



Pet Grooming School Program

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Faculty

Michael Lisk is the owner and School Director of Golden Paws Pet Styling Academy. He has owned and operated The Pet Salon since 2000. Mr. Lisk has successfully increased sales year after year with his excellent business skills, leadership and communication skills. He is well versed in marketing strategies and the use of technology. He is also trained in the “Golden Paws Method” of pet styling instruction, a nearly 4 decade proven program that allows the student to maximize their pet styling skills to apply to AKC breed designs and individual customer requests. The student will benefit from Mr. Lisk’s leadership, experience, vision and innovation.

Lisa Bowser is the Admissions Counselor and Instructor for Golden Paws Pet Styling Academy in Pittsburgh. Lisa is a licensed cosmetologist with 25 years of salon experience. She relocated to the area and broadened her knowledge and expertise in the Pet Industry in 2010. Using a hands on approach to grooming and an intimate class setting, Lisa instructs and adequately prepares students for a career in pet grooming upon graduation. As co-owner of the Pet Salon, Lisa teaches a hands on approach to management and the daily operations of a busy grooming salon. The student will gain a great deal of knowledge and skill in the Pet Industry.

Admission Requirements

The student shall be at least 17 years of age and have a high school diploma or G.E.D. equivalent. A parental signature of consent is required for students under the age of 18. A student who has graduated from high school or has earned a GED denotes the ability to read at the least a 9th grade reading level according to the publishers.

Information about the Pet Styling Field

For your notification and to help you understand people who work in the pet styling field are often lifting no than the maximum weight of 40 pounds and the ability to retain instructions is helpful.

Objectives of Program

The school’s purpose is to equip the students with a strong foundation of styling and/or bathing skills and customer satisfaction that will enable them to have a career in the Pet Styling Profession. The school has a proprietary license to teach the "Golden Paws Method" a proven program with many graduates in its forty year history. This program not only allows for you to develop quality styling/bathing skills but also to understand

how to apply them to breed designs and individual customer requests. If you learn in an environment of professionalism, high expectations and how to make clients happy with what they like, then you will learn what makes a person a success in the pet styling/ bathing field and that is our goal. As in any field the students success depends on the students desire to work and apply themselves. The student will learn the job skills listed in each subject that will develop a strong foundation to enter the job market as a pet stylist or a grooming salon manager. Relocation may be necessary from Pittsburgh, PA for employment as a pet stylist.

Program Outline

Program Title: Pet Styling (320 Hours)

Students will be able to enter the pet styling field as a pet stylist with the acquired skills learned in 101, 102, & 103. The school program is designed to develop quality styling skills. The speed techniques are built into the course. The student speed will increase after entering the job market. The student will have the skills to enter the job market as a pet stylist in salons, veterinarian clinics, mobile grooming, and kennels or open their own business. As in any field the students success depends on the students desire to work and apply themselves. The student will learn the job skills listed in each subject that will develop a strong foundation to enter the job market as a pet stylist.

Prepping 101

| | |
|--------------------------|-----------|
| Theory | 5 |
| Lab | 53 |
| Total Clock Hours | 58 |

Curricula Description:

The student will learn how to efficiently prepare the pet for the bath in this course. This will include learning time management, control positions, pet psychology, safety for pet/ bather, avoiding injuries and skin irritations, prepping procedures, proper tool usage, tool maintenance, cutting toe nails, ear care and why, how to properly and humanly brush out a coat, how de-shed. The student will also be introduced to cut downs and some breed design settings.

The Prepping 101 Course will teach students the use of the following tools and procedures:

- | | |
|-----------------------|----------------------------|
| 1) Prepping Tools | 6) Ear Cleaning & Ear Care |
| 2) Control Positions | 7) Pre-Bath Brushing |
| 3) Safety Procedures | 8) Safety and Sanitation |
| 4) Shaving Procedures | 9) De-Shedding Procedures |
| 5) Toe Nail Cutting | |

Upon Completion of this course the student should be able to:

- Understand what prepping tools are needed and what their usage are for and demonstrate control

- Understand the proper control positions and be able to apply them to the pet
- Understand safety and how to avoid any possible cut or irritations on the pets skin
- Understand shaving procedures, steps and demonstrate shaving skills
- Understand how to properly cut toe nails and demonstrate correct way to cut toe nails
- Understand ear cleaning and ear care and demonstrate skill
- Understand and master brushing and comb outs
- Understand de-shedding procedures and demonstrate procedures
- Understand pet psychology and pet communication skills
- Understand and develop proper tool movement usage

