



STEPPING STONES
CURRICULUM

FIRST THINGS FIRST!

WRITTEN BY:
REVEREND GINGER STEVENS

UNIT ONE: PHYSICAL HEALTH ISSUES

How we feel about ourselves is directly reflected by the way we treat our bodies. For the better part of our day, women are bombarded with messages about beauty and how we should look. We are inundated with advertisements for this product or that product: beauty creams, hair colors, weight and diet programs, and photographs of perfect bodies.

External beauty is not about size. Any body size can look beautiful. External beauty is about how we care about our bodies, how we carry ourselves and how we feel about ourselves. True beauty, the beauty that matters the most, is the beauty of our souls. These simple steps have been developed to help you understand your body and why we should care about our own bodies.

Caring for our bodies and our hair does not have to be terribly expensive. There are many products that are inexpensive as well as comparable to name brand of high end salon products. As you are reading through the following pages, remember that your body is yours and you deserve the best treatment you can receive!

SKIN

A good bath or shower using mild soap is recommended once a day. Those who are involved in active sports or work up a sweat doing various strenuous activities should take a bath or shower after the activity. Be sure to clean the genitals and anus well! The natural secretions of those areas, in unhygienic conditions, can cause irritation and infection. Wash off well after soaping. Dry with a clean towel. Do not share soaps and towels with others, not even your own family members.

Clean clothing and underwear should be put on after every bath or shower. A moisturizing lotion can be used at night.

BODY ODOR

The body has nearly two million sweat glands. These glands produce three quarts to one pint of sweat in a day. The perspiration level increases with an increase in physical exertion or nervous tension.

Fresh perspiration, when allowed to evaporate, does not cause body odor. An offensive smell is caused when bacteria, that are present on the skin, get to work on the sweat and decompose it. This is especially true in the groin, underarms, feet, or in clothing that has absorbed sweat.

Deodorants or antiperspirants can be used under the armpits. Most commercial skin deodorants contain an antiperspirant which reduces sweating by forming a hydroxide gel in the sweat ducts. If daily cleanliness routines do not reduce body odor, you should check in with your doctor.

PERSPIRATION

The body perspires to keep the body temperature from rising. Excessive perspiration can lead to the scaling of the skin or inflammation, such as Dermatitis. Usually this is no cause for worry.

Some people sweat more, some less, due to hereditary and body composition factors. Excessive perspiration can also be a symptom of medical problems such as diabetes, anemia, and hyperthyroidism.

MENSTRUAL HYGIENE

No woman feels completely comfortable when she is having her period. If it is not premenstrual tension or stomach cramps, it is the

problem of dealing with the menstrual flow. Technology offers sanitary pads, tampons, or cups to deal with the flow. You get to decide what suits you best.

Some women prefer tampons to external pads. A plug of absorbent cotton or gauze is inserted inside. But these should not be left unchanged beyond six hours. Some brands state that tampons left unchanged for more than 12-18 hours will increase the possibility of toxic shock.

It is not clear what causes toxic shock. But there seems to be a link between tampons and Toxic Shock Syndrome, or TSS. Approximately 1% of all menstruating women carry the bacteria in question (*Staphylococcus aureus*) in their vagina. Absorbent tampons provide the medium for them to grow and spread infection. TSS cases were first reported in 1978. It is marked by a high fever, severe vomiting, and diarrhea. The cases are usually mild, but can be fatal. Washing is important whether you are using a pad, tampon, or cup on the days that you are experiencing period flow.

Some people have the problem of odor during menstruation. Cleanliness and change of pad tampon as often as necessary helps to reduce the problem of odor. It is not advisable to use perfumed pads or tampons.

HAIR

It is your crowning glory. Keep your hair at a length and style at which you can easily maintain it. Wash your hair at least once a week using a mild shampoo. Make sure to rinse well! This is more important than working up a head load of lather. Dry your hair after a wash.

Brush your hair three to four times a day with a soft bristled brush or a wide toothed comb. Wash your brush and comb every time you wash your hair.

Head Lice are tiny insects that live on the human scalp and suck blood for their own nourishment. Lice make a pinprick like puncture on the scalp, emit an anti-clotting substance, and feed on the blood. Lice thrive on unclean hair. Children are especially prone to lice infestation. Lice spread from one head to another when there is close contact as in school environments.

Lice eggs are wrapped in a shiny white sheath which show up on the upper layers of hair as the infestation increases. They make the scamp itchy and are a cause of annoyance and embarrassment. Unchecked, head lice can produce scalp infection.

Anti-lice lotions are available over the counter. Nit picking is painstaking and requires patience. A fine toothed comb and regular monitoring can get rid of the problem. Usually when a child is given an anti-lice shampoo, all members of the family are advised to use it as well.

Dandruff is dead skin on the scamp that comes off in tiny flakes. This is associated with some disturbance in the tiny glands of the skin called the sebaceous glands, which excrete oil. When there is too little oil the skin becomes flaky and dry. When there is too much oil, dandruff is also possible and may have a slight yellow-ish color to the flakes. Washing your hair twice or more a week might be necessary. Combs and brushes must be washed as well. Hair should be brushed regularly. A wholesome diet and overall cleanliness generally helps to clear up dandruff. Massaging the scalp everyday to improve circulation can also be helpful, as can using a shampoo with Selenium Sulfide or Salicylic Acid.

DAILY HAIR CARE ROUTINE IN 6 EASY STEPS

Trying to look after your hair and get all the everyday stuff done you need to do can be a difficult balancing act. We all want to have great hair, but unfortunately shiny, healthy hair doesn't just happen

without a little bit of effort. That effort, however, doesn't have to take up all of your time or break the bank. Here are some simple daily hair care ideas that are quick and easy!

Step #1: Brush your hair! It may seem like the obvious thing to do, but maybe what you didn't know, is that brushing keeps your hair tangle free and distributes its natural oils throughout the hair. This promotes healthy growth and shine.

Step #2: Wash your hair! How often you wash your hair depends on your hair type and texture.

If your hair is coarse/dry/often feels brittle — this means that you only need to wash your hair every second or third day.

If your hair is fine/oily/feels greasy the day after you wash it — this means that you need to wash it daily.

If your hair is “normal” and it isn't too greasy the day after you wash it, this means that you can get away with washing it every other day.

Step #3: Apply hair styling products! If you have a hairstyle that needs to use hair products (hairspray for hold, wax for hold and shine, or serum for shine and to maintain those fly way pieces) make sure not to use too much! You might end up weighing your hair down and reducing its volume, or just make it greasy and dirty. Often times, less is more.

Don't forget to protect your hair. If you style your hair with a straightener or blow dryer, it is very important to protect your hair with heat protecting products. Also make sure to give your hair a break every few days from the stress of using hair accessories and hair styling tools.

Step #4: Style your hair! Everyone styles their hair, whether they are elaborate up-dos, professional looking cuts for work, or casual wash-and-wear looks. Styling is required daily and should be done as gently as possible.

Step #5: Brush your hair again at night! Brushing your hair again at night will help you to untangle any knots that made their way into your locks during the day.

Step #6: Secure your hair at night! Securing your hair at night with a simple ponytail or braid will make sure your hair doesn't get snagged or tangled as you sleep.

Shampoo Tips: Remember to shampoo in small, circular movements. Don't forget to target dirt collecting areas, such as the nape of your neck. Massaging your scalp will increase blood flow, which encourages growth, and will stimulate your hair's natural oils.

Conditioner Tips: Similar to body lotion for your skin, conditioner is a moisturizer for your hair and will keep your strands hydrated and manageable.

If you've got coarse/dry hair — try a hydrating conditioner and apply it right at your roots to your ends.

If you've got fine/oily hair — use a lightweight conditioner and avoid putting it on your roots. Just evenly distribute it from the mid-lengths of your hair to the ends.

If you have normal hair — you can use just about any kind of conditioner, applied from your roots to your ends.

NAILS

It takes five months for nails to replace themselves. Grow nails only if you can keep them clean. Short nails make less trouble. To clip your nails, follow along their natural shape.

A healthy body ensures healthy nails. Brittle or discolored nails may indicate deficiencies or disease conditions. Make sure to not keep your nails painted continuously, as this can cause the keratin, the substance that the mails are made of, to split.

About every three or so, pamper your hands and your nails with a manicure. A manicure includes soaking your hands in warm water for ten minutes, massaging your hands, and a thorough cleaning and shaping of your nails.

HANDS

Wash your hands thoroughly for ten seconds with soap and water before and after every meal and after using the toilet. Soaping and rinsing should cover the areas between your fingers, nails, and the back of your hands. Hands should be dried with a clean towel after every wash.

While cooking, especially when packing lunches, you can prevent food from spoiling and minimize contamination by keeping your hands clean. While handling food, make sure to avoid scratching or touching your ears, nose, mouth, or other parts of your body. If you need to use a handkerchief or tissue, make sure to wash or sanitize your hands afterwards.

HAPPY FEET

Give your feet a good scrub with a sponge, pumice stone, or foot scrubber that is not made of very abrasive material when having a bath. Dry after bath between toes. Keep toenails clipped.

Those who use shoes constantly need to slip them off now and then. This airs the socks a bit and makes them less smelly. Wear cotton socks. Wear a clean pair every day. If possible, powder your feet before wearing socks.

Many people have sweaty feet, but socks and shoes can get quite smelly. If possible, do not wear the same pair of shoes every day. Keep at least one more pair and use it alternatively. Always wear comfortable footwear.

