



A Public Agency

Beach Cities
Health District

LiveWell Kids

Garden Kickoff & Module 1 Training



LiveWell Staff & Volunteers

- Garden Education Coordinator:
Mishell Balzer
- Garden Angels
- Lead Docent at every school
- At least one docent in every classroom
- LiveWell Volunteers assisting with production & training

Docent Responsibilities

- Make sure TB testing is up to date
- Connect with Lead Docent to go over any school-specific information
- Review BCHD website for resources:
www.bchd.org/lwk-resources
- Review materials to understand module objectives and messaging
- Schedule first three lessons with teacher

Before Lesson Delivery

- Attend trainings
- Confirm lessons with teacher two weeks in advance
- Ask teacher if there are any new allergies
- Connect with any co-docents and discuss roles
- Check the garden status
- Recruit help for the lesson

Day of Lesson

Before Lesson

- Wear your LiveWell shirt
- Arrive 30 - 45 minutes early and retrieve shed key
- Bring a copy of the lesson plan with you
- Gather supplies and prep garden

After Lesson

- Return supplies and give shed key to the office
- Report lesson completed on online form

Lesson Delivery Dates

Lessons need to be delivered within the following dates:

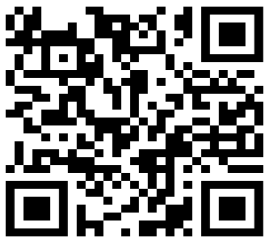
- **Module 1 - Mindful Tasting in the Garden**
Lesson Delivery: **October 10 - 16**
- **Module 2 - Planting Cool Season Crops**
Lesson Delivery: **November 13 - November 19**
- **Module 3 - Composting**
Lesson Delivery: **Open**
- **Module 4 - Winter Harvest**
Lesson Delivery: **March 18 - March 24**
- **Module 5 - Summer Planting**
Lesson Delivery: **May 6 – May 12**

Scheduling and Reporting Lessons

- Works on both phone & computer
- Click the link in email or type the URL:
http://bit.ly/LiveWellGarden_19-20

OR

- Scan QR code with your phone:



Before Scheduling Your Lesson

SCHEDULE Lesson:	Report Lesson COMPLETED:	View Schedule CALENDAR
<u>Alta Vista</u>	<u>Alta Vista</u>	<u>Calendar View</u>
<u>Beryl Heights</u>	<u>Beryl Heights</u>	<u>Calendar View</u>
<u>Birney</u>	<u>Birney</u>	<u>Calendar View</u>
<u>Hermosa View</u>	<u>Hermosa View</u>	<u>Calendar View</u>
<u>Jefferson</u>	<u>Jefferson</u>	<u>Calendar View</u>
<u>Lincoln</u>	<u>Lincoln</u>	<u>Calendar View</u>
<u>Madison</u>	<u>Madison</u>	<u>Calendar View</u>
<u>Tulita</u>	<u>Tulita</u>	<u>Calendar View</u>
<u>Washington</u>	<u>Washington</u>	<u>Calendar View</u>



Check Calendar for Availability

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
October 9	10	11	12	13 08:15 AM - 09:15 AM 09:15 AM - 10:15 AM 10:30 AM - 11:15 AM	14 08:30 AM - 09:30 AM 09:30 AM - 10:15 AM 11:00 AM - 12:00 PM 1:15 PM - 2:00 PM	15
16	17 12:00 PM - 12:45 PM	18 1:00 PM - 1:45 PM 1:30 PM - 2:15 PM	19 08:30 AM - 09:30 AM 10:00 AM - 10:45 AM	20 12:45 PM - 1:30 PM 1:45 PM - 2:15 PM	21 08:30 AM - 09:15 AM 09:30 AM - 10:15 AM 10:45 AM - 11:30 AM 1:30 PM - 2:15 PM	22
23	24 12:15 PM - 1:00 PM	25	26 08:30 AM - 09:30 AM 11:00 AM - 11:45 AM	27 08:30 AM - 09:15 AM 09:00 AM - 09:45 AM 10:00 AM - 10:45 AM 12:30 PM - 1:30 PM	28 1:30 PM - 2:30 PM	29
30	31	November 1	2 09:00 AM - 09:45 AM	3	4	5
6	7	8 1:00 PM - 1:45 PM	9 09:00 AM - 09:45 AM 10:00 AM - 10:45 AM	10 09:00 AM - 10:00 AM 10:15 AM - 11:00 AM	11	12

