

Policy Statement

This policy is developed to maintain a professional appearance and comply with the Uniform Style Guide. Many of the required standards are for Workplace Health and Safety Standards.

Purpose

Since Kiddie Academy started, the families and children have treasured the elements that set our early childhood education and care services apart – the cleanest Centres, the friendliest educators, and the most exceptional learning experience. A big part of that experience is you, with your quick smile, your eagerness to help, and your willingness to maintain the Kiddie Academy experience that our families and children have come to associate with our very special brand.

As an educator and staff at Kiddie Academy, you are a personal representation of the Kiddie Academy tradition of excellence. Regardless of your role, when you take pride in your appearance, you become a role model for those around you, and you convey the attitude of excellence that has become synonymous with the Kiddie Academy Name.

This Uniform Style Guide will guide you to a classic look that is clean, natural, polished, and professional and avoids “cutting edge” trends or extreme styles. It is designed with comfort and practical application in mind.

The following guidelines have been developed to establish consistency and to maintain the quality and integrity of the Kiddie Academy brands. As you read this handbook, remember that you are the key to keeping our heritage alive and creating an unparalleled experience for our families and children every day.

Scope

This policy applies to all employees of Kiddie Academy.

Implementation

All employees must refer to the Uniform Style Guide. Summary of uniform requirements are as follows:

- All Educators must wear closed in shoes with adequate grip to protect their feet. (No open toed shoes).
- Wide-brimmed hats must always be worn outdoors.
- Three Kiddie Academy shirts are provided for all full-time staff. These remain the property of the education and care services.
- Name badges always need to be worn.
- It is expected that staff and educators supply their own black or khaki pants, just above the knee shorts or ¾ pants as part of the education and care service uniform. *Tights, hot pants, jeans, short skirts, and tracksuit pants are not acceptable.*
- It is expected that staff and educators are dressed daily in the education and care service uniform, hair is neat and tidy, minimal make up worn, minimal jewellery worn. Inappropriate



dress or appearance may result in the staff member being asked to return home to dress appropriately.

- *No Ugg boots and thongs are to be worn at any time.*

Laundry

All Kiddie Academy services have in-house laundry facilities including washing machine and dryer. Staff are encouraged to use these facilities to launder their work shirts during work hours to prevent them from having to do this in their own time and at their expense. This is compliance with the Clothing and Equipment Allowance of the Award; hence staff should not be out of pocket when wearing a Kiddie Academy uniform.

Uniform Laundry Process and Ratio Impact

When washing your laundry while at the service, kindly ensure you follow this process:

- When you arrive in the morning prior to your shift, leave your laundry in the laundry room (your shirt must be tagged with your name) ready to be washed.
- The staff member who is responsible for the laundry on the day will wash your shirt at the same time as the other laundry items and will leave this dried and cleaned.
- Once you have completed your shift for the day, please pick up your laundered shirt.

Related Documents

- Uniform Style Guide

Policy Review

- The Service will review the Uniform Policy and related documents regularly or as new information arises.
- Families are encouraged to collaborate with the Service to review the Policies and Procedures.
- Educators and staff are essential stakeholders in the policy review process and will be encouraged to be actively involved.

Policy Version

Version	Version changes
1.0	• New Policy

Source Acknowledgments

- Consultation with management, educators, staff, and families