Athletes Foot is when the skin becomes scaly or there are sores or blisters between the toes which also spreads to the soles. This infection is caused by a fungus that breeds in warm, wet places. This is a minor irritation that often disappears by itself, but sometimes these cracks and sores become the site for other infections.

Proper foot care can alleviate the condition. Rub off peelings gently, wash feet well and apply powder. A mild fungicidal ointment at bedtime will help while keeping your feet exposed. If you have to wear shoes, wear cotton socks. If the problem persists, consult a doctor.

INFECTION CONTROL WHEN CARING FOR PIERCINGS

Historically, body piercing was used to celebrate milestones in a person's life or as a custom, depending on the culture. In modern society piercings are used to decorate the body and as a fashion accessory. Body piercings can, however, have some very serious consequences if some basic hygiene measures are not adhered to.

General Piercings. As for any piercing, ensure the skin is clean and dry before having a piercing. Always make sure that the technician you have selected to do the piercing is qualified, experienced and trained in principles of sterility, has single-use items and has an up to date and functioning autoclave (device used for sterilizing equipment). Do not be embarrassed to ask for proof of these items! Practitioners are often used to showing you their process.

Before carrying out the piercing, make sure the piercer has washed their hands and has applied gloves. They should clean the area to be pierced with a suitable solution. After the piercing, you should be provided with after care instruction to take home. Most infections related to piercings occur as a consequence of incorrect aftercare, so if you do not receive for aftercare instructions, be sure to ask for them.

Avoid touching the piercing, unless for cleansing purposes, during the healing process. The hands and nails harbor many germs and a piercing provides a very attractive environment for breeding.

When attending to the jewelry, get all equipment needed ready and wash hands thoroughly. The piercing should be cleaned at least three times a day using a saline solution and a cotton gauze. Bathe the area to loosen any flakiness or crusts that form around the piercing site. If you see that the area is becoming inflamed or sore, using an anti-microbial soap may be beneficial and help to clear up the infection. Fry the area gently using a single-use item such as paper towels and dispose of them immediately after use.

Oral Piercings. Oral piercings carry greater risks of infection, especially while healing, as the mouth contains many bacteria that can infect the site. Risks include blood poisoning, airway blockage, and nerve damage.

Oral hygiene is especially important while the piercing is healing. Use an antiseptic mouthwash after each meal to help remove bacteria and debris from becoming trapped around the piercing. Include the jewelry when brushing the teeth and make sure all sides and angles are given attention.

HAND WASHING INFECTION CONTROL

Our hands touch so many things in the course of the day, from packages, grocery bags, door handles, menus, dish rags...all sorts of things including touching our own bodies and faces.

We can carry a plethora of germs on our hands and in our fingernails without ever realizing that they are there. Then we touch our mouths or bite our fingernails, ingesting germs from unknown sources, which could spread infection or disease to us or to our loved ones.

The importance of effective hand washing is imperative to keeping our home and ourselves free from the potential of spreading germs to each other. Effective hand washing is not just a quick rinse under the faucet. Hand washing requires time, soap, water, and effort!

Here are some tips for hand washing that you can implement in your own personal hygiene routine and teach your children to do as well.

1. Turn the water on to a comfortable temperature wetting your wrists and hands.
2. Apply a generous portion of antibiotic soap (generally one full pump).
3. Generate a heavy lather and wash well for at least 15 seconds.
4. Clean between your fingers, nail beds, under your fingernails, and the back of your hands.
5. Rinse well under the running water. Hold your hands so that the water flows from your wrists down to your fingertips.
6. Dry your hands completely with paper towels or an air dryer.
7. Turn off the faucet using the paper towel you used to dry your hands, if available.

Sometimes there is not water and soap available. When that happens, hand sanitizer is the next best option. Here are some tips for sanitizing your hands:

1. Squeeze hand sanitizer into the palm of your hand.
2. Thoroughly clean the backs of both of your hands.
3. Squeeze more sanitizer for the rest of your hands carefully cleaning the tips of your fingers on both hands.
4. Lastly, squeeze sanitizer to clean the inside of your palms, the inside of your fingers, and the greater part of your hands.

You can prevent the spread of germs created by coughing and sneezing by following a simple etiquette:

1. Avoid using your open hands or closed fists to cover your cough. This can spread germs through the air and can make it easier to transfer germs to other surfaces when you touch them.
2. Instead, cough or sneeze into the fold of your arm (the inside of your elbow). This helps to trap germs into your clothes, which can be easily washed later on.

SMILE!

A smile can bring happiness to everyone. “A smile is a facial expression formed by flexing the muscles near both ends of the mouth. Among humans, it is an expression denoting pleasure, joy, happiness, or amusement. Smiling is something that is understood by everyone despite culture, race, or religious; it is internationally known.” —Wikipedia

We are drawn to people who smile. Smiles are often infectious when someone smiles at us, we smile back at them. Many times a smile can diffuse a bad situation. Smiles are an important part of how we relate to other people. Smiles can even boost your own spirits if you smile in spite of the circumstances!

“Every time you smile at someone, it is an action of love, a gift to that person, a beautiful thing.”

- Mother Teresa -

Taking care of your teeth and your mouth is an important step in maintaining the beauty of your smile. This section will review the types of teeth we have, what tooth decay and gum disease is, and how to care for our mouths.

ORAL CARE

Dental health is an important part of your general health. Whatever your age, you can and should have healthy teeth and a pleasant smile. Correct dental care can help you keep your teeth healthy for a lifetime.

Teeth.

- * Brush your teeth twice a day and rinse well after every meal.
- * Brushing before going to bed is important. It is especially recommended for people with a sweet tooth.
- * While brushing, pay attention to the fact that you are getting rid of the food particles stuck in between the teeth and in the crevices of the flatter teeth at the back of your mouth, the molars and pre-molars.

- * Brush down on the upper teeth and brush up on the lower teeth. Use a circular motion. Pay attention to the tongue and the inner surface of teeth as well.
- * Your brush should have soft, resilient bristles. It should be rinsed well and left to dry after use.
- * Floss after brushing.

Ready to meet your teeth?

Dentine is an ivory-like substance. It forms the second layer of your tooth and is softer than enamel.

The Gum is a coral pink fibrous tissue that covers the teeth, the roots of the teeth, and supports the bone below. It also helps to absorb the pressure that is exerted when you are chewing.

The nerve of the tooth is a cord-like structure with fibers that carry messages, such as pain, touch, etc) from the tooth to the brain.

Enamel is the hardest tissue of our body which forms the outer layer of the tooth.

Pulp is the most vital part of the tooth, as it contains nerves and blood vessels.

The root is the hidden part of your tooth just beneath the gums. It contains root canals which contain the pulp. Each tooth can have one, two, or even three roots!

Cementum is a thin layer of bone-like tissue that protects the root of a tooth.

TYPES OF TEETH

Milk Teeth. In the early years, a child has 20 primary teeth: eight incisors, four canines, and eight molars. These are also called milk teeth. Children lose their milk teeth between the ages of 6 and 11, and their permanent teeth (or secondary teeth) appear as the primary teeth are shed.

Permanent Teeth. An adult has 32 permanent teeth: eight incisors, four canines, eight premolars, and twelve molars. The last four molars are commonly known as “wisdom teeth” as they appear much later during the teens or even adult years.

Incisors cut food into small particles.

Canines tear food. They are pointed and sharp.

Premolars crush food particles.

Molars grind food for better digestion.

Plaque. What is tooth decay? Tooth decay describes the condition wherein the tooth, under a variety of harsh conditions, breaks down leading to the formation of a cavity.

It starts with a hole or opening in the enamel. If this is not treated, it progressively reaches the deeper sections of the tooth, where the pulp and the nerves cause the tooth to become sensitive to a variety of stimuli and gum problems, such as inflammation and swelling. The tooth begins to pain and ultimately results in tooth loss.

How do teeth decay?

1. Plaque, which is a soft, sticky, colorless film of bacteria that constantly forms on the teeth, combines with sugar present in food particles stuck between the teeth and turns them into acid which attacks the tooth enamel. With repeated acid attacks, the enamel wears away and a cavity is formed.

2. This cavity forms the decay once a year and spreads into the next layer called the dentine. If the cavity is filled by a dentist, the decay can be stopped.

3. If the cavity is not treated at the dentine stage, the decay spreads deeper into the pulp and this can be very painful.

4. In the last stage, the decay spreads to the root and causes an abscess accompanied by severe pain. At this stage, only a root canal treatment can save the tooth. In some cases, the tooth may have to be extracted.

Is Tooth Decay Common?

Tooth decay is a common dental ailment that may occur at any time or at any age. However, since the onset of tooth decay is strongly related to the unregulated consumption of sweet foods and beverages, it tends to affect young children and adolescents more than older individuals. One form of tooth decay is diagnosed in nursing infants and is referred to as nursing caries.

What Can I Do if I Have Tooth Decay?

If you have developed blackened spots on the inner or outer surfaces of your teeth, or a sensitive tooth, it is likely that you are in the first stages of tooth decay. Visit your dentist immediately to undertake a comprehensive evaluation. If the onset of tooth decay is detected, a dentist will follow certain procedures:

1. The dentist will make an opening in the crown and remove diseased pulp.
2. Clean the tooth chambers and root canals and seal with silver amalgam or a tooth colored material to prevent bacteria from contaminating the canal.
3. Recommend the use of a fluoride-toothpaste that effectively prevents cavities.

Gum Disease

How does gum disease start? Gum disease, technically known as periodontal disease, is the major cause of tooth loss in adults. How the disease starts and progresses is described here.

