



**Get Fit Be Strong Eat Healthy:**  
**An Obesity Prevention Initiative**

# **Department Youth Program Nutrition and Physical Activity Standards**

Developed by the City of San José Department of Parks, Recreation and  
Neighborhood Services as part of the Obesity Prevention Initiative

# City of San José

## Department of Parks, Recreation and Neighborhood Services

### Youth Program Nutrition Standards

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#### **Introduction**

Under the direction of the City of San José Department of Parks, Recreation and Neighborhood Services (PRNS) Health & Wellness Policy Team, the Department of PRNS has developed a comprehensive set of youth program nutrition standards based on best practice national guidelines. These standards were adopted from the Santa Clara County Nutrition Standards and have been made to serve as program standards for early childhood recreation, youth and teen programs based on input provided by the youth program specialists of the PRNS Health & Wellness Policy Team. Additional recommendations were provided by the Commissions supporting the Department of PRNS in order to garner public input.

This document is presented in four subsections (1A, 1B, 1C and 1D) and applies to food and beverages provided to youth program participants. A separate document that details further background information and the implementation of these nutrition standards is also available.

#### **Purpose and Impact**

The Department of PRNS is committed to cultivating a healthy community and supporting healthy living for our youth by ensuring that food and beverages offered, purchased or served at PRNS youth programs and are offered by the Department of PRNS are of maximum nutritional value. The City of San José Department of PRNS Youth Program Nutrition Standards were developed:

- (1.) To confirm and ensure that food and beverages offered, purchased or served to participants in youth programs meet updated, national nutrition guidelines;
- (2.) To improve access to healthy foods choices by contracting with vendors who are creating food environments that provide nutrient-rich foods;
- (3.) To further the cultural shift in support of health and wellness within the city parks and recreation department system and to help serve as a model for other governmental jurisdictions and private sector businesses.

Offering food options of maximum nutritional value and decreasing the amount of food with minimal nutritious value in youth programs are ways that the Department of PRNS can promote the prevention of obesity and chronic diseases for youth in San José. The total annual cost to California for overweight, obesity and physical activity has been an estimated \$41.2 billion - \$21.0 billion for overweight and obesity alone.

## **Nutrition Standards**

These nutrition standards are based on, and follow the United States Department of Agriculture (USDA) *Dietary Guidelines for Americans 2010* and are adopted from the Santa Clara County Nutrition Standards. The PRNS Youth Program Nutrition Standards have been developed for four different food environments: (1A) youth program general food and beverages, (1B) youth program special events and celebrations, (1C) youth program concessions and (1D) youth program healthy prizes.

These standards apply to PRNS youth programs led by PRNS employees. PRNS youth programs will be defined as any program offered to children and adolescents that fall into the early childhood, youth and teen recreation programming category of the department. These standards will also serve as guidelines for programs or classes that are either vendor-led or are operating in community center reuse facilities (non-PRNS operated programs). When PRNS facilities are rented by the public, the responsible party or applicants of the rental are not required to adhere to the nutrition standards.

## **1A General Food and Beverage Standards**

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### **Standards that apply to all youth program beverages and food regardless of the funding source:**

- Ethnic/cultural customs should be honored by encouraging lighter versions of traditional foods that are provided as meals or snacks.
- Safe food handling procedures must be practiced consistently throughout the preparation, storage, distribution and service of food and beverages.
- Homemade food and beverages are not permitted to be served to program participants.
- PRNS program staff is aware of dietary restrictions or medical conditions of participants as notified by parents or guardians and understand these supersede any program standards to better help avoid any nutrition health-related issues.

### **When PRNS funds are used to purchase beverages and food for youth programs:**

- Food and beverages that are purchased (for participants and youth program staff) must comply with the standards as outlined below. This applies to all food and beverages that are procured through catering services, restaurants and grocery outlet purchases, as well as to the procurement of pre-packaged snack food items.

#### **Beverage Standards:**

- No sugar-sweetened beverages shall be purchased for PRNS youth programs.

