

Sun Bright Childcare

POLICY: PERSONAL APPEARANCE and Dress Code

POLICY NO.: 5.15

All employees are expected to present a neat and clean appearance and to dress appropriately for their position and duties. At Sun Bright preferred attire is scrubs. Employee's dress should reflect the professional nature of their position as well as be functional within the expectations and responsibilities of their job. All articles of clothing must be of adequate size and should be worn in a manner that covers the employee's midriff, chest, back and backside while performing all required job duties. Further, all clothing must be clean, wrinkle-free and in good repair without unpleasant odors, holes, tears and stains. Employees are required to wear appropriate foundation/undergarments at all times and at no time should said foundation/undergarments be seen through or outside of the employees clothing.

Employees working directly with children and any facilities staff are required to wear shoes with a rubber sole, with a closed front and back, which are fixed to the foot with laces, buckles, Velcro etc. The most appropriate shoe for employees working directly with children is a sneaker or loafer style shoe. All employees are prohibited from wearing Crocs, sandals and flip-flops of any kind. Administrative Staff may wear business appropriate style shoes that have a closed front and back.

Employees should refrain from wearing perfumes and other fragrances as other employees and/or children may be allergic to them or may find them offensive. From time to time, due to specific allergy issues of a child or staff member, employees in specific classrooms may be required to further restrict their use of fragrances, lotions, laundry detergent or fabric softener. In these specific circumstances the employee(s) that are subject to the additional restrictions will be notified.

Employees are required to cover all tattoos. Tattoos should be covered by wearing appropriate clothing to cover them. They are not to be covered with bandages, Band-aids etc.

Employees working directly with children are prohibited from wearing jewelry of any kind as it presents a safety risk to the employee as well as to the children.

Employee's fingernails are to be trimmed to a length that does not present a risk of scratching children. If you can see your nails over the tip of your finger, when viewed with your palm facing you, your nails are too long and must be trimmed. This is both for safety and hygiene purposes.

Employees are prohibited from wearing unnatural hair colors even if the colors are temporary in nature.

Sun Bright Childcare is not responsible for damage to or loss of an employee's articles of

clothing, jewelry and/or accessories.

Employees are required to maintain appropriate standards of personal hygiene and grooming at all times. Hair must be washed and neatly groomed and hair products must not be overly fragrant due to allergy and asthma issues with other employees, children and or visitors.

While working employees may perspire as you are expected to be active with the children. Please be mindful of any personal odors and take care to use appropriate deodorant and/or soaps to prevent unpleasant body odor. It is never a comfortable situation for employees to work in close proximity to or for children to get close to an employee with a body odor issue. Please be sensitive to your fellow employees.

Violation of this policy will result in disciplinary action up to and including termination.