



LiveWell Kids
Garden and Nutrition Program



Volunteer Manual

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BEACH CITIES HEALTH DISTRICT (BCHD)

Beach Cities Health District (BCHD) is a healthcare district focused on preventive health and serves the communities of Hermosa Beach, Manhattan Beach and Redondo Beach. Established in 1955 as a public agency, it offers an extensive range of dynamic health and wellness programs, with innovative services and facilities to promote health and prevent diseases across the lifespan.

Mission and Vision

The mission of BCHD is to enhance community health through partnerships, programs and services for people who live and work in Hermosa Beach, Manhattan Beach and Redondo Beach. The vision is a healthy beach community.

Health Priorities 2022-2025

- Mental Health
- Physical and Brain Health
- Public Health and Safety
- Substance Use

Core Values

Compassion: Seeks to connect with others in their life circumstance; demonstrates “perspective-taking” abilities; promotes self-esteem and self-advocacy skills in others; demonstrates a caring attitude toward others; validates people’s needs.

Integrity: Is genuine and transparent when dealing with others; values honesty; is honorable and ethical; holds oneself accountable to the same standard of performance at all times (even if no one is watching); acts on beliefs and values that promote a commitment to health and wellness.

Accountability: Takes responsibility for actions and decisions; proactively seeks solutions and resolves problems; fosters a safe and clean environment; utilizes evidence-based standards, metrics and benchmarks; is truthful when dealing with public and co-workers.

Excellence: Motivates others to model healthy behaviors in the community; learns from mistakes and values the experience; strives for continuous performance improvement; harvests resources; embraces change, decision-making and calculated risk-taking.

LIVEWELL KIDS

LiveWell Kids is a comprehensive school well-being program developed specifically for elementary school students from kindergarten through 5th grade. The curriculum is comprised of six interactive lessons focused on educating students on the process and benefits of growing their own food, improving nutritional knowledge and making healthy eating choices. Trained

volunteers from participating schools deliver LiveWell Kids lessons in the fresh air of the school gardens. These gardens are funded by BCHD and maintained by BCHD's Garden Angels and Garden Coordinator.

Each lesson has its own set of objectives based on the featured topics. Lessons are designed to be delivered in a 30–45-minute time frame, with the option to customize lessons using the information provided.

VOLUNTEER PARTICIPATION

Volunteers are a crucial component of the LiveWell Kids program. Gardening and nutrition experience is not necessary. In general, volunteers are responsible for attending training sessions to learn the curriculum, coordinating lesson delivery with teachers and other volunteers, preparing and teaching the lessons and reporting lesson completion.

Classroom Volunteer Responsibilities

Classroom Volunteers are responsible for delivering six LiveWell Kids lessons in their designated class throughout the school year. This role can be filled by one person or shared between multiple volunteers.

- Complete TB testing before volunteering in the schools.
 - Please check with your school site for the form and protocol.
- Be vigilant of and respond to email and phone communications from your school's Lead Volunteer and BCHD.
- Attend all LiveWell Kids lesson trainings since pertinent information is given at each session.
 - Your Lead Volunteer may decide to conduct a separate training specifically tailored for your school. In that case, the Lead Volunteer will inform their classroom volunteers that they have the option to attend the school-specific training in place of BCHD's training.
- Communicate with your classroom teacher regarding scheduled lessons.
 - Schedule lessons 1 through 3 with your teacher *before the first lesson*.
 - Lessons 4 through 6 will be scheduled *after January 1st*.
 - Confirm the time of the lesson with the teacher two weeks prior to lesson delivery.
 - Provide your teacher with the lesson that you'll be teaching.
 - Lessons are available at <https://www.bchd.org/LiveWellKids>
- Schedule all six lessons through the online form.
- Check with your classroom teacher for any known student allergies.
- Review lesson logistics prior to lesson delivery.
- Deliver lessons to your assigned classroom within the allotted timeframe.
 - Lessons with perishable food items will need to be delivered within the designated time frame to avoid food spoilage.
- Wear provided BCHD Volunteer t-shirt while teaching lessons.
- Report lesson completed through the online form which is found at <https://www.bchd.org/LiveWellKids>.