Healthy gums closely grip the sides of the teeth anchoring them firmly in place, with the help of bone. Remaining plaque produces acids and bacterial irritant. It also hardens into calculus, commonly called tartar which presses around the gum line. As the gum becomes inflamed, it may bleed. This condition is known as Gingivitis.

If untreated, the infection spreads to the bone supporting the tooth. Pus if formed, the bone begins to erode, and eventually the tooth may be lost. This condition is called Periodontitis.

The early stage of gum disease (gingivitis) starts with plaque. Plaque is the soft, sticky, colorless film of bacteria that constantly forms on the teeth. If you do not clean your teeth properly, the plaque builds up and the bacteria produce toxins and enzymes that can irritate the gums. Gums can become red, swollen, and sensitive and can bleed upon any annoyance to the gum.

Who gets gum disease? Although periodontal diseases can occur at any stage, they usually affect adults. As many as 90% of people above 40 years suffer from some form of gum disease, making it the leading cause of tooth loss in adults.

How can I prevent gingivitis? Brush and floss twice a day after meals to control plaque build-up. Eat a balanced diet, especially one rich in dietary fiber, such as fresh fruits and vegetables, milk, and fish.

How to Brush Your Teeth

- 1.** Aim the bristles at a 45 degree angle, into the gum line. Use small circular motions, keeping the tips of the bristles more or less in the same place.
- 2.** Remove plaque from all outer surfaces of lower and upper teeth with small circular strokes. Make sure you can feel the bristles at the gum line and between the teeth applying small circular strokes.
- 3.** Use the long neck to remove plaque from behind the last molar.
- 4.** Use a back-and-forth stroke to brush the biting surfaces on both the upper and lower molars. Make sure you extend your brush to the last of your teeth (at the very back of your mouth).

Brushing your teeth twice a day is recommended. Replacing your toothbrush every three or four months is also recommended.

Flossing

- 1.** Take about 20 inches of floss and wind the ends around your middle fingers.
- 2.** Use your thumbs to guide floss gently and carefully between upper teeth and under the gum line. Avoid “snapping” the floss against the gums.
- 3.** Curve floss around each tooth and use an up-and-down motion to remove harmful plaque. Remember to clean each tooth separately and thoroughly.
- 4.** Use your index fingers to guide the floss gently between the lower teeth. Curve the floss around each tooth using an up-and-down motion.

Rinsing. Rinse your mouth with water thoroughly after each meal. Rinse for a minute everyday with mouthwash.

Visit your dentist regularly. To help keep your teeth and gums healthy, be sure to see your dentist and hygienist regularly for check-ups and professional cleaning at least twice a year.

Dental Specialists. In addition to routine visits, your general dentist may recommend that you visit a specialist for a particular dental problem such as an endodontist, an oral & maxillofacial surgeon, orthodontist, pediatric dentist, periodontist, or a prosthodontist.

An Endodontist specializes in root canal therapy and other treatments involving damaged tooth pulp and related tissues.

Oral and Maxillofacial Surgeons extract teeth and surgically treat diseases, injuries, and defects within the jaw and the mouth.

An Orthodontist corrects the improper position of teeth, known as malocclusion, using braces, retainers, and other appliances.

Pediatric Dentists specialize in treating the dental needs of children.

Periodontists treat the diseases of the gums and other soft tissues that surround the teeth.

Prosthodontists specialize in artificial devices for the mouth such as dentures, bridges, and implants.

A GUIDE TO COMMON DENTAL TERMS

Abscess. A serious infection sometimes caused by severe decay. Symptoms include pain and swelling. Root canal therapy is often required.

Bleaching. A process of applying hydrogen peroxide solution to whiten discolored or stained teeth.

Bonding. The process of attaching tooth-colored materials to stained or damaged teeth to restore or improve their color or shape.

Bridge. Also known as a “fixed bridge”, a bridge is one or more artificial teeth fixed in the mouth by attachments to neighboring teeth. Usually, joined by crowns on either side of the artificial teeth. Sometimes joined with metal extensions bonded to the backs of neighboring teeth.

Crown. Also called a cap, a crown is an artificial cover for a decayed or damaged tooth made of plastic, metal, porcelain, or a combination of metal and porcelain.

Dentures. One or more artificial teeth that is removable. Full dentures replace an entire set of upper and lower teeth. Partial dentures are attached to natural teeth with metal clasps or other devices that enable the artificial teeth (bridge) to be removed.

Filling. A material used to fill a cavity. Usually composed of a mixture of metals (amalgam) plastic, porcelain, or gold.

Impacted Tooth. An unexposed tooth in the jaw that cannot reach its normal position and is confined beneath the gum's surface. May cause pain.

Orthodontic Treatment. A method of correcting the position of teeth using braces or similar devices.

Periodontitis. The advanced stage of gum disease and the leading cause of tooth loss among adults. Gums and tissues are inflamed, plaque gets into pockets below the gum line, tooth roots become exposed, and supporting bone is destroyed causing tooth loss. Symptoms can include separation of gums from teeth, shifting or loose teeth, bad breath, or a bad taste (or both) in your mouth.

Root Canal Therapy. Also called Endodontics. The cleaning out and filling of the innermost part of the tooth, known as the pulp that has been damaged or severely decayed.

Scaling. The removal of tartar from the teeth above and below the gum lines. Must be done by a dental professional.

Halitosis or Bad Breath. Poor oral hygiene and infection of gums often results in a bad odor emanating from the mouth. This is called halitosis. Smoking can make this worse. Proper brushing of the teeth and oral care can get rid of bad breath. There can be other reasons for bad breath. Colds, sinuses, throat infections, or tonsils can cause bad breath. Other diseases are also causes. Therefore, if bad breath persists despite good dental care, you need to see a doctor. Halitosis is a common problem that over half the human population faces occasionally and a third of the population faces chronically. This problem can last for a brief phase or long term and often reflects your personal hygiene. A little extra care can keep the offensive odor away.

What is the cause of Halitosis?

Oral Causes:

It is generally agreed that a particular group of anaerobic bacteria, that live under the surface of the tongue are responsible for bad breath.

These bacteria, under suitable conditions, such as food debris in the mouth, act in the oral cavity and release sulfur, which is responsible for this bad breath. The conditions favorable for this bacterial action are:

- Improper brushing which leads to accumulation of food between teeth and on the tongue.
- Reduction in salivary action
- Sticky, spicy, odorless food
- Dentures that are not cleaned regularly
- Orthodontic bands
- Decays
- Gum disease
- Oral sores

Other Causes:

- Post-nasal Drip
- Respiratory problem
- Fasting
- Tonsillitis
- Diabetes
- Liver and kidney problems
- Stress
- Smoking
- Alcohol

Will bad breath set off other problem?

Though, in many cases, bad breath is due to bad oral hygiene, it can also be the indication of a major problem such as a developing gum disease or intestinal disorder.

In the case of the former, the bacteria causes an infection, leading to inflammation which when left untreated, causes destruction of the gum tissue and later the supporting bone.

What is the role of saliva in preventing bad breath?

The constant flow of saliva in the mouth washes away the food remains on the tongue and vestibular area. It contains oxygen

which prevents the anaerobic bacteria that produces sulfur, from acting in the mouth.

In cases of dryness of the mouth, due to salivary gland disorders and infrequent food intake, salivary flow decreases causing mouth odor.

Salivation also decreases at night, which is the reason for bad breath early in the morning.

Do tongue cleaners help prevent halitosis?

No. The bacteria causing bad odor lie under the surface of the tongue and cannot be removed by tongue cleaners. Moreover, vigorous scraping with tongue cleaners damages the tongue leading to cuts on the surface, which will worsen the condition.

What kind of oral care is necessary to prevent halitosis?

- ▶ Generally avoid very spicy and sticky foods
- ▶ Switch over to more raw, fresh green vegetables and fruits that have chlorophyll content
- ▶ Take a lot of fluids
- ▶ Brush twice a day following the correct technique
- ▶ Massage gums daily
- ▶ Use an oral rinse (mouthwash)
- ▶ Visit a dentist for treatment of decay and inflammation of gums.

Dentures

What kind of oral care is necessary for people wearing dentures?

- ▶ Dentures should not be work overnight.
- ▶ They should be removed and washed with special denture cleansing powders and brushed.
- ▶ The gums should be massaged with the index finger regularly to enhance proper blood circulation.

Any abrasion in the area of denture wear should be treated immediately.

ORAL CARE FOR INDIVIDUALS WEARING ORTHODONTIC BRACES

Special orthodontic brushes should be used for brushing. Mouths should be rinsed well after every meal and the food residue removed with a tooth pick. Gums should be massaged regularly to avoid inflammation.

What care should individuals who have undergone dental procedures take? (e.g. extraction, filling, etc)

In the case of extraction, the extracted area may remain raw for about a week after which there will be tissue in growth. Bleeding in the area may lead to foul odor. Frequent gentle mouth rinsing is necessary.

The mouth should be rinsed regularly with warm salted water.

Avoid meddling in the area with sharp instruments such as pins, tooth picks, etc., as it may hinder healing. In case of filling, a filled tooth can be brushed after 24 hours. It can be treated as any other normal tooth.

How can a dental professional help?

If halitosis is due to oral causes a dentist can:

Clean teeth and polish them to remove all fixed debris and dirt.

Fill decayed tooth that has food accumulation or pus causing bad breath.

Suggest oral rinses and medicated tooth pastes.

