

# APPEARANCE GUIDELINES

## The *Camp Adventure™* Look

**As a member of our *Camp Adventure™* Youth Services family you are expected to embrace selected guidelines regarding behavior and personal appearance. Your conduct and look are representative of the *Camp Adventure™* Youth Services image. Children, parents, contract partners and others are aware of the *Camp Adventure™* Youth Services presence in and out of the workplace. The conduct and appearance standards outlined in this guidebook are intended to bind us together by establishing a consistent image. Such an image conveys a high level of quality, excellence, and professionalism associated with our values and traditions. A consistent appearance standard is necessary as it promotes our ideals of caring, competence, commitment, and excellence. The appearance guidelines are demanding, yet designed to be equitable and fair to all.**

**Your dedication and commitment to our ideals are the keys to *Camp Adventure™* Youth Services success. This includes your dedication to the vision, motto, and values and traditions of *Camp Adventure™* Youth Services**

### MALE Hair

Haircuts must be short and neatly tapered, not covering the ears or extending over the shirt collar. Extreme frosting, dyeing, and bleaching are unacceptable. Dyed or color-treated hair should appear natural.

### Sideburns

Sideburns must not extend more than a half inch below the top of the ear and must be neatly trimmed, not covering any part of the ear.

### Facial Hair

NONE. Facial hair is unacceptable and men are expected to be clean shaven at all times. If you must shave twice a day to maintain this, please take pride in your appearance and do so.

### Jewelry/Piercing

Bracelets, necklaces, earrings and other *piercings of any kind are unsafe* in a child care environment and they are unacceptable as part of the work attire. Piercings of any kind are not permissible. Punctuality is essential, so watches are encouraged. Wearing of wedding bands and graduation rings is acceptable, but please limit rings to one per hand. Expensive items are usually best left safely at home. Nails must be professional and no longer than 1/8" in length. It is a safety issue in working with children.

### Uniform

The *Camp Adventure™* Youth Services uniform is the only acceptable attire while working. It consists of a clean, pressed *Camp Adventure™* Youth Services T-shirt or sweatshirt, khaki shorts with a brown belt and traditional buckle. Footwear consists of clean white tennis shoes with white laces and white socks. Socks should extend approximately five inches from the top of the shoe. We appreciate you not wearing "shorty" socks. \*

\*Also U.S. Military Guidelines, which DO apply to civilians on base, WILL be in effect during the summer.

### FEMALE Hair

Shoulder length or longer hair should be pulled back into a neat pony tail or French braids. Extreme frosting, dyeing, and bleaching are unacceptable. Use of hair products should achieve a "natural" look. Dyed or color-treated hair should appear natural.

### Makeup

Make up is acceptable so long as it appears natural. We appreciate you avoid-ing extreme shades of color.

### Jewelry/Piercing

Women may wear one stud earring in each ear. Bracelets, necklaces, hoop or dangling earrings *are unsafe* in a child care environment and they are unacceptable as part of the work attire. Piercings of any kind are not permissible. Punctuality is essential, so watches are encouraged. Wearing of wedding bands and graduation rings is acceptable, but please limit rings to one per hand. Expensive items are usually best left safely at home. Nails must be professional and no longer than 1/4" in length. It is a safety issue in working with children.

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