

# **SOUTHWEST HRA HEAD START**

**Section:** Early Childhood Development  
**Subject:** Use and care of Southwest Head Start Tee Shirts and Vests  
**Revised:** February, 1998 July, 2007

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## **REGULATION REFERENCE:**

45 CFR Part 1304 (Nov. 1996) Performance Standards 1304.22(d)(1-2)

## **POLICY:**

For the safety of our Head Start children, they will wear Southwest Head Start tee shirts or vests when away from the Head Start center on field trips or medical appointments.

## **PROCEDURE:**

1. Before leaving on an outing, the teaching staff will put a tee shirt or vest on each child. Both are intended to be worn over the child's own clothes.
2. If the shirt is extremely long on the child, it will be pulled up around the child's waist and a knot tied in it or a rubber band placed around it.
3. When the class or child returns to the center, each shirt and/or vest will be inspected when taken off the child--if soiled in any way, the staff will wash it. If not soiled, it will be folded neatly and placed back in the plastic storage container.
4. If it has been a hot day and the staff chose to let the child(ren) wear the tee-shirt only (instead of over his/her own clothing), the shirt **MUST** be washed before storing away.
5. When the tee-shirts and vests need washing, it is the responsibility of the Head Start Staff to do this or get them to the person that is contracted to do the center washing of sheets and cot covers--**DO NOT SEND ANY HOME WITH PARENTS.**
6. The adult shirts are for Head Start Staff (including Foster Grandparents) **ONLY**. They are to be worn **ONLY** on Head Start outings.