

## **Dress Code Policy**

<u>**Objective:**</u> To create a professional and harmonious environment, all staff and children at Learning Ladder Nursery are expected to wear the nursery t-shirt at all times.

<u>Policy:</u> Learning Ladder Nursery has a dress code in place to ensure a healthy, safety and professional environment at the setting:

**<u>Procedure:</u>** To uphold the policy, the following guidelines are in place:

- At the time of joining, staff is provided with at least 2 uniform t-shirts free of cost. Additional sets may be purchased at the discretion of the employee
- All staff should wear the Learning Ladder Nursery Uniform shirt at all times while at the setting
- Exceptions from wearing the uniform t-shirt are the Nursery Nurse, Accountant, and Nursery Manager. They must however be dressed as per their job guidelines.
- Staff should not come to nursery wearing high heels
- Staff should wear closed shoes at all times
- Staff should not wear flip flops at the setting
- Staff should wear socks if they wish to remove your shoes within the classroom
- Staff should put their shoes in the shoe box in your classroom if you wish to take them off any reason
- Hair should be up if it falls below shoulder length
- Nails should be kept short to avoid any mishaps while handling children
- All earrings, nose and lip rings (apart from small studs) should be removed prior to commencing work
- Removal of all unsecured jewellery and ensuring that you have no loose fastenings or buttons prior to commencing work
- Dress decently with respect for the dress code of UAE