with the Management Team; implement practices immediately	Management Team Bayview/ Hunters Point FRC Team
July 2013	Wellness Policy distributed to: <ul style="list-style-type: none"> • Office staff – Memo and in person • Family services staff – ERSEA staff meeting: _____ • Lead teaching staff - Education meeting: _____ 	Maryna Pecherska, Health Manager Mariana Romero, FCP/ERSEA Manager Theresa Sanchez, Education Manager
July 2013	Parent/Center Meeting Nutrition Guidelines to be developed for the updated Policies and Procedures manual	Maryna Pecherska, Health Manager
August 9th-13 th	Wellness Policy distributed to: <ul style="list-style-type: none"> • All staff – Memo and at pre- 	Management Team All Staff



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2013	service training: _____	BANPAC Representative
Date	Event	Persons Involved
Fall 2013	Policy T/TA Wellness Committee Member Recruitment and first meeting	Maryna Pecherska, Health Manager
December 2013	Staff Wellness Celebration	All Staff; Lead by the Wellness Committee
February 2014	Wellness Committee Meeting	Wellness Committee; Lead by Maryna Pecherska, Health Manager
April 2014	Wellness Committee Meeting	Wellness Committee; Lead by Maryna Pecherska, Health Manager
May 2014	Staff Wellness Celebration	All Staff; Lead by the Wellness Committee

MANAGEMENT REVIEW & APPROVAL 6/21/13

John S. Wang
Monand Romel
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Zoila Portafuma FRC
Jessie Lee, Ed. Mgr.
Maryna Pecherska Health/Nutrition Manager

Indira
FCL/ERSEA mgr.

I.S. Children managers