- Contact your school's Lead Volunteer or BCHD with any questions, comments or urgent matters (e.g., broken pipes, vandalism).
- Have FUN!

School Lead Volunteer Responsibilities

Lead Volunteers are critical to the success of the LiveWell Kids program, serving as liaisons between the LiveWell Kids classroom volunteers and BCHD staff. This role can be filled by one person or shared between multiple volunteers. They are responsible for Classroom Volunteer management and ensuring the LiveWell Kids program is administered at each school.

- Actively recruit at least one volunteer for every classroom in your school to deliver LiveWell Kids lessons.
- Attend all Lead Volunteer meetings.
- Attend all BCHD volunteer trainings.
- Lead school-specific trainings (optional).
- Act as a liaison between BCHD and your school for LiveWell Kids program.
- Act as the point-person for the LiveWell Kids program and related inquiries at your school.
- Follow your school's volunteer protocols regarding safety and screening requirements.
- Review online tracking forms to ensure all lessons are scheduled and delivered.
- Provide consistent communication with BCHD and Classroom Volunteers regarding program needs, updates and concerns.
 - Immediately contact BCHD regarding any urgent matters (e.g., broken pipes, vandalism).
- Organize lesson supplies and food tasting ingredients.
- Review the Allergy Protocol and make sure that every Classroom Volunteer is aware of their classroom allergies and has reviewed the allergy protocol.
- During the lesson delivery window, keep an inventory of the general supplies and inform BCHD if any supplies need to be replaced or replenished.
 - Any requests for general supplies should be communicated at least one week in advance.
- Care for all supplies including cleaning, organizing and maintaining proper storage.
- Have FUN!

LESSON TRAININGS

Each volunteer training is important to the success of lesson delivery. If you are unable to attend one of the trainings, please contact your school's Lead Volunteer to receive the information. In addition, if you are unable to teach your scheduled lesson, please find a substitute volunteer and inform your school's Lead Volunteer.

LESSON TRACKING

To ensure lessons are being scheduled and delivered on time, BCHD monitors tracking forms and will follow up on any outstanding lessons with Lead Volunteers. The following forms are used to assist with lesson tracking:

- **Lesson Schedule Tracking Form** - Classroom Volunteers submit an online form once they have scheduled lesson dates/times with the teachers at their school. This allows BCHD staff to track when lessons are being delivered.
- **Lesson Delivery Tracking Form** - An online form that Classroom Volunteers submit once they have delivered a lesson that collects information on when the lesson was delivered, components that were completed, and any changes/additions to the lesson. Lesson comments/feedback can also be provided on this form.

Since the online tracking link changes each year, your Lead Volunteer will provide the updated link at the beginning of the school year.

LESSON PREPARATION & COMPLETION

One Week Before the Lesson

- Check in with your school's front office to ensure you and other participating volunteers are complying with all on-site volunteer requirements (e.g., background check, TB test).
- Check with your classroom teacher for any known student allergies.
- If indicated in the lesson plan, check the garden to see what is growing.
- For harvest lessons, follow any harvest-specific directions the Lead Volunteer gives regarding the availability of produce specific to your garden.
- Coordinate classroom supplies with the teacher, including paper and writing tools, if you're planning to do the "Reflection Page" of the activity.
- Recruit help from other parents in the class.
 - Either provide them with the lesson plan or direct them to <https://www.bchd.org/LiveWellKids> to access the lesson themselves.
 - Communicate with other volunteers about each person's role.
 - Be sure that you and any helpers read the lesson plan before the day of the lesson.

