



Statement of Philosophy

At Kids Central, Inc., we are committed to creating a safe, welcoming, and professional environment for the children and families we serve. This Dress Code Policy ensures that all staff dress in a way that reflects our values, supports active engagement with young children, and maintains a clean, safe, and respectful learning environment.

1. General Guidelines

All staff are expected to:

- Dress in a **clean, neat, and modest** manner.
- Staff working directly with children must wear clothing appropriate for working with young children, including activities such as **sitting on the floor, outdoor play, and art or sensory activities**.
- Avoid clothing that could present **safety hazards or distractions**.
- Represent the professional image of **Kids Central, Inc.** at all times.
- **Be Prepared:** It is recommended that staff bring a change of clothes to be prepared for incidents such as baby spit-up or accidental spills.

2. Acceptable Attire

Staff may wear:

- Polo shirts, plain T-shirts, or modest blouses with sleeves.
- Slacks, khakis, jeans in good condition, or leggings with tunic-length tops.
- Casual dresses or skirts that fall to at least the knee.
- Closed-toe, flat or low-heeled shoes (e.g., sneakers, supportive footwear) suitable for movement and safety.
- Seasonal outerwear for outdoor activities (e.g., jackets, hats, rain gear).
- Kids Central, Inc. logo apparel.

3. Unacceptable Attire

The following clothing items are **not permitted**:

- Clothing with offensive, inappropriate, or suggestive graphics or language (e.g., related to drugs, alcohol, violence, or politics).
- Tops that are low-cut, cropped, strapless, or sleeveless without appropriate coverage.
- Shorts or skirts that are excessively short or tight.
- Ripped, torn, or distressed clothing (with skin exposure above the thigh).
- Pajamas or loungewear (except for special theme days).
- Flip-flops, sandals, heels over 1", or any open-toed shoes.
- Excessive or unsafe jewelry and accessories.
- Strong perfumes or scented products that may affect children with sensitivities.



4. Personal Hygiene & Grooming

- Staff are expected to maintain **good personal hygiene** and a **well-groomed appearance**.
- Hair must be clean and secured if it poses a distraction or safety concern.
- Nails must be kept at a length that does not interfere with the care and safety of children.
- Tattoos must be covered if deemed inappropriate or disruptive by management.

5. Theme Days & Special Events

Kids Central, Inc. encourages staff participation in **spirit days, holidays, or classroom celebrations**. On such days:

- Theme-appropriate attire is allowed, as long as it is safe, modest, and child-friendly.
- Staff are still required to wear closed-toe shoes.

Employees' Responsibilities:

- Employees should consult their supervisor if they have any questions about whether their clothing complies with the dress code before wearing it to work.

Supervisor's Responsibilities:

- Implementation, ensuring staff follow the dress code policy.
- Supervisors or administrators may ask any staff member to change or cover clothing that does not meet this policy.

Conduct and Violations:

Kids Central reserves the right to decide whether employees violate this policy in all situations. Employees reporting to work improperly dressed may be sent home by their supervisor to change, and any time missed will be considered an unexcused absence.

Repeated violations of the dress code will be addressed according to **Kids Central, Inc.'s disciplinary procedures** as outlined in the Employee Handbook.

Together, we create a space where children feel safe, supported, and inspired—and our professional appearance is part of that mission.

Dress and Appearance

All Kids Central employees must present a positive image to the public and clients. Accordingly, each employee is required to wear appropriate attire while conducting business. Proper dress is defined below, although job and work location should also be considered.

PROCEDURE

1. Appearance shall always be neat and professional. Individuals with community and client contact will be expected to wear appropriate attire.
2. Supervisors are responsible for monitoring the dress policy for their employees.
3. Dress which is not acceptable includes such items as:
 - a. Form-fitting stretch clothing (spandex, Lycra, etc.)
 - b. Tank tops, halter tops, low-cut tops, strapless tops, or shirts that expose the midriff area
 - c. Shorts shorter than two inches above the knee
 - d. T-shirts or sweatshirts with graphics or advertising other than the Kids Central logo
 - e. Sweatbands and bandannas
 - f. Hats and caps with advertising other than the Kids Central logo
 - g. Flip-flops and house shoes
4. Employees working with children or going to the playground should wear closed-toe and closed-heel shoes with heels under three inches.
5. Visible body piercings or tattoos are not acceptable. Employees working with children should only wear short, dangling earrings or heavy, bulky jewelry.
6. Kids Central reserves the right to decide whether employees violate this policy in all situations. Employees reporting to work improperly dressed may be sent home by their supervisor to change, and any time missed will be considered an unexcused absence.