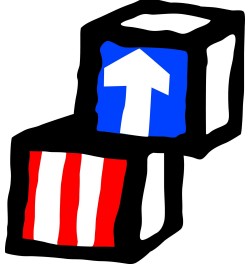


<b>Category:</b>	Workplace	<p style="text-align: center;"><b>INCA Community Services, Inc.</b> <b>Head Start Policy</b></p> 
<b>Sub Category:</b>	Personal Appearance	
<b>Effective Date:</b>		
<b>Revised Date:</b>	11/16, 06/23	
<b>Forms:</b>	Acknowledgement Form	
Responsible: Supervisors and Management		
Additional Policies: Agency Dress Code		

## Head Start Personal Appearance (Dress Code) Policy

### Purpose/Introduction

Head Start Classroom staff members are expected to observe the 3 C's for appropriate attire at work as follows:

**COMFORTABLE** – Staff is expected to interact with program participants. To do this, staff must be dressed in comfortable clothes that allow free movement and activity. Staff members should wear clothing they feel comfortable getting dirty or stained, as staff members are expected to assist various children and families.

**CLEAN** - All clothing should be clean with no stains, rips or tears, and must smell appropriate. This also applies to personal hygiene.

**COURTEOUS** - Staff interact with children and families on a daily basis and should dress professionally.

### Guidelines

- Staff is required to be neat, clean, and professional.
- Staff's clothing must not be wrinkled, holey, torn, ripped, patched, frayed, dirty, stained, faded, discolored, missing buttons or pockets, or unprofessional.
- Staff's clothing must fit correctly; no clothing that is too tight or too loose is permitted.
- Staff is expected to have good hygiene at all times.
- Hairstyles, hair color, beards, mustaches, sideburns and other appearance-related items should present a neat and professional style (no extreme non-natural hair coloring allowed.)

### Shirts, Tops, Blouses and Jackets

- Scrubs are acceptable attire for the classroom.
- Dress shirts/blouses, sweaters, casual shirts, turtlenecks and collared polo-shirts are acceptable attire for work.
- Inappropriate attire for work include tank tops, spaghetti strap tops, midriff tops, Strapless "tube" tops, halter tops, , and undershirts shirts.
- Exposure of cleavage or midriff is not acceptable.
- T-shirts are acceptable as long as they are appropriate for the working environment. No logos, phrases, or graphics. Plain t--hirts are preferred if t-shirts are worn.

- INCA t-shirts and attire is acceptable at all times.

### **Slacks, Pants, Shorts, Capris, and Jeans**

- Suit pants and slacks are acceptable.
- Dressy mid-calf or longer Capri's are acceptable.
- Nice Jeans are acceptable.
- Inappropriate pants include any that are sagging, low cut (no skin showing above pants in front or back), too tight, wrinkled, holey, fringed, frayed, stained, washed out, torn or patched. May not contain any writing or graphics. May not wear sweatpants.
- Leggings may be worn with an appropriate length shirt.
- Shorts may be worn that are at least knee length. No bike or exercise shorts allowed. .

### **Dresses and Skirts**

- Casual dresses and skirts split at or below the knee are acceptable.
- Dresses and skirts cannot be shorter than knee length. They should be at a length at which you can sit comfortably and appropriately in public and they do not obstruct your ability to walk, bend, stoop, kneel, or interact with children.
- Short, tight skirts that ride up the thigh are inappropriate for work.
- Denim is allowable.
- Mini-skirts, sun dresses, beach dresses and spaghetti-strap dresses are inappropriate for the classroom.
- Exposure of cleavage is not acceptable.

### **Shoes**

- Closed-toe and closed heel shoes are required for all classroom staff. All shoes must be in good repair and clean.
- Shoes with low heels may be worn including dress flats, loafers, boots, and deck-type shoes are acceptable for work.
- Athletic or walking shoes are acceptable for work as long as they are clean and the laces are tied.
- Sandals, thongs, flip flops, high heels, open toed, slippers, mules, croc clogs, house shoes or backless shoes or sandals are not acceptable in the classroom.

### **Tattoos**

- Offensive, graphic, (scary) or vulgar tattoos are not acceptable and must be covered at all times.

### **Jewelry**

- To avoid potential injury, no body jewelry is allowed. (Small children love to pull on jewelry.) This includes all of the following: gauged ears, facial piercings, tongue rings, earrings, or necklaces.

### **Exceptions**

Certain special circumstances (e.g., mowing, weed eating, washing vehicles, extensive cleaning days, special outdoor activities, etc.) may warrant relaxing your specific dress code guidelines and expectations, at the discretion of the Head Start Director.

If the local weather forecasts the high temperature for the day to be below 33 degrees or there is significant ice or snow on the roadways, then jeans, sweaters, boots, etc. are allowed for the day.

### **Office Professional Attire**

Office Professional attire is mandatory for all staff present during:

- Trainings such as Preservice and In-Service
- Board of Directors Meetings
- Professional Community Events and Functions
- Training or Business Conferences
- Audits/reviews or when interaction with state and/or local officials is anticipated.

Use the Office Personal Appearance Dress Code for more information.

### **Policy Violations**

If the attire is considered offensive to other staff or the supervisor they will be asked to go home and change clothing to carry out their duties.

If questionable attire is worn in the classroom, the respective supervisor/manager will hold a personal, private discussion with the employee to counsel the employee regarding the inappropriateness of the attire.

If attire deemed unacceptable (if questionable attire is worn a second time after a discussion where it was deemed unacceptable) is worn in the office, the supervisor/manager will hold a private discussion with the employee and ask the employee to go home and change his/her attire immediately.

Repeated policy violations will result in disciplinary action, up to and including termination.

We will make every effort to accommodate employees' religious or national customs that affect the way they dress in the workplace. Each request will be considered on a case-by-case basis.

### **Dissemination of Policy**

The policy will be made available to all employees through the agency's website. The agency will educate and train employees and supervisors regarding the policy and any conduct that could constitute a violation of the policy.