Bathing and Drying 102

| | |
|--------------------------|-----------|
| Theory | 1 |
| Lab | 42 |
| Total Clock Hours | 43 |

Curricula Description

This course of the program will cover how to achieve a professionally Bathed and Dried pet. This course is very important to set the foundation to achieve quality pet styling. The student will learn how to properly apply shampoo, wash the pet, blow dry and finish brush. You will also learn use of therapeutic shampoos, control positions and how to avoid injuries and skin irritations to the pet. The student will also learn speed techniques, and anal gland expulsion.

The Bathing and Drying 102 Course will teach students the use of the following procedures:

- | | |
|-------------------------|-------------------------|
| 1) Shampoo Procedures | 4) Blow Drying |
| 2) Anal Gland Expulsion | 5) Finish Brushing |
| 3) Flea Treatment | 6) Therapeutic Shampoos |

Upon completion of this course the student should be able to:

- Understand and be proficient in Shampoo Procedures
- Understand Therapeutic Shampoos
- Be proficient in Finish Brushing
- Be proficient in Blow Drying the Pets Coat
- Understand Bathing & Drying Safety
- Treatment for Fleas
- Proper Anal Gland Expulsion

Styling 103

| | |
|--------------------------|------------|
| Theory | 44 |
| Lab | 155 |
| Total Clock Hours | 199 |

Curricula Description:

The student will learn the mechanics and some of the art of pet styling. This is all about developing the students pet styling skills, such as shaving, line refinement, cut downs, outline shaping, balance & proportion, understanding breed designs and creation, and being able to apply the learned pet styling skills.. The student will also learn pet communication and learn professionalism in the pet styling field.

The Styling 103 Course will teach students the following procedures:

Outline Shaping

Guide Blade Techniques

Fine Finish Techniques

Breed Designs

Straight and Curly Coats

Scissoring

Pet Handling & Psychology

Individualized Customer Request Styling

Diseases and Parasites

Prioritizing Time

Bow Application

Nail Painting

Dental Hygiene

Professionalism in the career

A Happy Pet is a Joy to Groom!

Upon completion of this course the student should be able to:

- Understand why and how to Outline Shape
- Understand proper Guide Blade Techniques
- Understand and accomplish Fine Finish Techniques
- Understand the Four Major Breed Designs – Poodle, Schnauzer, Cocker Spaniel, Teddy Bear and how the skills required for these Breed Designs transfer to the other Breeds
- Understand the difference and tool usage on Straight and Curly Coated Pets
- Proper Scissoring and Thinning Shear Techniques
- Understand Safe Pet Handling and Pet Psychology
- Professionalism in Pet Styling
- What to do with a pet with a Parasite or Skin Disorder
- Dental Hygiene – Control
- How to Prioritize your Time
- How to do Bow Application and Toe Nail Painting

Salon Manager Responsibilities 104

Theory 2

Total Clock Hours 2

Curricula Description:

Students will be introduced into the concept of salon management and management responsibilities.

- Understand areas of managerial responsibilities
- Characteristics of a successful manager
- Internal and external working relationships

Creating a Successful Support Staff 105

Theory 2

Total Clock Hours 2

Curricula Description:

Students will be instructed on how to create a stable and skilled support staff with minimal turnover that is essential to having a successful pet styling salon.

- Create job descriptions
- Learn the essentials of an employee handbook
- Employee training
- Developing a reward system

Hiring the Support Staff 106

Theory 2

Total Clock Hours 2

Curricula Description:

Students will be instructed on the hiring process.

- Sources of job candidates
- Job applications
- How to conduct interviews
- Checking references
- Conduct job evaluation testing
- Evaluate candidate
- Make an employment offer

Developing an Effective Supervisory System 107

Theory _____ 2

Total Clock Hours 2

Curricula Description:

The student will learn that improving supervisory skills is an effective way to promote the growth and profitability of the pet styling salon.

- Effective communication with the support staff
- Improving and maintaining employment moral
- Benefits of support staff meetings
- Common performance problems
- How to conduct a job performance evaluation
- Procedures for involuntary employee termination
- Procedures for voluntary departures

Developing a Safety Program 108

Theory _____ 2

Total Clock Hours 2

Curricula Description:

The student will learn that a safety program is an essential component of a professionally managed pet styling salon.