Teach you proper brushing technique and various methods to maintain oral hygiene.

Extract or do root-canal treatment for a very badly damaged tooth.

Suggest salivary supplements for people with decreased salivation.

Treat oral wounds, canker sores causing bad breath.

If all these do not work, refer you to a general practitioner (doctor) for treatment of other general illness that may be causing the bad breath.

“Let us always meet each other with a smile,
For a smile is the beginning of love.”

- **Mother Teresa** -

Unless otherwise noted, these guidelines have been compiled from articles found at webhealthcentre.com. Used by permission.

UNIT TWO: SAFETY

“A prudent person foresees the danger ahead
and takes precautions. The simpleton goes blindly on
and suffers the consequences.”

— Proverbs 27:12 —

Most of us would like to believe that our homes are safe havens for ourselves and our families. But did you know that 35% of emergency visits are caused by injuries or poisoning? And many of those injuries occur right in our own homes.

This section will alert you to the basic safety precautions we can make to safeguard our homes and our families. This unit will cover:

- ✓ Household safety
- ✓ Child-proofing your home
- ✓ Poison control
- ✓ Developing a fire and weather emergency plan
- ✓ Vehicle basics — maintaining and caring for your automobile.

The Scriptures give testimony that we should be wise stewards of what God has given us and care for the things we have.

HOUSEHOLD SAFETY: FOOD

“But if any provide not for his own,
and especially for those of his own house,
he hath denied the faith,
and is worse than an infidel.”

— Timothy 5:8 —

Keeping Your House Orderly

Germs can survive for several hours, especially on kitchen surfaces. You can reduce the risk of spreading germs and reduce your risk of illness by keeping cutting boards, countertops, utensils, dishcloths, and towels clean.

It is recommended that you not use sponges in the kitchen. They tend to collect small food particles and can be difficult to clean, allowing for bacteria to breed and grow.

Sanitizing the hard surfaces of your kitchen, cupboard, and door handles is highly recommended. An inexpensive kitchen sanitizer can be made by using a weak chlorine bleach solution. You may want to keep a supply of this solution in a spray bottle

near the sink. This solution can be made by mixing two (2) teaspoons of bleach per quart (32 ounces) of water.

Here are a few tips for basic housekeeping:

- ★ Bathrooms should be cleaned and disinfected weekly. Toilet bowls and seat, sinks, counters, and tubs — these all need a regular cleaning.
- ★ Disinfect cutting boards.
 - ★ Clean cutting boards in hot, soapy water using a scrub brush to remove food particles and germs that are lodged in the tiny crevices and cuts. Then spray the boards with your weak chlorine bleach solution, rinse, and allow them to air dry.
- ★ Keep sink disposals and dishwashers free of food particles. Empty sink strainers of food particles and debris after each use.
- ★ Keep counters and table tops clean. Wipe them down after each use. Sanitize surfaces with your weak bleach solution.
- ★ Keep trash in a covered receptacle. Remove trash each day to eliminate odors and discourage insects from entering the home.
- ★ Use disposable paper towels to wipe up juices from raw meat, poultry, or fish.
- ★ Wipe up spills in the refrigerator immediately.

Food Safety

Meats, poultry, fish, dairy products, and eggs can spoil quickly. These foods naturally contain bacteria that can cause illness if the foods are not stored or cooked properly. Simple food handling precautions will help prevent the spread of food related illness.

Here are some tips for handling food:

- ❖ Avoid cross contamination between foods. Wash your hands every time before coming into contact with good.
- ❖ Wash hands and utensils after handling raw meat, fish, or poultry. Wash your hands often. Use soap and water to wash and paper towels or clean cloth towels to dry your hands.

- ❖ Research has proven that frequent hand washing is the most effective way to prevent food borne illnesses.
- ❖ Keep perishable food refrigerated or frozen until they are used. Thaw frozen items in the refrigerator, under cold running water, or a microwave. Marinate food in the refrigerator.
- ❖ Make sure the temperature in your refrigerator is below 40°F. Keep a thermometer in the refrigerator and check it often. Adjust the thermostat to a cooler setting if necessary.
- ❖ Examine foods and check the dates on the label. Buy foods with the longest period to the expiration date. Don't buy damaged products.
- ❖ Throw away foods that don't look and smell fresh, a change in the odor or appearance of foods is often a sign of spoilage. Throw away eggs with cracked shells.
- ❖ Be sure cutting boards and knives are thoroughly scrubbed and washed with soapy water after each use. These items can easily transfer disease-causing bacteria from raw meats and poultry to vegetables, fruit, or cooked meats. **Important: Use different cutting boards for each food you are preparing.**
- ❖ Store raw meat, poultry, and fish in the meat drawer of your refrigerator or in tightly sealed plastic bags to prevent juices from leaking onto other foods. Thaw frozen meats, fish, and poultry in a pan on the lowest shelf so that juices won't drip on other foods.
- ❖ Cover ready-to-eat foods in the fridge to protect from cross-contamination by raw meats or unclean surfaces.
- ❖ Freeze foods in containers designed for cold storage.
- ❖ Avoid eating raw fish, raw clams, oysters, and mussels.

Cook eggs until the whites are firm and the yolks begin to harden. Don't eat foods that contain raw eggs such as cookie dough, egg dressings, eggnog, or homemade mayonnaise.

Keep hot foods "hot" and cold foods "cold" until they are served. Cool foods rapidly before storage. If you are preparing large quantities of food for later use, cool the food rapidly. Only

prepare an amount of food that you can properly store and keep cool.

Cooling methods include: placing the container in an ice-water bath, dividing the food into several small containers before refrigerating, including ice as an ingredient, stirring and providing great air circulation around the product container.

Cooking Tips

How do you know your food, especially meat, is done?

All meats should be cooked to the USDA safe cooking standards. A food thermometer is very useful in monitoring the internal temperature of cooked food. Food thermometers can be found in the local grocery store. Eating undercooked meat can result in various degrees of food poisoning.

“If you really want to make a friend,
go to someone’s house and eat with him ...
the people who give you their food give you their heart.”
— Cesar Chavez —

- ◆ Cook ground beef to an internal temperature of 160°F and until juices run clear. Don’t eat rare hamburgers, which can make you or your family sick.
- ◆ Cook veal, lamb, and pork to an internal temperature of 160°F.
- ◆ Cook steaks and roasts to the following temperatures:
 - ◆ 160°F internal temperature (medium)
 - ◆ 170°F internal temperature (well done)
- ◆ Cook ground turkey or chicken, to a minimum internal temperature of 165°F.
- ◆ Cook chicken breasts to a minimum internal temperature of 170°F.
- ◆ Cook whole poultry to an internal temperature of 180°F.
- ◆ Fish should be cooked to a minimum of 145°F or until opaque and it flakes easily with a fork.
- ◆ Cook eggs until both the yolk and white are firm.


Cold Foods

Refrigerate or freeze perishables, prepared food, and left overs within two hours. Make sure the refrigerator is set at 40°F or lower and the freezer is set at 0°F.

When using coolers, remember that a full cooler will keep a cold temperature longer than a half empty cooler, so pack plenty of ice. Also, try to keep the cooler out of direct sunlight.

PREVENTING ACCIDENTAL POISONING

- ➡ Store potentially poisonous household products and medications locked out of your child's sight and reach.
- ➡ Read labels to find out what is poisonous. Unsafe household products include toilet cleaners, bleach, oven cleaners, and dishwasher products. Other hazards include medicines, makeup, plants, toys, pesticides, art supplies, and alcohol.
- ➡ Never leave poisonous products unattended while in use. Many incidents happen when adults are distracted for a moment on the phone or at the door.
- ➡ Be aware of poisons that may be in your purse or bag. Store your bags out of the reach of young children.
- ➡ Do not mix cleaning products.
- ➡ Buy child resistant packages when available.
- ➡ Keep products in their original packages to avoid confusion.
- ➡ Use child safety locks on cabinets where you have stored poisonous items, cleaning products, or makeup. Another alternative is to store these items in a high cabinet out of reach of children.
- ➡ Learn the toll-free nationwide poison control center number: 1-800-222-1222 and keep it near every phone. Program it into your cell phone.
- ➡ Poison control centers offer fast, free, confidential help in English and Spanish. Most poisonings are resolved over the phone. The number works from anywhere in the United States 24 hours a day, 7 days a week.
- ➡ Follow the operators instructions.

 Do not make your child vomit or give them anything unless directed by the Poison Control Center.

Remember — store medications out of your child’s sight and reach. Be safe when administering medicines to your children.

**If you suspect your child has been poisoned,
take the product to the phone and call:
1-800-222-1222**

**If your child has collapsed or is not breathing,
call 9-1-1.**

MEDICATION SAFETY TIPS

- * Store medications out of your child’s sight and reach.
- * Do not leave medicines in your purse, an unlocked kitchen or bathroom cabinet, or on a kitchen or bedside table.
- * Read labels to find out what can be poisonous. Keep those products separate from toothpaste, soap, and other things you use every day.
- * Never leave medicines or potentially poisonous household products unattended while you are using them.
- * Do not leave out loose pills.
- * Buy child-resistant packages when available.
- * Be safe when giving medicines to your children.
- * Always read labels, follow directions, and give medicines to children based on their weights and ages.
- * Avoid confusion by keeping all medicines and potentially poisonous household products in their original packages.
- * Do not take medicine or vitamins in front of kids, or involve children as helpers with your medication.
- * Tell grandparents and friends about avoiding medication poisoning when your family visits their homes.

