

BARKING SPA ACADEMY OF PET GROOMING, LLC

CATALOG 2012

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THE BARKING SPA ACADEMY OF PET GROOMING,LLC

PROFESSIONAL PET GROOMING TECHNIQUES AND SERVICES

Clock Hours: 160

PROGRAM OBJECTIVE:

To prepare, teach, and educate students in the fundamentals of professional pet grooming. Upon successful completion of the program and meeting all course requirements the graduate will become a professional pet groomer. The graduate will be able to work in a salon, in the pet grooming industry or own and operate his or her own pet grooming business. Upon successful completion of the program and meeting all course requirements and financial obligations the student will be issued a diploma.

PROFESSIONAL PET GROOMING TECHNIQUES AND SERVICES

PROGRAM DESCRIPTION:

The program is designed to teach the fundamentals of pet grooming, using lectures, and hands-on techniques. The students will learn how to groom dogs, cats, and to recognize the breed standards for dogs listed in the seven American Kennel Club (AKC) groups. The students will learn to work in a pet grooming salon, as well as learn the professional development techniques required to own and operate their own pet grooming business. The four week program consists of 160 hours made up of 4 courses prefixed Professional Pet Grooming (PPG) and numbered according to the order in which they are taken. Each course contains skill sets that when put together will allow one to operate as a qualified pet groomer. These courses are titled as follows: PPG1 Prerequisites of Grooming, PPG2 Basic Pet Grooming Practices, PPG3 Advanced Pet Grooming Practices, and PPG4 Grooming Business Principles and Practices.

ADVANCED PROGRAM

Accelerated Professional Pet Grooming Program

Unlike the 160 hour program, this program enables the student to professionally groom a variety of dogs and some cats. Because of the additional program hours the student has an opportunity to refine scissoring, increase speed and learn more advanced grooming skills. The additional hours will be spent on individualized hands-on training. In addition, the students will learn how to handle clients, deal with competition, take appointments and learn salon and marketing management. The object of this program is to enable the student to work as a professional groomer, salon manager and owner.

PPG1 Prerequisites of Grooming 22 hours

Covers the necessary topics that must be understood prior to working in the pet grooming industry.

Topics include:

- *Orientation
- *Safety in the workplace
- *Safely handling dogs and restraint techniques
- *Equipment
- *Shampoos and conditioners for different coats and skin conditions
- *Recognizing skin conditions
- *Recognizing parasites
- *Sanitation and sterilization of equipment
- *Recognizing the American Kennel Club (AKC) breed groups and standards.

PPG2 Basic Pet Grooming Practices 110 hours

Covers the topics necessary to perform basic pet grooming services.

Topics include:

- * Bathing techniques
- * Feline bathing and drying
- * Brushing and fluff drying
- * Brushing and dematting
- * Clipping and filing nails
- * Plucking hair from ears and proper ear cleaning
- * Brushing teeth
- * Shaving paw pads
- * Pre-clipping hair prior to bath
- * Shaving privates or sanitary areas

PPG3 Advanced Pet Grooming Practices 22 hours

Extensive demonstrations and practice setting patterns and hand scissoring on various breeds of dogs.

PPG4 Pet Grooming Business Principles and Practices 6 hours

Covers the business aspects of the pet grooming industry.

Topics include:

- * Working in a salon
- * Starting and operating a grooming salon: both mobile and store front
- * Shop equipment
- * Hiring staff
- * Advertising
- * Building clientele
- * Business expenses

Program Schedule of Class Starting and Ending Dates

Classes begin the first Tuesday of each month

Class schedule:

Tuesday - Saturday 8:00 am - 4:00 pm Fulltime

Advanced program allows 8 weeks of completion, however may be completed sooner.

