

Park Falls Nail Salon

& Academy



Course Catalog



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About Us

We are located in beautiful Park Falls, WI. We offer full, state approved courses in the field of manicuring for the state of Wisconsin, and small class sizes for individual attention. The school will also occasionally hold individual classes open to both students and the general public on a variety of topics for personal use.

Come see us at:

149 2nd Ave N.
Park Falls, WI 54552
715-762-0043

Feel free to contact us at 715-762-0043 or email the owner, Amanda Arcand, at:
amanda@parkfallsacademy.com

Faculty

Owner/Instructor: Amanda Arcand
Reception: Brandi and Shelli Arcand
Record Keeping and Accounting: Shelli Arcand
Maintenance: Larry Arcand

Licensing and Surety Bonds

The Park Falls Nail Salon and academy is currently in the process of being bonded.

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Manicuring Program

Books used in this Program

Milady Standard Nail Technology, 7th ed. This book is also available in Spanish.
ISBN-13: 978-1-285-08047-5

Milady Standard Nail Technology 7th ed Student Work Book
ISBN-13: 978-1-285-08051-2

Fees and Charges

Tuition	\$2000
Kit and Book Fee	\$450
Total Cost	\$2,450*

*Other languages are available on certain text books at an extra fee. Inquire with the owner for more information or a list of available texts.

The manicuring program teaches students the foundation they need for a career in nail technology. Students will learn manicuring, pedicuring, nail art, artificial nails, basic business skills, basic field related sciences, and safety and sanitation related to their career. This course is a total of three hundred hours and covers the information shown below:

Subject	Theory Hr	Practical Hr
Introduction, Laws and Codes, Book Keeping, Business Management, History and Ethics	36	0
Safety, Sanitation, First Aid and Bacteriology	10	25
Nails and Skin Disorders	24	10
Anatomy and Physiology	18	8
Manicuring and Pedicuring, Including Nail Enhancements	24	112
Introduction to Advertisement	12	0
Individual Needs and Electives	7	14
Total Individual Hours	131	169
Total Hours	300	

Graduation

More detailed information may be found later in this catalog. To graduate, students must:

- Maintain 80% grade point average
- Maintain 80% attendance rate
- Complete and pass all assignments and assessments
- Complete 131 theory hours and 169 practical hours, totaling 300 hour

Student Kit

Each student at the academy will be given a student kit the first day of classes. These kits must be paid for three weeks before commencement of classes to allow time for shipping. The tools located within are of professional grade. Each student kit contains:

Student text and work book	Smock
Spray Bottle for Disinfectant	Acrylic Intro Kit
Hard Gel Kit	Acrylic Brush
Gel Brush	Small Tote Bag
Practice Hand and fingers	Nail Drill
Implement Kit	Dotting French Clean Up Brush
Nail Wrap Kit	Nail Tips with Nail Tip Clipper
Nail Forms	Dampen Dish
Polish Correction Pen	Plastic Acrylic Dish Tray

Student must purchase the following tools before the start of class:

Metallic Sharpie	Folder
3-Ring Binder	Notebook and Folder
Index Cards	Pens-Two Different Colors

Placement Assistance

The Park Falls Nail Salon and Academy offers help on resume building, cover letters, letters of recommendation, interview skills, and keeps a bulletin listing all relevant jobs in the area.

Potential Jobs in this Market

Nail technician, nail artist, blogger, nail product educator, cosmetology store associate, nail salon owner, booth renter. Because the state of Wisconsin does not have a Manicurist Managers license, nail techs may go on to renting or independent operation as soon as they are licensed.

Transfers

The Park Falls Nail Salon and Academy accepts transfers from other manicuring programs only. Hours may be transferred with official transcripts from the previous school. Cost of tuition will vary depending on hours transferred and will be based on the percentage of hours remaining, and new potential students must still purchase a student kit, book (if they do not have one or purchase one before hand), and pay the application fee.

New students transferring will be required to take a placement exam to determine skill level and knowledge obtained at their previous school. Students who do not complete the skill level assessment with satisfactory grades may be required to restart the program and will be charged full tuition. Those who pass the assessment will be granted hours equal to the hours they received from the transfer school.

Transfer of hours will not be allowed for students who did not maintain an 80% attendance and grade average at their previous school. All fees and tuition must be paid before the commencement of classes and transfer students do not qualify for a payment plan. Students who wish to transfer may also be denied admission based on behavior and disciplinary actions at previous school or institute.