Day of the Lesson

- Allow 30 minutes for set-up and prep before the lesson. For lessons with a food tasting, allow 45 minutes.
- Request that your co-volunteer(s) arrive early with you to help with the set-up.
- Obtain the shed key from the front office.
- Follow each lesson's set-up protocol.

POST LESSON TASKS

- If time allows, take a few photos of any 'Reflection Pages' to share with BCHD LiveWell Kids Coordinators.
- Clean up and put all supplies away in the shed.
- Report your lesson completed on the online form located at <https://www.bchd.org/LiveWellKids> or use the QR code on the inside of the shed door.
- Return the shed key to the front office.
- After the class leaves, wash the dishes and utensils with dish soap and return all items to the shed. This includes paper goods and other supplies.
- Send back any classroom supplies with the teacher.

LESSON OUTLINE

Each lesson includes:

- Topic
- Objectives
- Supplies
- Set-up
- Introduction and Mindful Breathing Exercise
- Topic Details and Activities*
- Conclusion

*Throughout the lesson plan you will find "sample scripts" with suggested wording. Volunteers are not required to memorize these scripts. Rather, we encourage you to use your own words, so it feels more natural for you. The complexity of the discussion is grade dependent. Please feel free to adjust the script based on the age group, flow and timing of your lesson.

GARDEN RULES

- ✓ Always walk when in the garden.
- ✓ Stay on the paths.
- ✓ Always ask before using any tool or picking any crop.
- ✓ Respect each other and all living things in the garden.

SAFETY

Please follow the following safety responsibilities while teaching:

- ✓ Always wear closed-toe shoes.
- ✓ Refrain from wearing perfumes or strongly fragranced body products.
- ✓ Conduct work safely and only operate equipment authorized or instructed to use.

- ✓ Wear any safety gear required for volunteer position.
- ✓ Immediately report all accidents or injuries to the front office staff and BCHD.

FOOD HANDLING GUIDELINES

Food safety is the practice of making sure food is correctly handled at *different* points of the food supply chain. When it comes to food safety, prevention is key. The LiveWell Kids Program has several critical control points of a HACCP (Hazard Analysis & Critical Control Points) program in place. In addition, how the food samples are purchased, stored, prepared and served meet RBUSD food handling guidelines and RBUSD Board Policies guidance.

Volunteer Food Safety Checklist

The following is a checklist to ensure safe food handling for a LiveWell Kids tasting:

- **Storing**
 - Maintain overall cleanliness of refrigerator (throw away all extra perishable items after 2 weeks).
 - For harvest lessons, deliver within one week of food delivery.
 - Paper products (plates, napkins, etc.) must always be stored off the floor.
- **Preparation**
 - Wash hands properly and often.
 - Wear gloves and change them frequently, including before beginning each new task.
 - Wash all produce before preparing it for the lesson.
 - Clean and sanitize all equipment, food contact surfaces, and utensils before each use with soapy water.
 - Tie back long hair.
 - Do not eat during food preparation.
- **Serving**
 - Before using the serving table, wipe down with sanitizing wipes or soapy water.
 - Wear gloves when serving food to students.
- **Cleaning**
 - After the lesson, wipe down all work surfaces and clean all utensils and equipment with soapy water.
 - Dish soap and other food prep supplies are in LiveWellKids shed
 - Thoroughly dry equipment and utensils before putting them away.

FOOD ALLERGY PROTOCOL

Food tastings should not include any peanuts or tree nuts to limit the potential of food allergy reactions. Before each lesson, it is the LiveWellKids volunteer's responsibility to regularly check with the teacher for any classroom allergies. If an allergy is present, the teacher should communicate with the child's parent or guardian about the upcoming food tasting and ask them if they would like to provide a healthy substitution snack for their child or have the child refrain from trying the food sample. In case of a food allergy reaction, the LWK volunteer should follow BCHD's food allergy protocol as detailed below.

