



“Working with communities and partners, WNCSource improves people’s lives by creating pathways to self-reliance and healthier living.”

The Children’s Services Dress Code is based on our Mission Statement. We, the staff, want to improve our clients' lives while educating them in a healthy and safe environment. A professional appearance for an early childhood educator involves wearing clean, comfortable, and appropriate clothing that allows for ease of movement. This typically includes items such as tailored pants, modest tops, and closed-toe shoes. The attire should be free from distracting patterns or logos and should present a neat and tidy look. Maintaining good personal hygiene and a well-groomed appearance also helps set a positive example for young children.

1. **Closed-toe Shoes:** All staff members are required to wear closed-toe and closed-heel shoes to prevent accidents and ensure stability while walking around children and engaging in various activities. Shoes cannot contain vents or openings, other than your foot hole. No dress shoes / high heels for children’s services / direct services staff. Shoes must have a heel of less than 2 inches.
2. **Comfortable Clothing:** Staff should wear comfortable clothing that allows for ease of movement. This could include slacks, khakis, or knee-length skirts paired with plain polo shirts, blouses, or t-shirts without graphics. Avoid clothing with dangling accessories (fringes, beads, jewels, etc.) or anything that could pose a choking hazard in the classroom. Shirts must be plain (without graphics) or a WNCSource Shirt. All knee-length skirts must have shorts, tights, or leggings under them. WNCSource Jackets are highly encouraged.
3. **Offensive Clothing:** Clothing of any type with offensive language or graphics are not permitted, as this could create an inappropriate environment for children and parents. Top, bottoms, and all clothing must be free of logos, writing, symbols, and graphics.
4. **Undergarments:** In a professional work setting, appropriate undergarments should be comfortable, fit well, and not be visible through or above clothing. They should provide adequate support and coverage to ensure a polished and professional appearance. Selecting neutral colors that blend with outer garments can help maintain discretion and avoid drawing unnecessary attention. Solid-colored, thick camisoles can be worn above undergarments and be visible if presented in a way that follows other dress code conditions.
5. **Nail Length & Appropriateness:** An appropriate nail length is short to medium, typically not extending more than a few millimeters beyond the fingertip. Almond and square-shaped nails are permissible. Nail shapes that are not permissible are stiletto, coffin-shaped, or any length that could pose a scratching hazard to oneself, others, or children. This length helps ensure safety during all activities with children, prevents accidental injury, and allows for easy hand washing and maintenance of proper hygiene.
6. **Jewelry/Accessories:** For safety reasons, staff should refrain from wearing large or dangling jewelry items (ex: face piercings, hoops, chains, etc.) that could accidentally scratch or harm children, get caught in equipment, or be pulled out. Jewelry cannot contain any words or statements.



7. **Tattoos or Body Art:** When possible, all tattoos should be covered during work hours to maintain a professional appearance and avoid potential distractions. If covering a tattoo is not feasible due to location or size, it should be ensured that the tattoo is not offensive or inappropriate for the early childhood education environment.
8. **Hair:** Hair should be clean, well-groomed, and styled in a professional and practical manner for an active environment. Hairstyles should be neat and secure to prevent interference with daily activities and ensure safety. Additionally, hair color should remain within natural or subtle shades to maintain a professional appearance.
9. **Identification Badges:** All staff members must wear their identification badges visibly at all times. This helps to easily identify authorized personnel and ensures the security of the children. Lanyards must be WNCSource or plain black, Lanyards must be free of logos, writing, symbols, and graphics
10. **Hair Restraints:** Long hair should be tied back or restrained to prevent it from falling into food, being caught in equipment, being pulled by children, or becoming a hazard during physical activities.
11. **Weather-Appropriate Attire:** Depending on the weather conditions, staff should dress accordingly to ensure their comfort and ability to supervise children outdoors. This could include wearing hats, sunscreen, or jackets when necessary. Shorts must be no shorter than knee length and free of logos, writing, symbols, and graphics
12. **Emergency Preparedness:** Staff may be required to keep a spare change of clothes on hand in case of emergencies, such as spills or accidents.
13. **Professional Appearance:** While comfort and safety are prioritized, staff members should maintain a neat and professional appearance. Clothing should be clean, well-fitted, and in good condition.

In conclusion, our WNCSource Children's Services dress code policy is designed to promote a professional and respectful environment that supports the safety, comfort, and well-being of both our educators and the children in our care. By adhering to these guidelines, we ensure a positive and effective learning atmosphere that reflects the values and standards of our institution. Thank you for your cooperation and commitment to maintaining these standards.