Program Dates

Program dates are to be determined based on student enrollment. Classes will start September first and new classes begin every eight weeks after that. There are no minimum class sizes.

Theory classes will be held Monday, Tuesday, and Wednesday from 9am-4:30 pm. After this, students will move to the salon floor Thursday, Friday, and Saturday from 9am-4:30. Each day students will have one lunch break lasting half-an-hour, and two fifteen minute breaks. All fifteen minute breaks count towards hours clocked, however lunch breaks do not. If students need to leave the building at a time other than these hours they will be clocked out accordingly.

Park Falls Nail Salon and Academy will be closed on the day before Easter, Easter Day, Memorial Day, Labor Day, Fourth of July, Halloween, day before Thanksgiving, Thanksgiving Day, Christmas Eve, and Christmas Day so students may spend holidays with their families.

Admission Requirements

Requirements

As per the state of Wisconsin the following requirement must be met: “applicants must have a high school diploma, a GED or equivalent, or have passed a nationally recognized, standardized, or industry developed test that is subject to criteria developed by an appropriate accrediting association, measuring the applicant’s aptitude to successfully complete the program for which the applicant has applied.”

Process

All applicants must complete and submit an application for enrollment and complete a scheduled enrollment interview. The following must be submitted with the application for admission, otherwise admission will not be granted:

- \$100 application fee which will be applied towards tuition once admitted
- one of the following: copy of diploma or GED, a sealed transcript from their high school or GED program, or other proof of compliance with admission requirements
- A valid and current state issued ID or Driver's license for identity verification

Upon approval into the academy, students are required to pay fees for their student kit and books. If payment is not made within three weeks of the class start date, the student may be required to begin classes at the next scheduled start date.

No vaccinations are required.

Students with special needs should contact the owner to determine if they may be reasonably accommodated.

Students who are not admitted will be refunded their application fee.

Trial Period

The Park Falls Nail Salon and Academy does not at this time offer a trial period. Any student choosing to withdraw from the program will be reimbursed as per the reimbursement chart under the “reimbursement” section.

Aptitude

The Academy may, at any time at the owner's discretion, terminate the student contract if the student does not appear to have the proper aptitude for the program. This can include, but is not limited to, failure to maintain attendance or grade average.

Attendance and Academic Progress

Graduation

To graduate, students must have successfully completed the course with an 80% grade average and an 80% attendance rate. Students must complete the entire course in a time period of no less than 7, but no more than 20, weeks. Students must complete and turn in all scheduled assignments and tests with a grade of 80% or better.

Any theory hours missed must be made up as theory hours. To help accomplish this, there are two scheduled days at the end of the seventh week for make up. Any additional hours needed must be arranged with the owner. Any practical hours missed may be made up by attending the student salon floor during a time it is opened they are not normally scheduled. At the owner's discretion, students may be allowed to attend extended salon hours if there are special scheduling needs, though this is not guaranteed.

Upon completing all obligations to the school and completing the requirements for graduating, the school will issue a completion certificate and submit the paperwork to the examination board so students may test

Grading

Students must maintain an 80% grade average including practical testing, theory testing, and assignments.

Student grading adheres to the following scale:

100-95%	Excellent
90-94%	Very good
85-89%	Good
80-84%	Passing
Less Than 80%	Retake Needed

Scores of 80% or better are considered satisfactory. Scores of less than 80% are considered unsatisfactory and must be retaken. All practical assignments will be graded as satisfactory or unsatisfactory and no other grade will be given.

Records of student progress will be kept by the owner and made available to the student at regular intervals. Students may also request a copy of these records for their own personal use.

Students must also maintain an 80% attendance rate. A record of current hours logged and current hours missed will be kept by the owner and made available at regular intervals.

Quota

While in attendance on the salon floor, students are expected to complete student quota each day. This is in the form of daily projects. These daily projects will be listed for students to choose from each day. The type and number of projects depends on the day. This is to ensure students who do not have clients will remain busy and develop aptitude in the field.

Make up Work

Homework and tests that do not receive an 80% may be retaken as many times as necessary to obtain an 80%. However, these retests will not receive a grade higher than 80% and will be marked as a retake.

Progress Reports

At regular intervals the owner will talk with students to go over their academic progress. Copies of their progress report may also be obtained at other times with the student's request.