- Pet handling safety
- Equipment safety
- Fire safety
- Chemical safety
- Emergency procedures

Daily Bookkeeping 109

Theory _____ 5

Total Clock Hours 5

Curricula Description:

The student will learn a method of accurate and complete bookkeeping of records.

- Daily handling of cash and credit card receipts
- Managers daily summary
- Methods of recording service performed to pets

- Weekly employee time keeping record
- Controlling the salon's supplies inventory

Understanding Financial Statements 110

Theory 5

Total Clock Hours 5

Curricula Description:

The student will learn the significance of a pro-forma profit and loss statement, as well as elements of the income statements and balance sheets.

- Income statement
- Balance sheet
- Financial analysis ratios
- Summary of financial performance

Description of Facilities

Golden Paws Pet Styling Academy is part of "The Pet Salon", a upscale modern pet styling facility that is well established with a large cliental with a variety of breeds for grooming. The facility uses modern equipment to assist the student to learn with. There is a retail/reception room; a cheerful break room for the students use and a classroom with video and audio instructional aides. There is a bathing and drying area with professional force air dryers and bathing systems for the student use.

The Golden Paws Pet Styling Academy is located in Scott Township, PA (a suburb of Pittsburgh) and is within 7 miles of the city of Pittsburgh.

The Pittsburgh area has all the benefits of a large city without most of the congestion. Housing costs are very reasonable with a good interstate highway system to provide access. World class medical facilities, universities, cultural opportunities and sporting events are available year round. Pittsburgh is home to three professional sports teams, the Pittsburgh Steelers, Pittsburgh Penguins and the Pittsburgh Pirates. Pittsburgh has also a vast cultural district to include Carnegie Museums, Heinz History Center, Heinz Hall, Benedum Center and a multitude of art galleries.

Mild temperatures in the summer months coupled with moderate snowfall in the winter provide a reasonably comfortable climate.

Many lakes, rivers and recreational areas surrounded by some of the most beautiful country side north in the North East, combine to provide exceptional hunting and fishing opportunities for sportsmen. Also, some hiking, biking and roller blade trails. There are multiple shopping malls and plazas, large entertainment complexes within 15 miles of the pet styling academy.

Attendance Policy

A. Golden Paws Pet Styling Academy and its' instructors are committed to teaching you the best styling skills to prepare you for your new career. This cannot be

accomplished if you are not here. Please try not to miss any of the valuable time you will spend with us.

B. Students should be on time. We are working with dogs that have to be ready on time. This shows professionalism. Golden Paws Academy's policy is to place a student on probation, if the student is tardy more than 6 times during the program. The student may face termination if continual tardiness occurs and after counseling by the instructor.

C. Students must notify the school by 8:00 A.M. if they are going to be absent. Students who are over three (3) consecutive days must supply the school with a valid reason or a doctor's note upon returning to class. Any absence over three (3) days will have to be discussed on an individual basis. The absence time will depend on the length of absence and the student's progress at that time. The program is designed for fast track learning and it is difficult for a student to be absent and receive the full benefit of the course. It is the student's responsibility to be on time for class. **(see make-up work below)**

D. Any student who is absent seven (7) consecutive scheduled class days without a valid reason or doctor's note will be terminated. Students terminated for this reason may not re-enter before the start of the next class.

The student will be re-admitted if the Director feels that the student is committed to attend class on a regular basis. A student who has been terminated can be readmitted upon discretion of the School Director and student's commitment to attend class on a regular basis. Students may not re-enter class before the start of the next program start date.

Make-Up Work

Make-up work will be provided for a student in good standing, who is current in financial responsibilities to the school and is making satisfactory progress at no charge. The make-up work will be done at the end of the program and when there is space available.

Golden Paws Academy's Termination Policy

A student may be dismissed, at the discretion the Director of Golden Paws Pet Styling Academy, prior to completion of the program. Reason for termination include, but are not limited to the following:

- 1) A student will be terminated if he/she is abusive in any manner to the animals, other students, or the instructor.
- 2) Any substance abuse (alcohol or drug) or the effect of any substance during class sessions.
- 3) Insufficient progress (not maintaining a 75% average and/or not maintaining a "Pass" Basis in clinical/skills/lab.
- 4) A student can be dismissed at the discretion of the School Director for insufficient progress, non-payment of fees, or failure to comply with school rules and policies outlined in this catalog.

