

# SOUTHWEST HRA HEAD START

**Section:** Administration  
**Subject:** Dress Code  
**Revised:** February 27, 2003

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## POLICY:

Professional and appropriate dress is required during office hours. Staff who work with children should always dress comfortably to allow the freedom of movement necessary for active involvement with children. Staff with other assignments are to dress as appropriate for their responsibilities.

The following dress code will be followed by Central Office Employees:

### ALL EMPLOYEES:

1. All employees are to wear clothes that are in good taste and appropriate for a professional work setting.
2. Staff will keep hair and body clean, wear neatly pressed clothing and dress in an appropriate manner.
3. No tennis shoes, shorts, jogging or wind suits, or jeans may be worn.
4. Clothing should not be tight or confining
5. No hats or caps worn inside the building
6. The appropriate dress code for field work and for special functions in the Central Office (clean-up, decorating, etc.) will be determined by the Program Director.
7. If you are in doubt as to the appropriateness of a particular clothing item, ask your supervisor.

### WOMEN:

1. Leggings and skorts are not appropriate. Denim dresses, jumpers, and skirts are permitted.
2. Skirts, city shorts with jackets must be worn no more than two (2) inches above the knees. Split skirts must extend to below the knees.
3. No see-through clothing or low-cut tops (front or back)
4. No satin or sequined shoes.

### MEN:

1. Coats, ties and dress shirts are required for all staff members who deal with the general public (Coats optional in summer months)
2. No see-through clothing

## DRESS CODE

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The following dress code will be followed by the Center Staff:

1. **Personal Hygiene:** Staff will keep their hair and bodies clean, wear neatly pressed clothing, and dress in an appropriate and professional manner.
2. **Shoes:** Staff working with children should not wear high heels. A flat or low-heel shoe or tennis shoes are appropriate. "Bedroom" or similar shoes and terry cloth shoes will not be worn to work.
3. **Dress:** Staff should not wear short skirts, shorts, or bicycle pants, leggings, or form-fitting pants, see-through clothing or low-cut tops (front or back) to work. Any splits in skirts must be an appropriate (modest) length. Skirts, city shorts with jackets and dresses must be worn no more than two (2) inches above the knees. Split skirts must extend to below the knee. Clothing should not be tight or confining. Shirts, blouses, or other clothing with inappropriate or vulgar wording or pictures should never be worn to work. (These words should also not be uttered at work).

### Casual Dress Code

1. The Agency will observe casual Fridays and allow employees to dress down on these days.

#### Acceptable and Unacceptable Are:

- A. **Footwear:** Loafers, boots, dress sandals and leather deck shoes are appropriate. Athletic shoes and sneakers are not acceptable.
  - B. **Slacks:** Clean jeans and cotton slacks are acceptable. Inappropriate attire includes sweatpants, spandex lycra, jogging or wind suits or other form fitting pants and jeans that are excessively worn or faded.
  - C. **Shirts:** Casual shirts, golf shirts, sweaters and turtlenecks are acceptable. Please avoid t-shirts, tanktops and shirts with inappropriate messages/graphics.
  - D. **Dresses and Skirts:** Casual dresses and skirts are acceptable. Hem lengths are the same as for business attire.
2. Clothing should be clean, pressed and wrinkle free, not excessively worn, faded, without holes or frayed areas.
  3. Casual dress is a benefit – not a right and good judgement is expected when choosing clothing.
  4. On Fridays when there are meetings taking place in the Central Office such as Advisory Meetings or Policy Council meetings, or there are visitors to the program, employees are to adhere to normal dress code and not the casual Friday dress code