

# SOUTHWEST HRA HEAD START

**Section:** Administration  
**Subject:** Aprons  
**Revised:** February 27, 2003

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## **POLICY:**

Southwest HRA will provide aprons to all teaching staff, family case managers, food service staff, volunteers, foster grandparents, and to Central Office staff members who request one. The monogramming on the aprons identifies the wearer as a member of the Southwest HRA Head Start staff. All Southwest HRA aprons are the property of the Agency and are provided on loan to employees.

## **PROCEDURE:**

Aprons will be distributed to all teaching staff, family case managers, food service staff, volunteers, foster grandparents, and Central Office staff who request one at the beginning of each school year in August. All aprons are the property of Southwest HRA Head Start and are to remain in the Head Start Centers. Each person assigned an apron will be responsible for keeping it clean.