Golden Paws Academy's Cancellation Policy

Golden Paws Pet Styling Academy foresees no reason to cancel the program. However, if at any time the program is cancelled, all tuition monies will be refunded in full, or Golden Paws Academy will finish teaching the class to the completion date of each student enrolled.

Readmission Policy

If student will comply with the school rules and policies with the proper attitude, the student can be readmitted at the school director's discretion.

Leave of Absence

A student must get approval from the school for a approved leave of absence if the leave of absence is not to be treated as a withdrawal. A leave of absence may be approved if:

- (a) The student gets instructors approval by requesting a leave of absence in a signed, dated request in writing with the reasons for the leave of absence.
- (b) The student and instructor believe with reasonable expectations the student will return to the school as agreed upon.

There will be no additional charges by the school for an approved leave of absence if the student returns as stated: not more than (7) seven consecutive school days. Any leave of absence longer than (7) consecutive school days the student may be terminated and will have to return to the next class start date.

The student will have to get instructor approval to return to the next class start date. The instructor will base that approval on if he/she believes the students commitment to attend class on a regular basis.

Upon the students return they will be permitted to complete the course work that was begun prior to the approved leave of absence.

If the student does not resume attendance at the school on or before the end of the approved leave of absence the school will treat the student as a withdrawal.

Student Conduct Policy

Golden Paws Pet Styling Academy is run within a professional salon. While this is beneficial to the students to learn in a working environment, we must ask your cooperation in treating this area and the rest of the salon with respect and professionalism.

NO SMOKING IS ALLOWED IN THE BUILDING

There is a designated area for smoking which will be discussed the first day of class.

PROPER CONDUCT

Please talk softly when you need to, as others are trying to concentrate on learning and their work. Respect your fellow students and the pets you work on. Maintain a professional attitude.

PHONE PROCEDURES

No phone calls incoming or outgoing unless it is an emergency.

CLEANING

Your work area will be cleaned daily. This includes cleaning of table, floor, blades etc. Work areas should be left in a condition that would start you in a clean environment.

PERSONAL APPEARANCE

Uniforms are required. Your appearance should project a good image of you at all times. Only closed toe shoes are allowed. If shorts are worn they must be 3" or longer than uniform top. Hair needs to be worn up and away from face. Jewelry must be kept to a minimum.

LUNCH

Lunch time is 30 minutes. Pet Stylists need to be flexible as you are working with pets that have finish times.

TOOL POLICY (Once student takes possession or uses tools there is no school refund) Golden Paws Pet Styling Academy has searched and compared grooming tools and prices. The tool list has been developed with quality products.

The tools required for this course are the basic amount you will need to start your styling or bathing career. In the future you will probably want to add back-ups and other equipment that will suit your needs.

As can happen with all mechanical items, occasionally a tool or blade is defective. There is a manufacturers warranty and the manufacturers are excellent at honoring this warranty. Your tools should be inspected the first day. If you have a non cutting tool or blade, it will be replaced after inspection by the instructor. **DO NOT THROW AWAY THE BOXES OR MARK YOUR TOOLS** until you are sure that everything works properly. Golden Paws Pet Styling Academy or the manufacturers **WILL NOT ACCEPT** any tool for replacement without a box or that have been marked. If a tool is broken or will not cut after this replacement, the student is responsible for the cost of shipping the tool to the manufacturer. (Remember, this happens in the pet grooming industry and you will need to know the procedure).

The Pet Styling student should expect an extra expense of Thirty dollars (\$30) for blade sharpening while in school. There will also be expenses of photo printing and film for the portfolio.

DEMO POLICY

From time to time students may bring their own pets in to work on as a demo. All pets brought in for demonstration must be cleared in advance through the instructor.

CHILDREN

Students may not bring their children for any reason. They will have to make other arrangements.

PARKING

There are designated areas for parking which will be discussed the first day of class.

Grading and Marking System

Pet Styling Program

Academic progress: A Diploma Program offered by the school is made up of predetermined and structured component courses that consist of lectures and labs. Each component course grade is evaluated at the courses mid and end points. In order for the student to successfully complete the Diploma Program, he/she must successfully complete each component course. The student's final grade point average for the program will be calculated by averaging the combined end point final grades of each component course. A student must meet all attendance, grade average, and financial requirements to receive a Diploma.