School Holidays: The school will be closed for the following holidays:

January 1st	New Years Day	
February 14th	Valentines Day	
April 10th	Good Friday	
May 23rd	Memorial Day Weekend	
July 4th	4th of July Weekend	
September 5th	Labor Day Weekend	
October 31st	Halloween	
November 26th/27th	Thanksgiving/Black Friday	
December 23rd-31st	Christmas Break	

Entrance Requirements or Prerequisites:

Must be 18 years of age; otherwise parental/guardian consent, approval and signature is required. No prior experience in the grooming industry is necessary. Barking Spa Academy of Pet Grooming does not discriminate against race, gender, age, or religion. Because of the physical work involved with grooming, the job may not be suitable for someone with certain physical limitations or handicaps. All courses are taught in English. Proof of language competency is required. For those students who are denied entry or dismissed from the school records will remain on file for at least one year.

History and Governing Body:

The Barking Spa Grooming Salon was established in 2002 by Christine Panzica. In September 2008 the facility added Barking Spa Academy of Pet Grooming, LLC. Remain the officials for the school, Christine Panzica as President and Director, and Debra Iammatteo as Secretary and School Administrator.

Description of Facilities:

Barking Spa Academy of Pet Grooming is located at 32 South Main Street Milltown, NJ. It is a 700 square foot facility and has an office, bathroom, waiting room, a grooming and bathing room, a cage room, a blowout room, and also a laundry and eating area.

Tuition and Fees: 160 hr program

Registration Fee (non-refundable; goes toward tuition cost)	\$ 25.00
Program Tuition	\$ 4,000.00
*Equipment Kit	\$ 761.53
	53.31 (7% sales tax on equipment kit)
	\$ 4,814.84

Tuition and Fees: 320 hr program

Registration Fee (non-refundable; goes toward tuition cost)	\$ 25.00
Program Tuition	\$ 6,500.00
*Equipment Kit	\$ 761.53
	53.31 (7% sales tax on equipment kit)
	\$ 7,314.84

*(Equipment Kit consists of the tools, textbooks, and equipment listed on page 12 of the catalog. These items must be provided by the student and may be either purchased from the school or elsewhere. If purchased from the school, the Equipment Kit is non-refundable.)

Method of Payment:

Barking Spa Academy of Pet Grooming accepts Cash, Check, Master Card, Visa and Discover.

Cancellation and Refund Policy:

The Application for Enrollment Agreement, pages 1 through 3, in addition to the catalog constitutes a binding agreement, between the student and the Barking Spa Academy of Pet Grooming, LLC upon acceptance. Our outlined refund policy is designed according to Fair Consumer Practices.

Should student be terminated or cancelled for any reason, all refunds will be made according to the following refund schedule:

1. Cancellation must be made in person or by certified mail.
2. All monies will be refunded if the school does not accept the applicant or if the student cancels within three (3) business days after signing the enrollment agreement and making initial payment.
3. Cancellation after the third (3) business day, but before the first class, will result in a refund of all monies paid, with the exception of the registration fee, equipment kit and textbooks if purchased from the school.
4. Refunds will be made within 30 days of termination or receipt of Cancellation Notice.
5. Student records are maintained permanently. However for those students who are denied entry or dismissed from the academy records will remain on file for at least one year.

Termination Policy:

A student may be dismissed, at the discretion of the Administrator of Barking Spa Academy of Pet Grooming LLC., prior to completion of the program. Reasons for termination include, but are not limited to the following:

- Insufficient progress (not maintaining a 75% average and/or not maintaining a "Pass" Basis in clinical/skills/lab)
- Failure to comply with rules outlined in catalog under Code of Conduct and school policies
- Nonpayment of tuition under terms agreed upon with Administrator of Educational Grooming Academy

Program Cancellation Policy:

Barking Spa Academy of Pet Grooming LLC, reserves the right to determine that program or course postponement, cancellation, or facility closure is in its best interest. Affected students shall be notified, as follows:

Program or Course Postponement: In the event of program or course postponement, student notification shall:

- be by telephone and email (as appropriate).
- contain an anticipated date that the program or class is scheduled to resume
- contain a provision for the student to delay his or her attendance or receive a refund of tuition and appropriate fees. The refund shall be calculated from the date of notification of program or course postponement or from the scheduled program or course start date, whichever comes first. The refund shall be paid within 30 days of receipt of the student's written request for a refund.

Students who choose to delay their attendance shall be provided additional notification by telephone and email (as appropriate) of the date that the program or course is to resume when that date has been finalized.