- An interim exception will be made for teen programs only until further review occurring in May 2013 (strictly restricted to *low-calorie* beverages only; see below).
- Water will be available or accessible.
  - Bottled water will not be purchased by PRNS staff in accordance to city policy.
- Beverages will be served in bulk containers such as water pitchers whenever possible.
- Beverages that meet PRNS Youth Program Nutrition Standards:
  - Water, including carbonated water (no added caloric sweeteners);
  - Plain (no added flavor or sugar) nonfat, 1% and 2% low fat dairy milk;
  - Plant derived milk (e.g. soy, rice, and almond) with  $\leq$  130 calories per 8 ounce serving;
  - 100% fruit or vegetable juice (limited to a maximum of 8 ounce container);
    - 4-6 ounces for ECR programs;
  - Fruit or vegetable-based drinks with no less than fifty percent (50 %) fruit or vegetable juice and have no added sweetener;
  - *Interim Teen Program Exception*- low-calorie beverages; these will be defined as calorie-reduced beverages containing 50 calories or fewer per 12 ounce serving (e.g., diet sodas, teas, electrolyte replacements, vitamin enhanced waters);
    - These will only be considered a healthier beverage for teen program participants at PRNS facilities which offer opportunities to engage in moderate to vigorous physical activity (to ease standards implementation). This will be updated following Executive Staff review occurring in May 2013 with the goal to phase out these beverages.

#### **Food Standards:**

- Healthier food options must be offered. Healthier options include the following:
  - Fruits, vegetables, whole grains, and low fat and low calorie foods, including low fat dairy, lean protein sources and lower fat versions of condiments;
    - Grapes should not be purchased in accordance to city policy.
  - Minimally processed foods made or produced without added sugar and less sodium;
  - Foods prepared using healthy cooking techniques;
    - The food item may not be deep fried, pan fried, or flash fried by the entity preparing the snack or during the manufacturing process.
  - Foods that contain less than 0.5 grams of *trans* fat.

- Larger items should be served in smaller portions [e.g. mini bagels (2 ½" diameter) or large bagels (4½" diameter) that are cut into halves or quarters; mini muffins (1 ¼" diameter) or other smaller versions of baked goods].
- Include a vegetarian option for all meals provided and consider a vegan option whenever possible.
- Offer seasonal and local produce, whenever possible.
- Serve fruit instead of sugary, high calorie desserts.
- Attempt to accommodate special dietary and cultural needs.
- Post nutritional information and/or list of ingredients for items served, whenever possible.
- If pre-packed items are provided, 100% of these snack food items must meet all of the following criteria:
  - No more than 35% calories from fat with the exception of items that contain 100% nuts or seeds; snack mixes that contain less than 100% nuts and seeds must meet the 35% of calories from fat requirement;
  - No more than 10% calories from saturated fat;
  - Zero *trans* fat;
  - No more than 35% total weight from sugar and caloric sweeteners with the exception of fruits and vegetables that have not been processed with added sweeteners and fats;
  - Food items must have no more than 360 milligrams (mg) of sodium per serving.
- For pre-package snack food items, it is recommended that items contain at least two (2) grams of dietary fiber per serving – this information can be found on the package's Nutrition Facts Label and that low sodium options (FDA definition of "low sodium" or be ≤ 140 mg per serving) also be made available.

**When no PRNS funds are used to purchase beverages and food:**

- When food and beverages are provided by an outside agency and served at a PRNS youth program facility or when food/beverages are donated by an outside agency to a city-sponsored PRNS youth program, it is the responsibility of the supervisor of the PRNS youth program to request and encourage that the outside agency offer healthier choices.
- The nutrition standards are not directed at participants' meals/snacks that are purchased outside of program hours and/or brought from home. However, through health enrichment activities provided during the program, participants will be encouraged to consume healthy food and beverages that fall within program standards.

- While supervising participants, youth program staff will ensure all meals/snacks that are purchased outside of program hours and/or brought from home follow the youth program standards. Any food not within the standards must be eaten outside the view of program participants. Staff should strive to serve as healthy role models to participants.

## 1B Special Events and Celebrations Standards

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The following standards apply to PRNS youth program special events (e.g., dances, movie nights, *Light's On*) and celebrations (e.g., birthdays, "covered dish" parties, end of session parties, season celebrations) that occur in PRNS youth programs.

