



Uniform Policy

Objective

To ensure Grace Children's Center staff working directly with children and clearly identified as representing the company, Grace Children's Center has established the following uniform policy.

Policy

Employees engaged in tasks involving direct contact with children or food are required to wear company-designated uniforms at all times while working and representing Grace Children's Center.

Each new employee will receive four scrub tops upon hire. Employees are required to sign for the uniforms, and the uniforms are considered company property and are to be returned in the event of termination of employment or anytime on demand.

Upon issue, company uniforms become the responsibility of the employee for maintenance and care. In the event a uniform needs repair or replacement, employees will be required to return the uniform in exchange for a replacement with including purchase of replacement. While normal wear and tear is expected, excessive damage or loss of company uniforms may result in disciplinary action.

Grace Children's Center may issue new uniforms periodically or require uniforms to be returned for special purposes (e.g., logo change, corporate color change). Employees will be given notice of the exchange, and the company will provide suitable replacement uniforms.

Employees are required to return all issued uniforms upon termination of employment. If all issued uniforms are not returned, Grace Children's Center will deduct the cost of the uniforms from the employee's final paycheck (except where such deductions are prohibited by state law).

If employees have questions regarding this policy or its implementation, please email any suggestions to the head coordinator to regulate any questions/concerns.

Grace Children's Center defines uniforms as:

A scrub-top with the childcare logo on it, center provided t-shirt with logo or summer design, scrub jackets, or lab coats. Scrub tops will be worn in the following schedule:

- Monday – Green
- Tuesday – Blue
- Wednesday – Black
- Thursday – Purple
- Friday – Center provided t-shirt, individually purchased scrub top, center provided scrub with a theme, or a lab coat

I understand the uniform policy and have received the following scrub tops from Grace Children's Center:

Green size _____ Blue size _____ Black size _____ Purple size _____

Employee Name: _____ Classroom _____

Employee Signature

Date