Mandatory Dress Code  
Revised December 2016  
Effective January 1, 2017

Dress, grooming and personal cleanliness contribute to the professional image Variety presents to the community. All employees are expected to present a clean and neat appearance and to dress according to the requirements of their positions. As such, administration has the right to determine what constitutes appropriate attire. Some contemporary styles may conflict with VCLC’s practice model.

This is a mandatory policy. Offenses are subject to disciplinary action up to and including termination of employment.

1. Clothing must have appropriate necklines.

2. Pants and tops must meet so that there is no skin showing between the two.

3. Undergarments must be covered by clothing. If you raise your arms, you should not be able to see your bra or undergarments.

4. Hats may be worn on the playground.

5. Inappropriate attire includes, but is not limited to:

   o Short shorts
   o Short dresses and skirts
   o Bare midriffs
   o Tight tank tops
   o Tight shirts
   o Low cut tees
   o Tops with spaghetti straps
   o Sheer clothing
   o All ripped jeans
   o Pajama bottoms (except on special pajama days)
   o Sweat pants that are stained, torn or disheveled looking
   o Hats and head coverings unless worn for medical and/or religious reasons
   o Boots higher than the knee

Staff who do not work directly with children including administrative staff, support staff and social workers must dress in a business casual style. The inappropriate clothing items list above applies.
Footwear for all staff:

1. Employees should wear shoes that cover the foot for protection.
2. **Flip-flops are not acceptable footwear.**
3. Spike heels are not acceptable forms of footwear. The maximum height of high heel shoes should be two inches. Trouser length cannot exceed the midway point of the heel of any shoe. VCLC respects the need for all of its staff to be fashion conscious, but safety **must** come first.

If there is a dress code violation, an employee will be sent home immediately to change. Time for hours lost will be deducted from his/her bank of days.

Piercings

If you have piercings, be mindful of wearing anything that can be easily grabbed by children.

Thank you for your cooperation.