Food Allergy Symptoms in Children

Children with food allergies might communicate their symptoms in the following ways:

- It feels like something is poking my tongue.
- My tongue (or mouth) is tingling (or burning).
- My tongue (or mouth) itches.
- My tongue feels like there is hair on it.
- My mouth feels funny.
- There's a frog in my throat; there's something stuck in my throat.
- My tongue feels full (or heavy, thick).
- My lips feel tight.
- It feels like there are bugs in there (to describe itchy ears).
- It (my throat) feels thick.
- It feels like a bump is on the back of my tongue (throat).

Source: The Food Allergy & Anaphylaxis Network. Food Allergy News. 2003;13(2).

Emergency Response

Symptoms vary greatly. Food-related allergic reactions can be mild or severe. In an incident of an allergic reaction or if there is a suspicion of a reaction, please notify the teacher immediately. Teachers should have directions on how to manage and/or treat a child's existing condition through an Emergency Care Plan (ECP) that was completed by the child's parent or guardian. The teacher will act consistent with their school's Food Allergy Management and Prevention Plan (FAMPP) OR "all-hazards" emergency response protocol. The teacher may contact the school office for assistance or **call 911**. Volunteers should seek guidance and help from the teacher regarding emergency response to an allergy reaction.

Allergic Response Protocol

In the case of an allergic reaction, the volunteer shall do the following:

- Immediately contact the classroom teacher and defer to the teacher for school protocol.
- Remove food sample from child and review ingredients to try and determine cause of allergic reaction.

- Contact BCHD and the school Lead Volunteer and explain the allergic reaction and actions taken.
- A BCHD staff member will complete an incident report and submit it to Human Resources at BCHD.
 - Mishell Balzer and/or Tami Kachel will notify School Health Programs Supervisor and Chief Medical Officer of incident and schedule time to develop and review corrective action plan, if necessary.

For questions or comments, please contact BCHD: Mishell Balzer or Tami Kachel.

CLASSROOM MANAGEMENT

- Use teaching cues and classroom management when necessary. For example:
 - “All eyes on me.”
 - “If you can hear me clap once; if you can hear me clap twice...”
 - “If you can hear me, put your hands on your head; if you can hear me, put your hands on your hips...”
 - Hold up the universal quiet sign.
- Begin when students’ eyes are on you.
 - Do not talk over students. Rather, wait to speak until students are listening and attentive.
- Engage students by teaching with passion and enthusiasm.
 - Be animated and use humor.
 - Ask: “Who hasn’t had a turn?”, “Can anyone else guess?”
 - Look for the positive in students’ answers with responses like, “Nice try, you are on the right track.”
- Practice active listening and know your audience.
- Praise students that listen and follow directions.
 - Use it as an opportunity to set an example.
- Use responses to your questions as an opportunity to teach.
- Keep children focused and limit responses to three or fewer.
- Repeat correct answers and thank students that follow instructions.
- It’s OK to say, “I don’t know, but I can find out and let you know next time.”
- For any disruptive or interruptive behaviors:
 - Ask students to hold questions until the end.
 - Firmly inform them that you need to continue with the lesson.
 - Look to the teacher for help.

FOOD TASTING RELUCTANCE

Never pressure a child to taste. Use only gentle encouragement. Praise those students who sampled the food or at first appeared hesitant and found out that they liked the food. This may

raise the enthusiasm of other students. Let the reluctant child know that it's OK if they don't want to try the food. It can often take children several times of tasting before they like something.

EDUCATION STANDARDS

The curriculum's components derive from a thorough review of existing research and standards, including alignment with the National Health Education Standards (NHES) and the Center for Disease Control Characteristics of Effective Health Education Curricula using the 2021 Health Education Curriculum Analysis Tool (HECAT). Also referenced were the Next Generation Science Standards and the Common Core State Standards.

For more information, please visit our website at <https://www.bchd.org/LiveWellKids>.

BCHD LIVEWELL KIDS CONTACTS

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*Thank you for your support!
Volunteers are vital to the LiveWell Kids program,
and it could not be successful without you.*