Attendance

Students that do not appear to be making efforts to comply with the following policies may face disciplinary action as outlined under the "Disciplinary Actions" section. Please note that all absences and tardies count towards the 80% attendance rate policy, but only unexcused absences and tardies will count towards potential disciplinary actions. Students who fall below an 80% attendance rate (or more than 60 hours) who have only had excused absences may still face disciplinary action if they do not attempt to make up the missed hours.

Students are expected to be to school promptly at 9AM. The student salon floor opens at 9:30AM to give students time to set up and prepare for appointments.

Students are allotted 60 hours of approved absences (this averages out to be approximately 8 ½ days of leave time). These absences must be pre-scheduled and approved by the owner and include appointments, personal time off, religious holiday, or the death of a friend or relative. Examples of absences that are also considered approved are unexpected sicknesses or accidents.

Examples of unexcused absences are: No call no shows (except under unusual circumstances such as an automobile accident), no call tardies, etc.

All absences must be reported to the school by telephone no later than 9 AM at the latest. If no call is made, the absence will be counted as unexcused.

Any student expecting to be tardy must call by 9AM. Failure to do so will result in an unexcused tardy. Students that do not call and who fail to arrive by 9:15 AM will be asked to leave for the day and will be marked as an unexcused absence. Students are expected to act professionally at all times, and this includes arriving promptly as scheduled.

Because the first seven weeks of class are classroom days, students are expected to maintain regular attendance. Students who habitually miss class in these first seven weeks may be required to makeup the missing days or restart from a certain point in the program at the owner's discretion.

Leave of Absences

If a longer period of time off is required a leave of absence may be obtained. This must be discussed with the owner and approved. Examples of approved leave includes: prolonged medical treatment such as recovery from surgery, maternity or paternity leave, or vacations. Their contract date will extend to take into account the days of leave and will not count towards their excused absences.

Students requiring a leave of absence longer than 90 calendar days will be required to take a competency test to ensure they have retained the information they have previously learned.

Make up Hours

Students who miss scheduled hours may come in on open salon days they are not scheduled to make up hours. Students with special scheduling needs may be permitted to attend extended clinic hours at the owner's discretion.

Hours Over Contract

Students who go past their allotted 60 hours of absences will be charged an over hours fee at the end of their course in addition to potential disciplinary action. This fee is \$5/hour over the allowed 60 hours. These charges are to ensure the students take their education seriously and make an effort to maintain proper attendance and to cover educational costs not included in the initial contact.

Weather Closings

In the event of a closing due to weather, students will be informed of the closing through text message or email. Additionally, if the Park Falls school district closes, the Academy will close as well.

Privacy

No personal information will be given out about any enrolled student, outside of government or local authority inquiries. Should the student wish to allow any other person to receive information about their progress or records, a signed waiver must be obtained from the student explicitly stating who is allowed what information and for what period of time. A copy of the required waiver can be obtained from the owner.

Records of a student's telephone number, address, grades, attendance percentage, etc will not be given out under any circumstances except to those listed on the waiver. Request for transfer of information to other schools or agencies must be made in writing to the school.

The only information the school will disclose is in regards to scheduling services and current attendance. For example, should someone ask to speak with the student they will be advised they are not available that day. In the event of attempted scheduling, they will be notified they are not available the day they are attempting to schedule. No further information about the reason for absence will be given.

In the case of student absences, after three no-call-no-shows a call will be made to the number listed on the original application to determine if the student still wishes to be enrolled. If no contact occurs after this call, the student may face disciplinary action up to and including termination.

All records are kept in a secured, locked area.

Conduct and School Policy

Proper Conduct

Students are expected to maintain proper conduct while in attendance at the Park Falls Nail Salon and Academy. Students are expected to maintain professional behavior and attitude, including: proper dress and language, maintaining positive attitude, cleaning up after oneself, completing assigned chores, and respecting fellow classmates and faculty.

Improper Conduct

The following are examples of improper student conduct. Engagement in these activities may result in disciplinary actions: use, distribution, or possession of recreational or non-prescribed prescription drugs, smoking on school property, theft, harassment of any kind including verbal, sexual, or physical, drinking on school property, coming to school under the influence of drugs or alcohol, vandalism of any sort, swearing or improper language, hate speech, gossip, cyber bullying, unauthorized use of cell phones, rough housing, or engaging in potentially hazardous behavior.

Dress Code

Students are required to comply with the dress code. Dress code consists of “business casual” attire in any color. Clothing and jewelry must be tasteful and professional. No inappropriate branding is allowed-this includes references to nudity or pornography, drugs, gang related symbols, or alcohol. Any shoes worn must be clean and in good repair.

