

_____ Your use of discretion in style of dress and behavior is essential to illustrate your professionalism. Therefore, while performing duties for YPW, you are expected to dress in attire appropriate to the business environment, and you are expected to behave in a professional and businesslike manner. You will use good judgment in your behavior, always, to best represent yourself and the school.

_____ **Jewelry** should be conservative. Long chain necklaces or pendants should not be worn as they can present a safety hazard to small children. Earrings should also be small, conservative, and secure, to prevent children from grabbing and pulling loose.

_____ **Shoes** must be always neat and in good repair. Tennis shoes or black or brown flats are best. Since you are expected to engage the children in activities on the playground. The shoes should be appropriate for the situation. Open toe, open heel shoes, boots are not allowed for safety reasons.

_____ **Clothing** should be always clean and in good repair. You are hired to work with children and being down and on the floor frequently is part of the job's responsibility. Clothing must be appropriate to engage children in all types of activities throughout the day.

_____ Dark blue Jeans or Kakis are allowed; however, they must fit loosely with no holes or lavish accessories. Use a conservative outlook when deciding upon apparel. Please note black or light blue or any other color are not allowed. Also, sweatpants are not allowed.

During the summer blue jeans or kakis Bermuda shorts or capri pants are allowed.

_____ **Teachers are expected to wear the following uniform EVERYDAY to school:**

_____ Bottom: Blue Jeans or Kakis long pants or during the summer Bermuda shorts or capri pants.

_____ Top: School's shirt / blouse with YPW logo or white shirt / blouse White blouse / shirt

_____ YPW apron on top of white blouse without logo. Must be used every day while at school.

_____ Cold Weather: White / black long sleeve shirts can be worn under t-shirt / blouse / shirt.

_____ While inside school building, no jackets are to cover the YPW shirt. Only school approved cardigan or YPW sweaters can be worn inside the school building.

_____ **Penalties for uniform infraction:**

- First time => a verbal warning
- Second time => written warning and teacher must leave the school to get proper uniform. If the teacher doesn't come back in an appropriate time, then teacher will have a written notification and will leave with not pay. Please note PTO cannot be used in this case.
- Third time => written notification and suspended with not pay for two days.
- Fourth time => immediate termination of employment.

Name: _____ Date: _____

I read, understand, and accept YPW Uniform Policy