Protect your children from other poisons that may be present in your home such as lead or carbon monoxide.

Lead

Test homes built before 1978 for lead based paint. If lead hazards are present, have your child tested for lead exposure and/or hire a professional to control and remove lead sources safely.

Make sure your child does not have access to peeling paint or chewable surfaces painted with lead based paint.

Frequently wash your child's hands, face, toys, and pacifiers to reduce the risk of your child coming into contact with lead or lead-contaminated dust.

Check the U.S. Consumer Product Safety Commission Website for more information and to obtain information on product recalls.
<http://www.cpsc.gov>

Carbon Monoxide

Install a Carbon Monoxide (CO) alarm outside every sleeping area on every level of your home. Place CO alarms at least 15 feet away from every fuel-burning appliance to reduce the number of nuisance alarms.

Test alarms once every month and replace them every five (5) years. Make sure alarms can be heard when you test them and practice an escape plan with your entire family.

Never use a stove for heating. Do not use a grill, generator, or camping stove inside your home, garage, or near a window.

Never leave a car, SUV, or motorcycle engine running inside a garage, even if the garage door is open.

HOUSEHOLD SAFETY: KEEPING YOUR FAMILY SAFE AT HOME

Your home is your sanctuary; your castle. Whether large or small, whether you own or rent, it is still yours. The following suggestions are simple ideas and tips to help safeguard your family, your belongings, and your property.

Keeping the Home Safe and Secure

Make sure all exterior doors have proper locks. Lock your doors when you are not home, at night, and if you are indisposed, such as, using the restroom or taking a shower.

Don't leave extra keys under doormats, potted plants, or any other obvious outdoor location. Find an inconspicuous place to hide the keys, or give a set to a neighbor you can trust.

If your glass patio doors do not lock, make them secure by setting a pipe or metal bar in the middle bottom track of the door slide. The pipe should be the same length as the track.

Keep garage doors closed at all time. By keeping garage doors closed, it prohibits intruders from gaining access to a door that leads directly into your home.

Keep cash in a safe, inconspicuous place. Do not leave cash or open purses in areas where there is a lot of traffic going in and out of the house.

Don't leave notes on the door for service people or family members allowing others to enter your home without your knowledge or advertises that you are not home.

Keep receipts and mail in a safe place. Identity thieves can easily get all of your personal information from your mail and papers.

Close and lock all of your windows at night.

HOUSEHOLD SAFETY: HOME FIRE SAFETY

Never leave candles or other open flames burning unattended. Douse cigarette and cigar butts with water before dumping them in the trash.

Don't leave hot irons or burning stovetops/outdoor grills unattended while in use. Double check that you've turned them off after use.

Install smoke alarms on every level of your home. Put them inside or near every bedroom. Test them monthly to make sure they work and replace the batteries once a year.

Don't have deadbolts that lock with an inside key. You need to get out fast if a fire starts. A missing key could trap you inside. Don't nail windows shut. Make sure they open easily.

Make a fire escape plan for your family. Find two exits out of every room. Pick a meeting place outside. Practice makes perfect — hold a family fire drill at least twice a year.

Make sure your entire family is aware of your fire escape plan and knows how to properly operate your home security system in imperative to have the best home security possible.

Be sure your street address is visibly posted so that firefighters can identify your home in the event of an emergency.

IF A FIRE SHOULD BREAK OUT GET EVERYONE OUT OF THE HOUSE FIRST, THEN CALL 9-1-1!

If you see someone with their clothing on fire,
STOP • DROP • and ROLL!

How to STOP, DROP, and ROLL

An important part of fire safety is to know what to do if your clothes, or the clothes of someone you are with, catch fire. Your instinct may be to run or pat the fire out with your hands, but the “Stop, Drop, and Roll” method is actually the most efficient way of putting out a clothing fire. This technique should be practiced often so that it will become an automatic response in an emergency situation.

INSTRUCTIONS

- 1.** Stop what you are doing if your clothes catch fire. Do not try to pat the fire out and do not try to run.
- 2.** Drop to your knees and lie down on the floor on your stomach.
- 3.** Close your eyes and cover your face and mouth with your hands to protect yourself from flames and smoke.
- 4.** Roll onto your back and to your front repeatedly until the fire is out. Fire needs air to burn; rolling from your back to your front will help to smother the fire.
- 5.** Remove burned clothing and check that it is not smoldering. Treat any burns immediately. Skin burns from fire is one of the most serious injuries and should be flushed with cool water as soon as possible.

Tips and Warning

If you notice that someone else's clothing has caught on fire, don't alarm the person by yelling, "Fire!" Instead, calmly tell the person to "Stop, drop, and roll" and let them know when it is safe to stop rolling.

Even very young child can learn this safety procedure. Of course, children should be kept away from open flames, but should be taught what to do in the event that their own clothing catches on fire.

TAKING CARE OF YOUR PET

"Until one has loved an animal,
a part of one's soul remains unawakened."

— Anatole France —

Being a responsible pet owner means making sure that your furry friend has everything it needs to live a long, happy, and healthy life. Taking care of a pet is a big responsibility, but with the proper tools, you can gain a rewarding experience and build a loving bond with your pet. A little prevention goes a long way in reducing unnecessary expenses.

Basic Pet Care — Healthy Food Choices

The type of food that you choose to feed your pet can make a big difference in your pet's health and quality of life. The right choice of food will not only improve the general health of your pet, but it will also help enhance the quality of their coat and leave less waste in the yard or litter box to clean up later.

If you want to know what your pet is consuming, just read the label on their food. The ingredients are listed by weight, so look for food that lists a protein first, such as beef, lamb, chicken, or fish. Depending on the quality of food, the protein will come in one of three varieties:

Whole meat or poultry. This is just the flesh. It is the same part of the animal that a person would eat.

Meat or poultry by-products. These are the other parts of the animal such as internal organs, blood, bones, and feet.

Meat or poultry meal. This is the by-products that have been ground up into a powdered form.

Whole meat or poultry will provide the best source of nutrition for your pet. The food should also contain a grain and vitamins or fatty acids. It's a good idea to avoid food that contains a lot of corn since it is one of the most common allergens for pets and is not an ideal source of protein for carnivores, such as dogs and cats). Your pets should also have access to clean and fresh water at all times. Food and water bowls should be washed frequently.

Harmful Human Foods

Some human foods are bad and even dangerous for animals to consume. Never feed your pet any of the following:

- ➔ Chocolate
- ➔ Alcohol
- ➔ Coffee
- ➔ Onions
- ➔ Large amounts of garlic
- ➔ Raisins
- ➔ Grapes
- ➔ Macadamia nuts
- ➔ You should also avoid giving cow's milk to your cat or kitten.

Cats do not easily digest pasteurized milk and may develop diarrhea.

Regulate Your Feeding

Pets that are overfed run the risk of becoming obese, which may lead to future health problems. Instead of leaving food down all day, talk to your vet about a proper feeding schedule for your pet. A carnivore's system is designed to eat a big meal and then digest it, so if your dog or cat "grazes" all day, it's digestive enzymes never get full fed up to do their job and some important nutrients may be lost.

Vaccinations

Keeping your pets up-to-date on their vaccinations is a good way to prevent illness and costly medical bills. You should

schedule an annual check-up with your veterinarian. The vet will examine your pet to make sure that it is not sick.

Regular check-ups should include vaccinations, parasite control, heart worm, and FIV/FelV testing. If you are unable to afford regular vet care, many communities have low cost clinics that offer these services at affordable prices.

Spaying & Neutering

Spaying or neutering your pet is the only way to completely protect against unwanted litters. Millions of animals in the United States are put to sleep each year simply because they do not have a home. Controlling overpopulation is important, but there are other benefits to sterilizing your pet as well.

Spaying your pets prior to maturity significantly reduces the risk of breast and uterine cancer. Spaying will eliminate the spotting and vocalizations that occur when a female is in heat. Female cats can breed up to three (3) times a year and can become pregnant while they are still nursing a current litter.

Neutering your pets prior to maturity prevents testicular and prostate diseases and can reduce certain types of aggression. Neutered males are less likely to spray and the desire to escape is significantly reduced.

The average person spends more money taking care of unexpected litters of puppies and kittens than it would cost them to spay or neuter their pet.

Provide Proper Identification

Be sure that your pet has a dog license, ID tag, and microchip tag visible to help ensure a safe return if it becomes lost. Many pets end up at a pound or shelter because there is no way to identify their owner.

Grooming Your Pets

You can help keep your pets clean, improve coat quality, cut down on hairballs, and reduce shedding by brushing your pet at least once a week. If kept clean, most dogs don't need to be bathed more than a few times a year. Cats will keep themselves clean and rarely need to be bathed.

Building A Bond

The feeling of being comfortable with every situation is not programmed into our pets DNA. Animals rely on their owners to teach them what is scary and what is not. When pets are not properly socialized with other pets, people and different environments, they can become afraid of them. Fear can quickly turn into aggression. Dogs thrive with structure and leadership. Teaching your dog a few basic commands will strengthen the relationship between you and your pet, creating a bond that will last a lifetime.

Proper Shelter

Your pet needs a warm, quiet place to rest during its down time. A pet bed or old blanket will keep your pet comfortable and protect them from drafts. Bedding should be washed often to remove pet dander. If your dog spends a lot of time outdoors, be sure that it has access to shade and fresh water in the summer and warm, dry shelter, and fresh water in the winter. Indoors is the safest place for your cat, where it is less likely to contract diseases from stray cats, contract parasites, or become lost or injured.

