KLAMATH FAMILY HEAD START

**PERSONNEL**

**POLICY & PROCEDURE #: 721**

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**SUBJECT: DRESS CODE**

**POLICY:**

Klamath Family Head Start will have a dress code for all Head Start Staff.

**PURPOSE:**

To ensure a neat and clean environment and set a professional, appropriate example for Head Start enrolled families.

KFHS will provide an environment free from odors/smells that may cause an allergic reaction: perfume, smoke, essential oils, etc.

**PROCEDURE:**

A. Dress Code – All Staff

1. All clothes must be neat, clean, and appropriate for position held. Pants with minimal distress are allowed; bare skin should not show through. Please ensure tops and bottoms provide full coverage. Sweatpants and/or workout wear will not be allowed. Leggings will be worn with a top that reaches mid-thigh length at minimum.
2. For safety reasons, loose and dangly jewelry should not be worn while working with children.
3. Tattoos that are questionable must be covered as determined by the Executive Director.
4. No high heeled shoes are allowed in the classroom, on the school bus, outside playground, storage shed, on ladders or step stools. All staff must have available flat soled shoes or tennis shoes that provide support for running and climbing and any other duty that may be a safety hazard. Open-toed shoes are allowed but must have heel strap. No flip flops are allowed.
5. Hair must be clean and well-kept and may not be extreme in nature.
6. Hats and Hoods on sweatshirts may not be worn inside without prior approval.

B. Dress Code - Food Service Staff (Part A. also applies)

1. Food service staff are to dress in clean clothes including appropriate hair (including facial hair) restraints to prevent contamination of food.
2. Shirts will have sleeves. If long sleeves are worn, they will be pushed up the arm. Sweatshirts are permissible.
3. While working, clean aprons will be worn. Aprons must be removed before going to the restroom.
4. Shoes must have enclosed toe, heel, and non-slip soles.
5. Hair (including facial hair) will be tied back if it is shoulder length or longer.
6. Fingernails are short, unpolished & clean, (gloves must be worn with artificial nails).
7. Jewelry is limited to a plain ring, such as a wedding band.
8. Burns, wounds, sores, scabs, splints and bandages on hands need to be covered.

**If you are asked to leave work because of inappropriate dress you will be expected to make up missed work time. Two or more infractions of this policy will result in further disciplinary action.**

Revised: November 30, 2023

Approved by Policy Council: November 5, 2010

Approved by Grantee Board: November 5, 2010 PERS-06-721 PY-23-24 SS

 Volunteer Packet