

## SNHS, Inc. – Child Development Professionalism

All staff are representatives of Southern New Hampshire Services, Inc. and employees are expected to conduct themselves in a way that reflects well on the agency. Attire is business casual. All staff should adhere to the following for guidance on professional business casual attire appropriate for the position in which they are employed.

- Clothing should be clean and in good condition.
- No pajama bottoms or sweat pants
- No visible undergarments, cleavage, or midriff.
- No strapless tops
- If you have clothing with printed material on it, please make sure that what is written or represented on the clothing is appropriate for children, families, and staff you will be working with.
- No short shorts or short skirts
- Supervisors will discuss any concerns that arise on an individual basis.

### **Additional guidance for direct service with children:**

- Footwear should be rubber soled closed shoes that would allow for running after a child in peril; demonstrating motor activities which may include running, hopping, jumping, dancing, and full body motions; and to protect feet during exuberant play or while assisting children with challenging behaviors.
- Shorts and skirts should be the appropriate length for bending over, sitting on the floor, or squatting down at eye level with the children.
- Staff members should be cautious of long nails that could result in accidentally scratching a child and of dangling earrings, protruding jewelry or other jewelry that may be dangerous to the children or themselves.
- Staff who smoke on breaks shall wash their hands and change into fresh clothing, or remove smoke contaminated outerwear prior to returning to work to reduce the exposure of children to third hand smoke. *He-C 4002.14(v)*

**Note:** *Additional dress code information on separate document for Food Service Staff.*

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I have read the above and understand that it is an expectation my position at Southern New Hampshire Services, Inc. to adhere to these guidelines while at work.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_