Ithaca Community Childcare Center Dress Policy

Employees contribute to the feeling and reputation of the Ithaca Community Childcare Center (IC3) in the way they present themselves. Good grooming and appropriate dress reflect employee pride and inspire customer confidence. IC3 expects all employees to maintain good personal hygiene and dress in appropriate attire that does not interfere with or disrupt the work place. We expect that work attire will be clean and in good repair. Appropriate attire may vary from job to job but at all times must project a positive image to the community, the children and our families.

While IC3 observes a casual dress environment, there may be situations requiring more formal attire. All IC3 personnel should dress in a manner appropriate to their professional responsibilities. If you are conducting or attending meetings, conferences, workshops, etc. where you come in contact with business professionals, you are expected to represent IC3 in a professional manner and dress appropriately for conducting such business. Know your audience, remember what you represent and dress accordingly. Attire that is deemed unacceptable or too revealing must be corrected as soon as possible. Policy questions are always welcome. However, Executive Director, Program Director and Supervisors have final say and discretion on what meets dress code.

- **Tops** may be long sleeve, short sleeve or sleeveless with a minimum over the shoulder band of at least one inch in width– spaghetti straps may not be worn alone and strapless tops may not be worn. The stomach and back must be covered. Ensure that undergarments are completely covered by outer clothing.
- **Bottoms** may be pants, dresses, skirts and shorts. Skirts and dresses must be no more than 4 inches above the knee and shorts with an inseam 4 inches or longer. Opaque leggings and yoga/work out attire is acceptable. Sheer or translucent tights may be worn as long as they are worn under shorts, skirts and dresses. Ensure that undergarments are completely covered by outer clothing.
- **Shoes** should be selected based on work assignment – individuals working with children must be able to maneuver quickly and easily in order to ensure appropriate supervision at all times and allow for effective completion of job duties..
- **All clothing and shoes** shall not include items containing words or insignia that are vulgar, obscene, libelous, or denigrating to others on account of race, color, religion, ancestry, national origin, sex, sexual orientation, or disability; this includes profanity, nude or semi-nude pictures, sexually suggestive cartoons, slogans or drawings. Nor should clothing promote and/or endorse the use of alcohol, tobacco, or drugs, and /or encourage other illegal or violent activities.
- All staff are required to adhere to the above guidelines and the guidelines need to be met while bending, stretching, sitting, squatting and reaching. Tight fitting clothing, whether a single piece of clothing (i.e. unitard, body suit) or separates (i.e.yoga pants and a tight shirt) should be worn with either a loosely fitting top or bottom garment (i.e loose shirt on top or loose pants, shorts, skirt on bottom). Childcare can be messy work, having extra clothes on site can be beneficial in multiple ways.

Tattoos and Body Art: In addition, employees are expected to ensure that tattoos and body art are covered when inappropriate for professional settings, when offensive to others, and when practical to do so (not to include religious markings).

Jewelry: Employees should be aware that jewelry can be a safety hazard when working. Earrings, necklaces and other facial jewelry may be grabbed, pulled, caught and/or broken if worn with children. Earrings and nose rings with hoops and those that dangle could be torn from the earlobe or nose. IC3 is not responsible for medical treatment for an injury due to wearing jewelry while working nor repair or replacement of jewelry.

IC3 Standards for Appropriate Attire in the Workplace

	Acceptable	Not Acceptable
Clothing Below the Waist	• Dresses and skirts longer than four inches above the knee • Sweatpants • Jeans • Shorts with more than four-inch inseam • Leggings	• Dresses and skirts shorter than four inches above the knee • Shorts with less than a four inch inseam • Exposed undergarments • Full piece unitard/bodysuit worn without a loose fitting, appropriate length skirt or shorts
Clothing Above the Waist	• T-Shirts • Hoodies/Sweatshirts • Button-up Shirts • Sleeveless Shirts • Sweaters	• Shirts that expose the stomach and/or back • Strapless shirts • Spaghetti straps • One shoulder shirt • Exposed undergarments • Full piece unitard/body suit worn without a loose fitting shirt, sweater, blouse

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