Your Pet's Mental Health

Pets need exercise to stimulate their minds and maintain their health. When pets are bored, they will make their own entertainment, which can lead to destructive behaviors that are frustrating to many pet owners. Supervised activities can help satisfy your pet's natural instincts to dig, chew, herd, retrieve, and chase. The amount of exercise needed will vary depending on the age, breed, and health of your pet.

VEHICLE BASICS

Today's vehicles are much more complex and complicated than the cars of the 1960s, '70s, '80s, incorporating more computer electronics, silicon chips, and sophisticated engines. However, the same basic car care still applies to all kinds of vehicles, and can extend the life and durability of your car or truck. The best part is basic car care does not require any sophisticated understanding of

vehicles or their systems. A few simple steps, some regular checks, and addressing issues promptly can greatly extend the life of your vehicle, making it safer and more dependable for you and your family.

Regular Checks

It may seem intimidating, but basic car care is often simply a matter of popping open the hood and taking a look at the engine of your vehicle. Some basic car care starts with examining the exterior. Check your tires at least every other week to make sure they are inflated properly. This should be an actual check with a tire pressure gauge, but you may also advantage from a visual check to make sure the tires appear equally and properly inflated.

Other visual checks that require almost no vehicle mechanics knowledge include the following:

- Body and bumper damage, which should be monitored for insurance purposes.
- Leaking fluids underneath the vehicle including oil, power and brake fluid, transmission, or other fluids. Air conditioning, for instance, may cause water to drip under a vehicle, which is normal).
- Smoke in vehicle exhaust, aside from normal diesel emissions or startup fumes.
- Engine or fluid warning lights, which should be promptly addresses before any further driving.

Under the Hood

Of course, much of the day-to-day maintenance for your vehicle takes place with the hood opened up. This doesn't mean you have to be a mechanic. The most important things to monitor and check regularly include the following:

- Engine oil level and cleanliness
- Antifreeze & coolant levels — Note: never attempt to remove the radiator camp while the engine is hot or warm
- Brake and power steering fluid levels
- Transmission fluid
- Belts

When checking fluid levels, the engine usually has containers and canisters with fill-level lines. Make sure the fluids are above the minimum line, and below the maximum line. You should also keep an eye out for any leaks or worn radiator and other tubes, which should be replaced before pushed to the point of bursting. Other things to be watchful for in and around the engine include loose electrical or tube connections, worn or exposed wires, and loose or warped belts, which should be promptly replaced.

Belt replacement is somewhat difficult but is a relatively simple and inexpensive fix at a local service company, so it may be worth the trip to your mechanic to get the right belt installed correctly.

You should also keep an eye on your vehicle's battery, and be aware of its age. Batteries should be replaced every five years or so, and if your battery is not getting the proper charge to easily start your car, you should have it checked. You can usually have your battery's charge and water level checked at a local repair facility. Most vehicle batteries come with comprehensive warranties as well.

Changing the Oil

One of the most important things you can do to maintain your vehicle is to change the oil and the oil filter regularly. Some mechanics recommend changing the oil every 2,000-3,000 miles, but you can safely drive further. However, you should be sure to change the oil of your vehicle, or have it changed, at least every 5,000, including a new filter. Your oil should be relatively clean, but still have a dark color to it once it runs through your engine. You should regularly check your oil level and maintain it between the minimum and maximum fill lines. This is why it is a good idea to have some motor oil with the vehicle so you will be able to add some if needed.

There are a variety of types of motor oil to choose from. Lighter weight oil, such as 5W-30, is typically better for colder temperatures, while heavier oil, such as 10W-40, is more suited to warmer temperatures and climates. If your vehicles smokes or uses a lot of oil, a heavier weight and synthetic blend motor oil is probably best.

Other Replacements & Maintenance

Other important components and parts of your vehicle and engine that need regular maintenance but infrequent replacement include the following:

- Air Filter
- Headlight, turn signals, and brake lamps
- Spark plugs and cables
- Engine timing belt
- Windshield wipers

Most engine tune-ups are either actual motor work, or electrical tune-ups consisting of spark plug, cable, and distributor cap replacement. The biggest thing to remember with ongoing vehicle maintenance is to address issues promptly, including engine knocking or other noises, and do your best to try to understand what may be going on before you visit the mechanic.

UNITS THREE & FOUR: HOME ECONOMICS & HOUSEHOLD MAINTENANCE

There isn't anything more central to our family unites than having a meal together. Meals have always been tied to unity within our family units and it has traditionally been a sign of hospitality. Often, we will have a meal together when we have people visit or we will meet our friends for a cup of coffee somewhere. Maybe we meet each other for lunch or simply share a candy bar. Whatever we do or however we share, food is always a part of our families, our socializing, and our reaction.

This unit is designed to help us learn how to organize our meal times, develop a healthy diet, shop effectively, and prepare food for our loved ones. Preparing meals for others is an act of love. Learning to take the stress out of meal planning and preparation will give you more time to enjoy quality time with your family and friends!

I grew up in a very poor family. My mother fed us children on what was known as “government surplus” food. Government Surplus was actually dry and canned food that was left over from World War II. We used to receive a monthly allotment of oatmeal, dry milk, rice, raisins, corn meal, flour, sugar, beans, macaroni, margarine, and other things that helped to feed our family. We rarely had fruit or produce. Consequently, we ate a very high carb diet that has led to a life long battle with weight and cholesterol problems.

This unit will help us learn how to eat healthy, plan, and cook quality meals, prepare and follow a grocery list and budget, economically shop for ingredients for the menu, explore meal options, find low fat, cost effective snacks for the kids and think through various dietary restrictions.

HOME ECONOMICS

“Don’t you realize that your body is the temple of the Holy Spirit who lives in you and was given to you by God?
You do not belong to yourself.”
— 1 Corinthians 6:19 (NLT)

According to a study presented by Michigan’s Nutrition Physical Activity and Obesity Program, as of 2009, Michigan has the tenth highest prevalence of obesity in the United States. In 2009, three out of every ten adults in Michigan were obese, while approximately 35% of adults were overweight.

Since our bodies belong to God, we should treat our bodies with care, taking great pains to stay healthy so we are able to be the happy and whole people God wants us to be! The USDA has set dietary guidelines to help us adhere to a healthy diet. The guidelines emphasize increased portions of vegetables and grains, with smaller portions of protein, dairy, and fruit. Each food group

has recommendations that will help us eat a healthy diet based on a 2,000 calorie per day intake.

Vegetables — Eat 2 1/2 cups every day

Each more red, orange, and dark green veggies, like tomatoes, sweet potatoes, and broccoli in main dishes. Add beans or peas to salads (kidney beans or chickpeas), soups (split peas or lentils), and side dishes (Pinto beans or baked beans), or serve as a main dish. Fresh, frozen, and canned vegetables all count. Choose *reduced sodium* or *no salt added* canned veggies, or rinse off the veggies before eating.

What counts as a cup?

1 cup of raw or cooked vegetables or vegetable juice

2 cups of leafy salad greens

Fruit — Eat 2 cups every day

Use fruits as snacks, salads, and desserts. At breakfast, top your cereal with bananas or strawberries; add blueberries to pancakes. Buy fruits that are dried, frozen, and canned (in water or 100% juice), as well as fresh fruits. Select 100% fruit juice when choosing juices.

What counts as a cup?

1 cup of raw or cooked fruit or 100% fruit juice

1/2 cup dried fruit

Grains — Eat 6 ounces every day

Substitute wholegrain choices for refined-grain breads, bagels, rolls, breakfast cereals, crackers, rice, and pasta. Check the ingredients list on product labels for the words “whole” or “whole grain” before the grain ingredient name. Choose products that name a whole grain first on the ingredients list.

What counts as an ounce?

1 slice of bread

1/2 cup of cooked rice, cereal, or pasta

1 ounce of ready to eat cereal

Dairy — Consume 3 cups every day

Choose skim (fat free) or 1% (low-fat) milk. They have the same amount of calcium and other essential nutrients as whole milk, but

less fat and calories. Top fruit salads and baked potatoes with low fat yogurt. If you are lactose intolerant, try lactose free milk or fortified soy milk.

What counts as a cup?

1 cup of milk, yogurt, or fortified soy milk

1 1/2 ounces of natural or 2 ounces of processed cheese

Protein — Eat 6 ounces every day

Protein is the most readily recognized as meat, but protein is in other foods as well. Eat a variety of foods from the protein food group each week, such as seafood, beans and peas, and nuts, as well as lean meats, poultry, and eggs. Twice a week, make seafood the protein on your plate. Choose lean meats and ground beef that are at least 90% lean. Trim or drain fat from meat and remove skin from poultry to cut fat and calories.

What counts as an ounce?

1 ounce of lean meat, poultry, or fish

1 egg

1 tablespoon of peanut butter

1/2 ounce of nuts or seeds

1/4 cup of beans or peas

In summary, a person on a 2,000 calorie diet per day should eat the following:

- ▶ 2.5 cups of Vegetables
- ▶ 2 cups of Fruit
- ▶ 6 ounces of Grains
- ▶ 3 cups of Dairy
- ▶ 6 ounces of Protein

MEAL PLANNING HAS MANY BENEFITS

There are many benefits for meal planning. You save time and money while improving your health and family relationships.

Save Time

When you make a meal plan, you can select easy recipes that don't require a lot of prep work. After selecting your recipes make

a grocery list. You can buy what you need for the entire week without having to make a return trip to the store for forgotten items.

