

<b>POLICY NAME</b>	<b>Dress Code Policy For Center Based Staff</b>		
<b>SUBPART</b>	<b>I-Human Resources Management</b>	<b>HSPPS NUMBER</b>	<b>1302.90</b>
<b>LAST PC APPROVAL DATE</b>	<b>February 7, 2025</b>	<b>PAGE NUMBERS</b>	Page 1 of 2
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<b>Policy Statement:</b>	<p><b>Center-based staff must dress in attire that allows them to safely interact (i.e. walk, run, bend, stoop, and sit on the floor) with children while maintaining a professional appearance. Clothing should be clean, professional, functional, and suitable for an educational setting.</b></p>
<b>Procedure:</b>	<ul style="list-style-type: none"> <li>• Staff are required to be neat, clean, and professional.</li> <li>• Staff’s clothing should not be wrinkled, dirty, stained, faded, discolored, or unprofessional.</li> <li>• Staff’s clothing must fit correctly; no clothing that is too tight or too loose.</li> <li>• Staff are expected to always have good hygiene.</li> <li>• Hairstyles, hair color, beards, moustaches, sideburns and other appearance-related items should present a neat and professional style.</li> <li>• Scrubs are the preferred attire for the Early Head Start classrooms. Delta will provide scrubs periodically.</li> </ul>
<b>Guidance:</b>	<ul style="list-style-type: none"> <li>• <b>Tops:</b> Tops should have complete coverage. Tee shirts are acceptable except for shirts with offensive words or pictures (to be determined by the Head Start Director). *Inappropriate attire for work includes tank tops, spaghetti strap tops, midriff tops, strapless “tube” tops, halter tops, tops with bare shoulders, undershirts and wrinkled shirts. Exposure of cleavage or midriff is not acceptable.</li> <li>• <b>Bottoms:</b> Khakis, slacks, or jeans are preferred. Leggings are acceptable when paired with a long tunic or dress that hits mid-thigh. Yoga pants are acceptable if they are professional in appearance. All bottoms must be knee-length or longer and allow for comfortable movement without compromising professionalism. *Gym shorts, and sweatpants are prohibited as well as pants with gaping holes.</li> <li>• <b>Shoes:</b> Closed toe and closed-heeled shoes are required for all center-based staff. Athletic or walking shoes are preferred for work. Shoes must be comfortable and allow for swift movement to keep children and staff safe. Acceptable shoes should have one inch or lower heels including athletic shoes, dress flats, loafers, boots, and leather deck-type shoes. All shoes must be in good repair, and clean. *Opened toe or backless shoes including flip flops, high heels, slippers, mules,</li> </ul>

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	<p>Crocs, house shoes and sandals are not acceptable in the classroom. (Exception: hard-soled slippers may be worn in a classroom with infants to not bring in outside contaminants.)</p> <ul style="list-style-type: none"> <li>• <b>Jewelry:</b> To avoid injury, staff should avoid large or dangly jewelry that children can grab onto or get caught on.</li> <li>• <b>Fingernails:</b> Due to health and safety concerns fingernails should be kept well-manicured, at an appropriate length and natural shape to minimize the risk of injuring children and preventing the spread of bacteria and germs.</li> </ul> <p>*Office staff including Center Directors, Family Advocates, Specialist, Managers and Directors must follow this dress code while in a Center.</p>		
<b>References:</b>			

