



INCA Head Start Classroom Dress Code

- It is important that all employees give a positive impression of themselves and others, as well as having pride in representing the Agency during work hours.
- All Employees shall be neat, clean and professional looking at all times. Dress shall be applicable to the professional environment in which the employee works.
- Scrubs are the preferred attire for classrooms and kitchen staff.
- Work attire may consist of a shirt, blouse, slacks, Capri's, skirt or dress.
- Classroom and kitchen staff must wear closed toed shoes. Shoes must be appropriate for the job duty being performed. Shoes with low heels and closed toes or tennis shoes are preferred for classroom and outdoor activities. Flip Flops, open toed sandals, and spiked heels are not acceptable for classroom staff.
- Jeans are only acceptable while doing work that requires jeans. When jeans are worn they must fit similar to the fit of slacks. Jeans with holes or with tears is not acceptable.
- No shorts are allowed in the classroom or on field trips.
- Sweats are only to be worn on clean up days and when the centers are closed.
- Dresses and skirts may not be worn more than one inch above the knee and be loose fitting.
- Tank tops and spaghetti strapped tops must have a blouse or another shirt over them.
- Tube tops, low cut tops are not allowable.
- High splits on skirts or dresses are not allowable.
- T-Shirts must be loose fitting and professionally acceptable. T-Shirt without logos is preferred. No improper logos on T-Shirts such as derogatory remarks, cigarette logos or beer logos, club names, etc.
- Clothing must be worn so that no mid-drift area is exposed. Pants should be high enough and tops long enough to assure that no mid-drift is exposed when bending or sitting.
- No nose, eyebrow, lip jewelry or other body jewelry is allowed that could cause physical harm if pulled on. This is for your own safety; small children love to pull on jewelry.
- Body tattoos must be covered with clothing, hair, make-up or band aides/bandages and appearance must remain professional.

In situations where guidance is required, management/supervisors are responsible for communicating proper standards and to notify employee if their appearance does not meet these standards. If the employee is dressed inappropriately he/she will be sent home to change immediately.