



## **Staff Handbook – Dress Code & Personal Technology**

### **Proper Attire**

Every SLDS employee represents the Day School and our ECE profession in her or his appearance. Proper attire is required of each employee. The attire of Day School staff members should be neat and appropriate for working with young children.

Please note the following examples of inappropriate clothing:

- any clothing that restricts movement
- any clothing that would cause the teacher to limit interactions or activities with the children
- high heels
- leggings or tights worn with tops that do not cover the buttocks
- jogging shorts, bicycle shorts; cutoffs; short shorts
- miniskirts
- t-shirts or other clothing items with inappropriate logos or political statements
- slacks or jeans that are faded, frayed, have holes, or are cut off
- sweatsuits, warm-ups, or athletic wear
- tight or revealing clothing; again, beware of leggings or other tight pants paired with short shirts/blouses, and choose shirt/blouse length to cover appropriately
- extreme visible piercings or tattoos; see the Director if you have a question about this; may be asked to cover tattoos or remove piercings during work hours
- fragrances including but not limited to perfumes, lotions, or body wash; fragrances can be irritants to young children's respiratory systems and other people have allergies to scents.

Blue jeans are limited to "Spirit Fridays" and may be worn with a St. Luke's Day School logo t-shirt.

All SLDS t-shirts represent St. Luke's UMC. Alcoholic beverages may not be consumed in public while wearing St. Luke's t-shirts or other school clothing items.

An employee reporting for work improperly dressed or groomed shall be instructed by her or his immediate supervisor or the Director to return home for a change of clothes or other appropriate corrective action may be taken.

Our aim is to work comfortably and fully engage with young children while fulfilling the best hands-on, and often messy, practices of early childhood education/care and maintaining a professional appearance to uphold our ECE profession.

### **Cellular Phones, Tablets, and Other Personal Electronics**

Cell phone or personal electronics use, including talking, texting or messaging, that interferes with supervision of children is never permitted and can result in employee disciplinary action and/or termination of employment.

Cellular telephones should be kept out of reach of children. Employees are free to use telephones on break as desired. Employees may only use cellular phones in the classrooms on a limited basis for emergency situations. See your Program Coordinator and follow accepted procedures. Please do not use your cell phone to check the time or take photos as this may be misunderstood by others and may result in a report that you are using your phone inappropriately.