Schedule Your Lesson

SCHEDULE FORMS	DELIVERY FORMS	Calendar View	--
LWK Garden Tracking			
SCHEDULE Lesson:	Report Lesson COMPLETED:	View Schedule CALENDAR	
Alta Vista	Alta Vista	Calendar View	
Beryl Heights	Beryl Heights	Calendar View	
Birney	Birney	Calendar View	
Hermosa View	Hermosa View	Calendar View	
Jefferson	Jefferson	Calendar View	
Lincoln	Lincoln	Calendar View	
Madison	Madison	Calendar View	
Tulita	Tulita	Calendar View	
Washington	Washington	Calendar View	



Alta Vista Garden Delivery Form 2019-2020

Please complete this tracking form after you have delivered each LiveWell Kids Garden lesson. Thank you for your time and feedback!

Docent Full Name: *

Co-Docent Name: (if applicable)

Module: *

Grade: *

Teacher: *

Lesson Delivery Date: *

Notes/Comments:

(Thank you! We read ALL your comments & suggestions!)

Send me a copy of my responses

Submit

Check Calendar to Confirm That Your Lesson is Scheduled

Madison GARDEN Schedule (View Only)

October 2017

◀ 1 Month ▶

October 2017

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2017

S	M	T	W	T	F	S
	1	2	3	4		
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 2017

S	M	T	W	T	F	S
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January 2018

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
October 1	2	3 11:00 AM - 12:00 PM	4	5	6	7
8	9 1:30 PM - 2:30 PM	10	11	12	13	14
15	16 1:30 PM - 2:30 PM 1:30 PM - 2:30 PM	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	November 1	2	3	4

Report Lesson Completed

LWK Garden Tracking		
SCHEDULE Lesson:	Report Lesson COMPLETED:	View Schedule CALENDAR
Alta Vista	Alta Vista	Calendar View
Beryl Heights	Beryl Heights	Calendar View
Birney	Birney	Calendar View
Hermosa View	Hermosa View	Calendar View
Jefferson	Jefferson	Calendar View
Lincoln	Lincoln	Calendar View
Madison	Madison	Calendar View
Tulita	Tulita	Calendar View
Washington	Washington	Calendar View



Garden Safety

- Use proper equipment appropriately
- Wear volunteer t-shirt, closed toe shoes, visitor sticker and any safety gear required for the lesson
- Report all accidents or injuries to the front office staff and the Garden Coordinator immediately

Edible Garden Guidelines

- Only eat food that was planted for the LiveWell Kids Garden Program
- If you do not recognize plants growing in a class garden bed, contact your Lead Docent or the Garden Coordinator
- Mushrooms are to never be consumed in the garden. If you see mushrooms growing, notify the Garden Coordinator
- If you have a garden bed that is NOT part of the LiveWell Kids Garden Program, contact your school office before tasting any plants

Food Allergy Protocol

- Be aware of classroom allergies and make substitutions if necessary
- Families with allergies of food sample are welcome to bring a substitute for their child
- Always check ingredients before lesson
- Follow BCHD Food Allergy Guidelines
- Report any reactions immediately to Lead Docent and the Garden Coordinator

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

Food Safety and Handling

- Keep food at proper temperature – do not have perishable food sitting out for over an hour
- Wash hands, produce and equipment
- Pull hair back
- Do not eat while preparing food
- **ALWAYS** use food handling gloves
- Report any foodborne illness to Lead Docent and the Garden Coordinator

Questions?

Mishell Balzer

LiveWell Garden Coordinator

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