Program or Course Cancellation:

In the event of program or course cancellation, student notification shall:

- be by telephone and email (as appropriate).
- contain a provision for the student to receive a refund of tuition and appropriate fees. The refund shall be calculated from the date of notification of program or course cancellation or from the scheduled program or course start date, whichever comes first. The refund shall be paid within 30 days of receipt of the student's written request for a refund.

Rules and Regulations:

- * The dress code is casual, however personal appearance should project a professional image. Smocks should be worn over clothing for protection. No open toe shoes or high heels are allowed.
- * Students are not allowed to miss more than twenty four (24) hours of class. More than twenty four (24) hours missed must be made up on the student's time before the student will be allowed to graduate.
- * Excessive absences are grounds for suspension or dismissal. More than three (3) absences are considered excessive.
- * Students must be on time for class each day. Suspension or dismissal may result if a student is excessively late for class.
- * Unsatisfactory conduct will not be tolerated; includes but is not limited to using profanity and disrupting class. A student may be dismissed for using unsatisfactory conduct.

Leave of Absence Policy:

The school officials must approve leave of absences. If a student must take a leave of absence during a session, they may return at a later session within 12 months of their original start date to complete the course at no additional charge.

Grading Scale:

Hands on Grooming - to be evaluated by instructor	75% of total grade
Written Tests and Quizzes - Graded by instructor	15% of total grade
Attendance	10% of total grade

Academic Probation Policy:

Students will be evaluated at the mid-term of the program. Any student with a cumulative grade average less than 75% will be put on academic probation. During academic probation the student will meet with the instructor after each class period to discuss the student's progress and help with improvement. When the student's average is 75% or above, the student will be removed from academic probation.

Grievance Policy:

Students are encouraged to voice their grievance/complaints with Christine Panzica as President and Director and Debra Iammatteo as Secretary and school Administrator.

Student Services:

Upon successful completion of the program, the school will assist each graduate with job placement, at no additional charge. There is no guarantee of job placement, directly or indirectly implied. A Diploma will be issued to each student who successfully completes the program and satisfies all requirements.

The School will provide a list of realtors and landlords who may assist with weekly apartment rentals. There are also extended stay hotels within a few miles of the school.

Faculty and Staff:

Christine Panzica: President/Director/Owner/Operator/Instructor

Debra Iammatteo: Secretary/School Administrator

Alexandra Douglas: Instructor

Angel Hernandez: Instructor

Tools and Equipment Required:	
1 Andis Clipper w/#10 blade	141.95
1 Andis #4F blade	24.99
1 Andis #5F blade	22.49
1 Andis #7F blade	20.49
1 Andis #15 blade	17.29
1 Andis #30 blade	28.99
1 Andis #40 blade	16.99
1 Curve	43.99
1 Pair of straight sheers	42.99
1 Metal comb	8.49
1 Curved slicker brush	4.49
1 Pin brush	3.49
1 Quick stop	9.49
1 Nail clipper	11.99
1 Hemostat(straight)	7.99
1 Clotting Gel	13.99
1 R7 ear powder	3.29
1 Clipper Cool	6.79
1 set of snap on combs	36.93
1 Smock set	37.9
1 Thinning shear	71.99
1 Flea comb	6.49
1 Grooming Toolcase	52.99
1 Pedicure Filer	54.99
1 Cologne	4.19
1 Cologne	5.89
1 Small Nail Clipper	3.99
All Breed Dog Grooming Guide *	55.99
	761.53
7% Sales Tax	53.31
	814.84

***Required Textbook:**

**All Breed Dog Grooming, Step-by-Step Illustrated Instructions, T.F.H. Publications, Inc.
Copyright 1987**

Explanation of Course Numbering System:

Acronyms are used to signify the titles of the courses being offered for the program. The numbers signify the levels of competence of the four courses that are required for the program. For example PPG1 indicates a course at the basic level an introduction in the program. PPG2 course is at the mid level of training and expertise in the program. PPG3 is a course at the master level of competence while PPG4 is designed for the professional dog groomer who may want to start a dog grooming business.