The Park Falls Nail Salon and Academy is a professional environment, and while we do not have the strict dress code others schools enforce, we expect our students to dress in a professional manner. Students will also be expected to wear the smock that comes with their students kits or an apron supplied by the school. All dress code decisions will be made at the discretion of the owner.

As this is a fashion related industry, students are encouraged to express themselves and their style of choice through their attire. Students may wear makeup if they choose to. Hair may be in any style, but must be clean. Students are expected to maintain hygiene and cleanliness. This dress code may change at the owner's discretion.

Cell Phone Policy

Students found using cell phones for any non-school related purpose during school hours without prior approval will either be asked to surrender their phone or leave for the day resulting in an unexcused absence. Phones may be left on vibrate with prior approval for that day.

Student Services

Periodically students will be allowed to work on each other when not with clients. A detailed list of free services and terms and conditions for all services can be found in the student handbook.

Grievances

Any grievances can be appealed to the owner of Park Falls Nail Salon and Academy. Complaints about the school or instructor may be submitted to the Department of Safety and Professional Services.

Disciplinary Action

Students who fail to follow the policies outlined will first be given a written warning. Continued breach of policy will result in further disciplinary action up to and including expulsion and suspension.

Behavior resulting in disciplinary action includes: Habitual unexcused tardiness or absences (three or more), failure to maintain an 80% attendance rate, personal use or distribution of drugs, assault or harassment of any kind to students or faculty, discrimination towards faculty or students, refusal of clients, unprofessional behavior, failure to achieve and maintain an 80% grade average, or breaking any other rules found in the student handbook or catalog.

Suspension

Students who are suspended for breach of policy will not be scheduled for the time of the suspension and must resume the course when they return. The suspension will not count towards attendance rate and the scheduled graduation date will be adjusted accordingly. Students returning from suspension must hand in a detailed action plan outlining how they intend to change their behavior to better fit in with the policies outlined.

Expulsion

Students expelled will be reimbursed according to the “reimbursement” chart listed in the following section.

Re-admittance

Students who have been expelled from the Academy may be accepted for re-admittance after one calendar year from their expulsion date. If re-admitted they will begin the course from the beginning and will need to pay for any tuition and supplies necessary to begin class.

Re-admitted students do not qualify for any payment plans and must have all charges paid before classes commence.

Copyright Infringement and Cheating

The Park Falls Nail Salon and Academy has a strict policy in regards to copyright infringement. Students found guilty of copyright infringement will be reported to the relevant authorities. All images and information for student activities or assignments must be cited. Students will not claim the images of other artists are their own.

Students found guilty of cheating will be expected to retake all tests or redo all relevant assignments. Further disciplinary action may be implemented.

Reimbursement

Students who withdraw or are expelled from the program will be reimbursed as per the guidelines set found in the *Department of Safety and Professional Services - Barbering and Cosmetology Schools and Instructors* under chapter **SPS 62-Regulations of schools and specialty schools**, section **SPS 62.07 Refund standards**. All refunds are given within 30 days, unless otherwise noted.

Full Reimbursement

Students may receive full reimbursement for their tuition and all application fees if they cancel their enrollment within three business days starting from notification of their acceptance. For full reimbursement students must submit, in writing, a request to cancel their contract. More information on the right to cancel may be found in the student contract.

Partial Reimbursement

If a student withdraws after the initial three day grace period but before the beginning of classes, or does not attend class, the student will not be refunded the \$100 application fee. They will, however, be refunded the remaining monies paid.

Students expelled or who drop after the commencement of classes will be reimbursed according to the following chart. They will not be reimbursed for their student kits or books, as they will no longer be in original conditions.

Reimbursement chart

Percentage of Enrollment Time		Maximum Percentage of Total Cost of Course of Instruction May be Charged
More than...	Greater than or equal to...	
0	5	20
5	10	30
10	15	40
15	25	45
25	50	70
50	100	100

Student Kits and Books

Students who withdraw before the commencement of classes will be refunded the total amount of their student kit and book fees. For students who withdraw or are released after commencement of classes will be refunded only for parts of their kits in original, unused condition. Any items appearing to have been opened, used, marked, or not in original packaging will not be refunded. Unused items must be tendered for reimbursement to the school and a notice must be given that they wish to be reimbursed.