### Standards that apply to all youth program special events and celebrations:

- Subsection (1A) – *Standards that apply to all food and beverages regardless of the funding source*- will apply.
- No PRNS funds will be used to purchase food or beverages outside of the General Food and Beverage Standards (1A) for any special events or celebrations.
- 100% of beverage options must be considered healthy beverages. The only exception will occur:
  - During teen program special events, where at least 50% of beverages must meet subsection (1A) standards;
    - No soda other than diet soda or carbonated water may be served.
- Food served as part of a special event or celebration must be served immediately following a scheduled snack or meal to discourage eating outside of mealtimes. Portion size should also be considered:
  - For foods that tend to be higher calorie, when served in typical food portions, make items available in smaller portions (e.g., mini muffins or cookies).
- All food that is a part of the scheduled snack or meal and does not follow the General Food and Beverage Standards (1A) must be donated by an outside agency or individual. PRNS program staff are responsible for ensuring a 50%/50% healthy food serving model is followed:
  - At least 50% of the food available must be considered a healthy food option;
  - All healthier food options will be placed as prominently as other popular non-healthy food items during the special event or celebration.
- The total number of special events and celebrations (combined) occurring in a youth program that offer food and beverages outside of those outlined in subsection (1A) will not exceed more than **two occasions per month**.

## 1C Healthy Concessions

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These standards apply to the sale of any food or beverages sold as part of a youth program, to youth program participants on behalf of PRNS or at PRNS youth program facilities. Concessions may refer to snack bars, fundraisers or any food sold directly to participants during program hours.

### **Standards that apply to food and beverage concessions at PRNS facilities and programs:**

- For the general public, all concession stands (accessible by adults and youth) must follow a minimum 50% healthy food and beverage service model:
  - At least 50% of the food and beverages available must be considered a healthy food or beverage option {as outlined in subsection (1A)}. Healthy food and beverage options will be placed just as prominently as other popular non-healthy food and beverage options.
  - The standards which outline concessions to any youth participants and for PRNS youth programs at these locations are listed below:

#### **For Elementary-Aged Participants or Customers:**

- Sale of any unhealthy food or beverage to children (participants or customers) is banned all day. Purchase of any of these food items must be made by a parent.
- The sale of 100% healthy food and beverage items as outlined in subsection (1A) to children is permitted throughout the day.

#### **For Teen-Aged Participants or Customers:**

- Sale of any unhealthy beverage or snack to any teen-aged participants or customers is banned during teen program hours. The sale of *low-calorie beverages* however, will be offered as outlined in subsection (1A).
  - The sale of 100% healthy food and beverage items as outlined in subsection (1A), is permitted throughout the day.
- All concessions specifically designated strictly for youth (e.g., snack shacks occurring during program or fundraisers) will follow a 100% healthy food and beverage service model.

## **1D** Healthy Prizes Standards

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The standards to any food given as a prize (an item given as result of positive achievement) to participants in PRNS youth programs shall align with the standards outlined in Subsection 1A.

- The recommended policy is not to use food to reward participants for good behavior or positive performance, but at minimum if food is rewarded it should not be of minimal nutritious value. Foods of minimal nutritious value include but are not limited to:
  - Soda Water- a class of beverages made by absorbing carbon dioxide in potable water;
  - Water Ices- a dessert made of frozen ice flavored with artificial sweeteners;
  - Chewing Gum- flavored products from natural or synthetic gums and other ingredients which form an insoluble mass for chewing;
  - Candies- Processed foods made predominantly from sweeteners or artificial sweeteners (e.g. hard candy, jellies and gum, marshmallow candies, fondant, licorice, spun candy, candy coated popcorn).
  
- In the case that a healthy food is given as a prize, it will be awarded during a regularly scheduled snack or meal time to discourage eating outside of these times.



# City of San José

## Department of Parks, Recreation and Neighborhood Services

### Youth Program Physical Activity Standards

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#### **Introduction**

Under the direction of the City of San José Department of Parks, Recreation and Neighborhood Services (PRNS) Health & Wellness Policy Team and in accordance with the National AfterSchool Association (NAA) Physical Activity Standards, the Department of PRNS has developed a comprehensive set of PRNS youth program physical activity standards based on best practice national guidelines. These standards were adopted from the physical activity standards set forth by the NAA for out-of-school time programs and additional improvements have been made to serve program standards for early childhood recreation, youth, and teen programs based on input provided by youth specialists of the PRNS Health & Wellness Policy Team, as well as recommendations by the Commissions supporting the Department of PRNS to garner public input.