Save Money

There are three main ways that meal planning saves money.

- 1.** Planning allows you to look at the sales in the grocery store circulars. You can choose recipes that incorporate sale items from your local grocery store to save money.
- 2.** When you build your grocery list around a meal plan, you buy only what you need. This way, you can avoid blindly throwing items into your basket in the aisles of the grocery store.
- 3.** Finally, eating at home is more economical than expensive take out.

Eat Healthier

When you plan to eat at home, you have more control over the ingredients in your meals than at a restaurant. The healthier and least expensive route is to prepare meals at home from recipes with ingredients you trust and serving sizes you understand.

Family Relationships Improve

Studies show that the more often families eat together, the more likely children are to do well in school, eat their vegetables, learn big words, and know which fork to use.

Meal Planning Can Be Very Simple

Make a meal plan can seem daunting, especially when you don't have the time to cook, page through cookbooks and sift through circulars. Meal planning can be accomplished by follow six steps: planning, shopping, buying, bargain shopping, preparing, and packaging.

First of all: Plan. Planning your meals is critical to successfully shopping for the right ingredients. Plan your daily menus in advance so you can shop effectively, making sure you have all the ingredients for each meal.

Here are some questions to consider: What does your family like to eat? What amount of time do you have to prepare a meal?

How much of that meal can you make from scratch instead of a box to save you money? Will it be a meal to cook, grill, or use the slow cooker? What side dishes will you add to your main entree?

Here is a sample of a weekly menu:

MONDAY	Spaghetti
TUESDAY	Tacos
WEDNESDAY	Chicken
THURSDAY	Burgers
FRIDAY	Pizza
SATURDAY	Sandwiches
SUNDAY	Cook's Choice

- ▶ Take time to plan your menus and make a grocery list. This usually takes less time than the time spent going back to the store for a forgotten item.
- ▶ Check the kitchen cabinets and refrigerator when making your grocery list.
- ▶ Plan some meals without meat. Use dried beans, eggs, or peanut butter as a main dish.
- ▶ Check the grocery ads in the newspaper to see what is on sale — plan your shopping around what is on sale to save money.
- ▶ Take advantage of seasonal foods such as squash or oranges in the winter and produce and fruit in the summer.
- ▶ Finish your grocery list before going shopping. Don't trust your memory!

The Next Step is to Shop!

If at all possible, shop only once a week. The more trips to the store, the more money you spend. We always buy more than we plan to when we go to the store! Convenience stores often cost more — avoid shopping for grocery items there. Pick the grocery store with the best prices for food you buy. Think of mileage. Shopping at many stores may not be worth the extra time and gasoline cost. Check out dollar stores. Canned fruit, snack items, and snack crackers are often less expensive at discount stores. The farmer's markets often have fruits and vegetables that may be fresher and cheaper. Watch for stores with super food sales during special times such as "blow out sales" or "10 items for \$10." Stick to

the shopping list! The only time to go off the list is when you can get a good buy, such as store sales and double coupon offers.

Buy what is fresh, cheap, and in season. Adjust your menu to fit these finds. Don't go down every aisle when you shop. Definitely do not shop when you are hungry because you will buy extra food. Better yet, have a small snack before shopping so you won't buy a candy bar at checkout. Shop without your children. That's right! We give you permission! Take turns with a friend or child care. Shop early when the store is not crowded. You will get through the store faster and spend less. Shop when you are not in a hurry. Take the time to compare the price of similar foods and purchase the cheapest. For example, which is cheaper, fruit cocktail or pears? Would it be cheaper to buy an item fresh, frozen, or dried? Bring only the cash you have budgeted to the store. Decide how much you can spend weekly. Bring only that amount with you so you will not be tempted to spend more money.

Now Buy

- ▶ When you go into the grocery store, check the store flyer for sale items.
- ▶ In place of national brands, buy store brands when you can. Compare brands!
- ▶ Compare the unit price of food items. The cost per ounce or per pound helps find the best value.
- ▶ Buy items by the case to save a lot of money. Make sure you have storage space for food items.
- ▶ Split the food and cost of bulk items with a friend. When buying large amounts of food, you both will save money. Buy bulk foods if available, however, avoid buying large amounts of food that will go bad quickly, such as bananas. Spoiled food is a waste of money.
- ▶ Buy family packs of meat, cheese, poultry, and luncheon meats. Divide into servings, freeze, and use as needed.
- ▶ Buy foods in season to save money. You will find something year round that is in season, which makes it affordable.
- ▶ Instead of buying canned fruits and vegetables in large pieces, buy these foods canned in smaller pieces. For

example, pineapple chunks and diced tomatoes usually cost less than pineapple rings and whole tomatoes.

- ▶ Avoid junk foods. Stock up on fruit juices, milk, peanut butter cookies, and popcorn for snacks.
- ▶ Avoid buying foods packed together, such as cheese and crackers, meat and cheese trays, and frozen garlic cheese bread, when you can, buy the items separately for less.
- ▶ When shopping for food, buy nonfood items only if you have money for them.
- ▶ Check sell by and use buy dates to be sure you buy fresh foods.
- ▶ Use coupons carefully. Many couples have special conditions or quantities on them. You can usually buy a food item cheaper when you buy the store brand or an off-brand. Use coupons when they will help you save, but do not become a coupon junkie.

Next, Bargain Shop

Grocery stores put items they most want to sell on the shelves between knee and shoulder height. The highest markup items are the ones about chest level. These are way to grab and toss in the cart. Stick to the edges. Go around the store, not just up and down the aisles. In general, the healthier, less processed foods are at the edges of the grocery store. These foods — fruits and vegetables, dairy, and meat — are healthy and also go further in the kitchen.

Check for a clearance section in the grocery store for items such as soap, cereal, and other household products. These items may be piled in shopping carts throughout the store or placed on special shelves. Only buy it if you know it is a good deal. Avoid buying cans with dents.

Shop for meats carefully. Bones and fat on meat cost a lot of money. It is hard to compare prices of meats with bones and extra fat. Use leftover meats for sandwiches instead of buying packaged sandwich meats. Buy day old bread from the reduced sale table or a bakery outlet. Toast or freeze it for good eating. It is also good for French toast.

Buy plan breads and cereals. Buy regular rice. It is usually better than quick cooking rice or fancy blends. Quick cooking

oatmeal is less expensive and almost as fast as the single serving instant cereals.

Buy a head of lettuce and wash it instead of buying lettuce in a bag. Look over all fresh fruits and vegetables. If you are paying full prices, make sure all perishable foods are in good shape.

Try to ignore the checkout display. This is the store's last attempt to take your money. Consider checking out magazines at the library. If you ate a snack before shopping, you will be more likely to resist buying a candy bar.

Prepare & Package

Make large amounts of recipes that freeze well such as spaghetti sauce, chili, and soups. Label and freeze them for later use.

- ✓ Recycle the roast! Purchase a large roast on sale. Cook and eat some of it the first night. Freeze the rest for later.
- ✓ Cook a whole chicken and use it for more than one meal.
- ✓ Stretch ground meat with bread crumbs, oatmeal, or tomato sauce.
- ✓ Bake more than one item while the oven is hot.
- ✓ Do not leave food in the over overnight. Any foods, even if cooked, such as meats, could make you very sick when left at room temperature for more than two (2) hours.
- ✓ For drinking, use nutritious, low cost instant nonfat dry milk. Thoroughly chill it before drinking for better taste.
- ✓ For cooking, use dry milk in place of the more expensive regular milk.
- ✓ Make milk go twice as far, mix an equal part of instant nonfat dry milk made by the directions with an equal amount of regular milk.
- ✓ Make your own mixes for biscuits, pancakes, and other prepared foods. Already prepared mixes sometimes cost a lot more than homemade mixes.
- ✓ If you are unable to eat ripe bananas right away, use them in muffins. Or freeze the entire banana in the peel

for later use. A frozen banana turns black and looks gross but it is safe.

- ✓ Make extra pancakes. Wrap separately, freeze, and reheat in a toaster or microwave.
- ✓ Save bread ends and crusts. Toast them when baking something else. Crush to make bread crumbs; store in the freezer.
- ✓ Make desserts from scratch. They are usually cheaper than store bought ones.
- ✓ Choose home popped popcorn for a snack. It is less expensive than microwave popcorn and much cheaper than chips.
- ✓ Make tasty salads using leftover vegetables, fruit, meat, or cereal.
- ✓ Make casseroles to use up leftovers.
- ✓ Make foods from scratch (homemade). It can be cheaper (and healthier) than store bought, convenience items.
- ✓ Make sure convenience foods and good buys. Some good buys are canned vegetables and frozen juice. Others, such as ready made pudding, may cost a lot more.

Other Tips to Save Money on Food Costs

- * Save money by picking your own fruits and vegetables at “U-Pick” farms.
- * Can or freeze fruits and vegetables in the summer when they are plentiful. Use them in the winter.
- * Waste less. Use all food before it spoils.
- * Plan for using leftovers.
- * Take your lunch to work instead of buying it.
- * Avoid vending machines.
- * Put together a snack bag of easy-to-eat items for the car or at the kid’s games.
- * Plan snacks for kids. Carrot sticks are cheaper than candy bars.

Eating Out

Limit eating out because it costs a lot of money. Do not super size your order. Fast food is very unhealthy. You are only super sizing your bill and your waistline. When ordering, think smaller. It is not a value meal if you are paying for more than you want. Share the fries — you will save money and calories too.