This document is presented in two subsections (1A and 1B) and applies to physical activity standards for PRNS youth programs. A separate document that details further background information and the implementation of these physical activity standards is also available.

#### **Purpose and Impact**

The City of San José Department of Parks, Recreation and Neighborhood Services is committed to cultivating a healthy community and supporting healthy living for youth by ensuring that physical activity opportunities are not only offered through parks and dynamic spaces but also through leisure programs dedicated to youth. These PRNS youth program physical activity standards were developed:

- (1.) To confirm and ensure that physical activity opportunities offered in PRNS youth programs help meet updated, United States Department of Health & Human Services physical activity guidelines;
- (2.) To promote physical activity in order to support lifelong health, as well as help replace and/or decrease daily screen time;
- (3.) To further the cultural shift in support of health and wellness within the city parks and recreation department system and to help serve as a model for other governmental jurisdictions and private sector businesses.

PRNS provides physical activity opportunities year round through programs in order to stimulate and engage youth. These opportunities include exercise, sports, games, and a variety

of recreation activities crafted to appeal to San José's diverse youth community. With over one hundred PRNS youth programs and classes offered, physical activity opportunities found in these programs serve as a means to help keep youth physically and socially active.

The PRNS department is taking a proactive approach in promoting physical activity through programs to not only continue building healthy residents and communities but also to aid in the prevention of obesity and chronic diseases for youth in San Jose. The total annual cost to California for overweight, obesity and physical activity has been an estimated \$41.2 billion - \$21.0 billion for overweight and obesity alone.

## **Physical Activity Standards**

These physical activity standards are based on, and follow the United States Department of Health & Human Services (USDHHS) *2008 Physical Activity Guidelines for Americans* and are also adopted from the National AfterSchool Association *Physical Activity Standards*. Standards specific to PRNS Early Childhood Recreation Programs (ECR) have also been modeled after *Early Childhood Physical Activity Guidelines* created by the National Association for Sport and Physical Education (NASPE). The City of San José PRNS Youth Program Physical Activity Standards have been developed for two different youth program environments: (1A) early childhood recreation programs and (1B) youth and teen recreation programs.

These standards apply to PRNS youth programs led by PRNS employees. PRNS youth programs will be defined as any program offered to children and adolescents that fall into the early childhood, youth, and teen recreation programming category of the department. These standards will also serve as guidelines for programs or classes that are either vendor-led or are operating in community center reuse facilities (non-PRNS operated programs).

## **1A Early Childhood Recreation Program Standards**

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### **Content and Quality**

**Standard: The program's physical activity offerings support the USDHHS 2008 guidelines that all children and youth obtain at least 60 minutes of physical activity per day. The NASPE early childhood guidelines are also supported through the encouragement of practicing basic movement skills in a wide variety of activities and settings.**

### ***Best Practices***

1. Dedicates a minimum of 20 minutes to physical activity for programs lasting < 3 hours, for classes with a duration  $\geq$  3 hours a minimum of 40 minutes of physical activity will be offered

2. Offers a variety of physical activity both structured and unstructured that involve all program attendees
3. Offers indoor and outdoor areas that provide space to perform large muscle activities
4. Offers physical activity opportunities to help develop basic movement skills that may be building blocks for more complex movement tasks
5. Offers activities that are adaptable, accessible, and inclusive of children with all abilities
6. Provides short physical activity breaks between and/or within enrichment or recreation activities to invigorate children and eliminate long periods of sitting; children will not be sedentary more than 60 minutes at a time
7. Includes physical activity offerings through recreation that is fun and promotes life-long learning opportunities
8. Creates a social environment through physical activity by including positive relationships with staff and peers

### **Staff and Environmental Support**

**Standard: Staff promotes physical activity through recreation and ensures the program's physical environment supports the physical activity standards**

#### *Best Practices*

All instructors leading physical activities in ECR classes:

1. Are knowledgeable in physical activity offerings and have the ability to integrate these activities to include all children regardless of physical, sensory, and intellectual ability
2. Are trained not to withhold opportunities for physical activity except when a child's behavior is dangerous to themselves or others
3. Are familiar with curricular resources on further integrating physical activity throughout their programs

The physical environment of the program provides:

1. Adequate indoor and outdoor facilities that meet safety standards to provide physical activity
2. Equipment to support meeting USDHHS physical activity goals and follow NASPE early childhood guidelines
3. Provides positive messages about safe physical activity through posters, pictures, and books



## **Youth & Teen Recreation Program Standards**

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### **Content and Quality**

**Standard: The program's physical activity offerings support the USDHHS 2008 guidelines that all youth and teens obtain at least 60 minutes of physical activity per day that includes a**

**mixture of moderate and vigorous intensity activity as well as bone and muscle strengthening activities.**

*Best Practices*

1. Dedicates at least 30 minutes of physical activity per day for afterschool programs and a minimum of 60 minutes per day for full day programs (duration  $\geq$  six hours)
  - a. Drop-In teen programs are not required to meet this standard but must offer an equivalent amount of physical activity opportunities per day depending on the duration of the program (30 minutes: afterschool and 60 minutes: full day)
2. Provides physical activities in which students are moderately to vigorously active for at least 50% of the physical activity time
3. Play takes place outdoors whenever possible
4. Ensures that daily physical activity time includes aerobic and age-appropriate muscle- and bone strengthening and cardio-respiratory fitness activities
5. Includes a variety of physical activity options aimed at engaging students in fun, recreational, and life-long learning opportunities
6. Offers unstructured free play or structured activities that involve all program attendees
  - a. Structured physical activity will take place at least **twice** a week in teen programs
7. Offers non-competitive activities
8. Offers competitive physical activities
9. Offers activities that are adaptable, accessible and inclusive of children with all abilities, including physical, sensory and intellectual disabilities.
10. Conducts physical activities that are integrated with enrichment, academic, or recreation content; goal-driven, planned, sequentially designed and delivered, safe, inclusive, developmentally appropriate, and success-oriented
11. Provides short physical activity breaks between and/or within learning activities to invigorate children and eliminate long periods of sitting; incorporates physical activity into transition time
12. Does not permit access to television or movies (unless for enrichment purposes), and limits digital device time to less than one hour per day to allow for other activities. Digital device use is limited to homework or devices/programs that actively engage children in moderate to intense physical activity
  - a. Program days where majority of the schedule is dedicated to television or movie leisure viewing are limited to **once** a month and should be followed after the daily physical activity guideline is met
  - b. Teen programs are not required to meet this standard but must limit screen time during program hours to a maximum of **two** hours per day.

**Staff and Environmental Support**

**Standard: Staff promotes physical activity through recreation and ensures the program's physical environment supports the physical activity standards**

*Best Practices*

All staff leading physical activities in youth and teen recreation programs (afterschool and camps):

1. Are trained in implementing physical activity into youth and teen recreation programs and are effective in developing strategies for including physical activity that supports USDHHS guidelines as an element in their programs.
2. Are trained in SPARK philosophy, games, and activities in order to help promote physical activity in their programs.
3. Are trained in adapting physical activity opportunities to include youth and teens at all levels of athletic availability and all levels of physical, sensory, or intellectual ability.
4. Are trained not to withhold opportunities for physical activity except when a child's behavior is dangerous to themselves or others. Staff is knowledgeable of alternate strategies as a consequence for negative and undesired behaviors.

The physical environment of the program provides:

1. Equipment for games, sports, and activities is age and developmentally appropriate.
2. Equipment is sufficient to engage all participants and meets all required safety standards
3. Equipment supports USDHHS physical activity goals by facilitating cardiorespiratory and musculoskeletal fitness.
4. The program has adequate indoor and outdoor facilities for physical activity, including fields and playgrounds that meet safety standards for surfacing, equipment, and workmanship.
5. The program environment provides positive messages about safe and developmentally appropriate physical activity through posters, pictures, and books.

Appendix I: Active Recreation

**ACTIVE RECREATION CHECKLIST**

*(adapted from SPARK)*

To assess the quality of your Active Recreation Session use the following checklist after leading a physical activity session that causes participants to be moderately to vigorously active.

- |     |     |    |  |
|-----|-----|----|--|
| 1.  | YES | NO | Session started on time.   |
| 2.  | YES | NO | Session included a warm-up activity.   |
| 3.  | YES | NO | Activities were conducted in a safe manner.  |
| 4.  | YES | NO | Participants received clear concise instructions.                                  |
| 5.  | YES | NO | Participants were active at least 50% of session time.                             |
| 6.  | YES | NO | Management and transition times were minimal.                                      |
| 7.  | YES | NO | There was an adequate learner/equipment ratio.                                     |
| 8.  | YES | NO | Group sizes were appropriate.  |
| 9.  | YES | NO | Participants were encouraged to be physically active during the session.           |
| 10. | YES | NO | Participants were praised/rewarded for being physically active during the session. |
| 11. | YES | NO | Participants appeared to enjoy the activities.                                     |
| 12. | YES | NO | I was enthusiastic about the activities.   |
| 13. | YES | NO | Participants were prompted/rewarded for their out-of-session physical activity.    |
| 14. | YES | NO | Session included a cool-down.  |
| 15. | YES | NO | Session lasted at least 30 minutes.  |

Record your score: \_\_\_\_\_

Highlights:

Improvements for next session:

Appendix II: Healthy Food and Beverage Policy



**Get Fit Be Strong Eat Healthy:**  
**An Obesity Prevention Initiative**

# **Department Healthy Food and Beverage Policy for Youth Programs**

Developed by the City of San José Department of Parks, Recreation and Neighborhood Services Health and Wellness Policy Team as part of the Obesity Prevention Initiative

*This project has been funded by the Communities Putting Prevention to Work (CPPW) Obesity Prevention Grant.*



**Get Fit Be Strong Eat Healthy:**  
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## **Department Healthy Food and Beverage Policy for Youth Programs**

### **1. Purpose and Goals**

In furtherance of the City of San José Department of Parks, Recreation and Neighborhood Services' (PRNS) goal to create a healthier more vibrant community, it is the policy of the Department to create a healthy food and beverage environment for youth in following the standards set out by the *City of San José Department of Parks, Recreation and Neighborhood Services Youth Program Nutrition Standards*. By adopting this policy, the Department will:

- Ensure that food and beverages offered, purchased or served to participants in PRNS youth programs meet updated, national nutrition guidelines;
- Decrease the amount of food with minimal nutritious value available to youth;
- Contribute to the healthy growth and development of youth participants affected by PRNS youth programs.

### **2. Policy**

It is the policy of the Department that all food and beverages offered, purchased or served in PRNS youth programs meet the standards as set out by the *City of San José Department of Parks, Recreation and Neighborhood Services Youth Program Nutrition Standards*. These nutrition standards apply to all youth programs (e.g., early childhood recreation, afterschool programs, camps), concessions for youth participants (e.g. snack bars), and events (e.g., teen dances, sports events) that are operated by PRNS employees or take place at PRNS facilities.

These standards do not apply to food and beverage that are:

- brought from home by participants or purchased during non-program hours;
- available for purchase during field trips off of PRNS facilities;
- consumed during private use of PRNS facilities (e.g., rentals).

These standards are not required to be met but are highly recommended to:

- Non-PRNS youth programs operating at PRNS facilities under the Community Center Reuse Policy;
- Vendor-led PRNS youth programs (e.g., programs operated by Non-Department staff).

### **3. Implementation**



Any PRNS youth program food and beverage environments as outlined by the standards must be in accordance with this policy. PRNS youth program staff are encouraged to work with participants, parents, school staff, community members, food service providers and supervisors to ensure that appropriate strategies are in place to implement these standards.

The PRNS Community Coordinator (Youth) will be responsible for monitoring the implementation of this policy.

PRNS facilities and HUB Community Centers offering any programs to youth will be required to attest that they will be in full compliance with this policy by January 14, 2013.

#### **4. Definitions**

**PRNS Youth Programs-** PRNS youth programs means any PRNS operated program designed for providing a need or service to youth participants. The age range of these participants includes ages from early childhood to adolescence.