- ◆ Order ice water. It is usually free. To make it tastier, order it with lemon. If eating in, order the smallest size beverage or even a kid size cup. Most fast food places offer free refills.
- ◆ Dessert is one of the most marked up items on the menu.
- ◆ Look between the buns. The patties are usually very small and the vegetables look limp. Your homemade burgers will look better and, even with the vegetables, will be cheaper.
- ◆ Cooking extra and freezing the remainder at home is just as convenient as going to the drive through.
- ◆ Recycle. The styrofoam containers that burgers and entrees are packed in make excellent pet dishes. Just wipe out and take home. Cut the top and bottom apart for two dishes — one for the cat and one for the dog. Toss them out when the edges get worn.
- ◆ Many communities offer food pantries. Learn where they are and take advantage of the savings you can find especially with foods that will fill your pantry. Many times side dishes and various sundries that you will receive will help you save on your grocery bill!

Children need to have consistent and regular meal times throughout their day. Structure is very beneficial to a child's sense of security. Every child should be starting their day with a solid, healthy breakfast such as oatmeal, waffle or French toast, eggs or milk and cereal along with juice. Mid-morning should comprise of a healthy snack, such as a fruit or vegetable (baby carrots, yogurt, apple, banana). Lunch should include a vegetable, a grain (whole wheat or grain bread), a protein (turkey, ham, boiled egg, peanut butter) and a fruit (juice, apple slices, banana, peaches, etc). Then you might include a little something extra, such as a cookie, graham crackers or nuts. Mid-afternoon snacks can be something

very simple, such as string cheese, yogurt, milk and cookies, apple, celery and peanut butter, raisins, etc. Dinner should be the big meal of the day.

Remember the importance of sitting together as a family, no matter how large or how small, and eating together. This gives a child a sense of structure and safety within the family unit.

A dinner menu should be thought out and the ingredients on hand to cook a decent meal. Plan at least 30-45 minutes to pull a healthy meal together. Samples may include, tacos, spaghetti and salad, burgers with fresh veggies, casserole, breakfast for dinner ... many, many options to be creative and have a fresh menu every week so foods do not get boring.

Bedtime snacks should again consist of something healthy, such as a “snak-pak” jell-o or pudding cup, veggies, crackers and cheese, etc. Nothing big and filling. Avoid giving your children empty calories at night, such as potato chips, fries, etc.

There are many ideas on the internet to help you with meal planning and snack options that are kid friendly. Search the internet using key words such as: HEALTHY SNACKS, RECIPES, MEAL PLANNING, SNACKS FOR KIDS. Dietary restrictions should be under a doctor’s supervision. Many special diets can be investigated by meeting with a nutritionist or dietician. The internet is also a valuable tool for finding information on special diets. If your doctor has ordered a special diet for you or your children, it is very important that you follow those restrictions to keep you and your kids healthy and avoid long term health problems.

“So, whether you eat or drink, or whatever you do,
Do all to the glory of God.”
— 1 Corinthians 10:31 —

HOUSEHOLD MAINTENANCE AND CARE

Let’s say, you are now in your own home or apartment. Living on your own and sustaining independent living is something to be very proud of. Give yourself a pat on the back. Well done! Living

independently requires time and attention to keep your home safe and clean. A messy, unorganized home is a direct reflection on how your life is managed. “Cleanliness is next to Godliness” the old saying goes! The following are just a few basic tips on maintaining a clean, healthy, and vibrant home:

Laundry

Keep your dirty laundry in one place. Prepare a spot in your home, bathroom, corner of a bedroom, a closet, etc, where the family can deposit their dirty laundry each day. Require children to pick up their discarded clothing and put them in the laundry basket or hamper. Even the youngest child can do this simple chore. If you have to go to the laundromat, try to make a weekly trip to sort, wash, dry, and fold the family laundry. Budget money each week for laundry.

If you have a washer and dryer at home, you can ask your older children (10 years of age and up) to help with the laundry. Laundry can be done twice a week. Sort your clothing into four different types:

- 1. Heavy**
Jeans, dark clothing. Wash on cold with a cold rinse.
Regular cycle.
- 2. Permanent Press**
Shirts, blouses, slacks. Wash on cold with cold rinse.
Permanent Press or Medium Cycle.
- 3. Cottons**
Usually includes towels and sheets. Wash on hot with cold rinse. Regular cycle
- 4. Delicate**
Includes undergarments, and special sweaters or tops.
Wash on cold with cold rinse. Delicate or Gentle cycle.

Do not overload your washer. It will not wash and rinse effectively. Let your dryer cool down to minimize wrinkling. Take your clothing out of the dryer, fold, or hang. Separate for each person in the family to make putting it away easier.

Assign taking care of the clothing to each person in the family. They can take care of their own clothing. Give each person a

specific place for their clean laundry, perhaps a dresser, a shelf, a closet, or a basket of their very own.

Houses require basic cleaning. Sweeping or vacuuming the floor should be a daily or weekly chore. Dishes should be done at least once a day unless you have a dishwasher. In that case, wait until the dishwasher is full before running it. Basic household duties include:

- ❖ Dusting
- ❖ Cleaning Bathrooms
- ❖ Washing & Changing Sheets
- ❖ Kitchen (sink, stove, counters, cabinets)
- ❖ Eliminating Clutter
- ❖ Sweeping & Vacuuming & Mopping

Find a place for everything to keep your home clean, neat, and clutter free.

Clothing often gets torn or buttons come off. Simple mending is a way to get more wear out of your clothing. A button is very easy to replace, especially if caught immediately while you can still locate the button. A simple tear can be repaired with a quick whipstitch. Keep a spool of white or black thread with needles available in a drawer for these needs.

Pets are Part of the Household

Pets require full time care. Pets are like having a toddler around full time. All pets need food and exercise on a daily basis.

Dogs need to be walked and exercised daily. Walking a dog on a leash is a great way to get a little exercise for you and for the animal. They need to have a specific area to eliminate waste several times a day. Dogs need to be fed regularly, at approximately the same time each day and have fresh water on a daily basis. Dogs require immunizations, heart worm treatments, and monthly flea treatments. Dogs should never be chained outside. Dogs are social animals that require human interaction. They are especially good to have with children; the bond between a child and a dog is a lifetime friendship. Your dog should be a part of the family — tied outside or in an outdoor kennel (when the

weather is suitable) when the family is not at home. A happy dog is a good dog!

One word of warning: **do not** get a dog if you move frequently, or if you have limited time or limited space. They require a great deal of maintenance. Cats are better if you cannot be home a lot of if you do not have the time to maintain a dog. Choose a loving and cuddly cat. Many cats are not people friendly. They do not make good pets.

Cats need to have fresh water on a daily basis and a dish of dry food available to them at all times. Cats are nibblers and eat frequently throughout the course of a day. A clean litter box is a necessity for a cat. The litter box should be changed with fresh litter on a weekly basis to eliminate odor. Cats will not use a dirty litter box and will consequently eliminate around the household. Litter boxes should be put in a low traffic area to provide a sense of security for the animal when using the box. Teach small children to be gentle with the cat to prevent clawing. If necessary, have your cat declawed. Cats also require flea treatments and regular immunizations.

Always remember to have your pet spayed or neutered!

TIME MANAGEMENT

According to Psychology Today:

“Time management is the ability to plan and control how you spend the hours in your day to effectively accomplish your goals. Poor time management can be related to procrastination, as well as problems with self control. Skills involved in managing your time include planning for the future, setting goals, prioritizing tasks, and monitoring where your time actually goes.”

One of the downfalls of many people is their inability to manage their time. Perhaps you have never been taught how to manage your time or you have not grown up in a structured environment. Time management can be learned. Time management is a skill that will help you be a better person, parent, student, or employee. Learning to prioritize your day will help you deal with a stressful

load and help you accomplish all that needs to be done in your daily routine without panicking about it. The first thing you need to do is get a calendar or a dry erase board. Mark down every important activity on it including everything the children are involved in. Then write down your work schedule, interviews, court dates, etc. Here are a few other things you can do to help learn and implement the skill of time management:

- ★ Mark down any school or medical appointments for yourself or your family.
- ★ Keep track of the day and time for everything you have to do each day.
- ★ Make a list of things to do each day and keep that list in your purse or put on the dashboard of your car.
- ★ Smart phones are a great way to keep your calendar as well as reminders for each day.
- ★ Refer to your “to-do” list frequently; marking off each item you get accomplished as you go.
- ★ Do your high priority tasks first.
- ★ Watch your time.
- ★ Be aware of things that are taking longer than they should.

If necessary, shift a low priority task to the next day if you cannot get everything done, such as: your doctor appointment took an hour longer than anticipated. Shift visiting the library to browse the new book arrivals until the next day. This is an easy fix and eliminates any unnecessary stress in your life. Managing your time is a life skill that is beneficial to raising a family, employment, and studies, but many days, there are unforeseen circumstances that hinder us from maintaining our schedule. Learn to adjust your schedule if necessary. In crisis, try to accomplish only your highest priorities that day and let the rest roll over into another day.

Reprioritize frequently. This is key to keeping a good, healthy schedule, and will prevent feelings of being overwhelmed, hopeless, and despair in your situation. Ask God to go before you during your day and keep everything running smoothly. And if it doesn't, ask Him for the wisdom, peace, and understanding to continue through your day and maneuver through the hurdles.

Be anxious for nothing, but in everything by prayer and supplication, with thanksgiving, let your requests be made known to God; and the peace of God, which surpasses all understanding, will guard your hearts and minds through Christ Jesus.

— Philippians 4:6-7 —