Grades will be determined by a combination of teacher evaluation and test scores. The student will need to maintain a 75% average. Teacher evaluation will consist of both participation in discussion and the hands on segments of the course and a student's ability to perform tasks in an efficient and timely manner. Test scores will be based on Progress Tests, Written Exams, and a Portfolio Grade. Minimum passing grade will be 75 %. Student performance will be evaluated at the mid point and last week of the program by the instructor. Grade reports will be given to the student at the completion of each course. Each student's grade report for component courses will be kept in file by the school. If at the end point of a component course a student's grade evaluation is below the 75 %, the student will be put on "academic probation" and receive from the instructor a probationary report explaining the student's standing in the class and the student's need to improve his/hers academic performance. The student's final course grade will determine the student's status. If the student remains below 75 %, the student will remain on probation until he/she improves to 75% for component course end point grade. Students on "academic probation" are required to meet with the instructor after class for an advising session. Counseling is available for all students.

Should a student fail any component course, please see the schools Makeup Policy. The grading marks used for the grading system are: (For the tests, progress tests and portfolio.)

| | | |
|------------------------|---|------------------|
| "E" for Excellent | = | 90% to 100% |
| "S" for Satisfactory | = | 75% to 89% |
| "U" for Unsatisfactory | = | 74% or Below |
| WP | = | Withdrew Passing |
| WF | = | Withdrew Failing |

Grading Method: Class Participation 15%

| | |
|-----------------|-----|
| Lab Assignments | 50% |
| Written Exams | 20% |
| Portfolio Grade | 15% |

Satisfactory Academic Progress Policy

- A. Satisfactory progress is determined by the way a student comprehends, transfers, and applies the instructional material, in the correct form, onto the dog. STUDENTS MUST MAINTAIN A 75% AVERAGE.
- B. The frequency of progress tests will be done at the end of each course. The student will be allowed to reschedule (1) time progress test with the instructor if a 75% or above is not reached.
- C. It is the student's responsibility to study and retain class material so satisfactory progress can be achieved. If the student does not accept this responsibility, probation can occur.
- D. A student who is not making satisfactory progress at Mid-Term shall be placed on probation for remainder of the grading period. If the student does not achieve satisfactory progress at the end of the probationary period, the student's enrollment shall be terminated.
- E. Students terminated for unsatisfactory progress can not be readmitted until a minimum of one grading period has passed.
- F. Due to the hands-on material content of the program and the daily supervision there should be no incomplete or repeat subjects. Check over of the student work is done on a daily basis between the student and the instructor. Withdrawal for an appropriate reason unrelated to the student's academic status may request a grade of "incomplete". The student will be allowed to re-enroll in the course during the 4 month period following the withdrawal date to complete the incomplete subjects without payment of additional tuition.

Graduation Requirements

Pet Styling Program: A student must cover all programs material with a satisfactory grade to graduate. The student must maintain a satisfactory grade of at least 75%. (See Grading & Marking System on Pages 11-12)

Submission of a portfolio of before and after pictures of the pet's the student grooms. Students must have put effort in arranging their portfolios to show their skills of organization. There must be a minimum of 15 before and after photos of the pets styling from the student. The portfolio will be reviewed the final week before graduation by the instructor. A Diploma will be awarded upon successful completion of the program.

Statement of Fees: Tuition Fees

Pet Styling Program

| | |
|-------------------|-----------|
| Tuition Fee: | \$6140.00 |
| Registration Fee: | \$150.00 |
| Equipment Cost: | \$1250.00 |
| Total Cost: | \$7540.00 |

Terms of Payment:

Cashiers Check, Master Card, Visa or other financing the student obtains. Additional charges may apply to any financing programs obtained by the school on behalf of the student. There will be a 2% convenience charge assessed for the use of a credit card for

tuition payments.

Registration Fee:

\$150.00 (ONE HUNDRED & FIFTY DOLLARS) Non-refundable.

Equipment Cost:

Pet Styling Program: \$1250.00 (ONE THOUSAND TWO HUNDRED FIFTY DOLLARS.) Figure can be subject to change based on Manufacturers pricing.

Interest & Finance Charges

These charges will be listed in accordance with Federal truth-in-lending and State retail installment contract requirements on the required TILA disclosure documents that are presented in conjunction with a TFC Retail Sales Contract.

Equipment Statement: TO BE KEPT ON FILE:

All equipment used for instruction will be purchased in advance by the student. All tables, extra grooming equipment and dryers are owned by Golden Paws Pet Styling Academy.

Golden Paws Pet Styling Academy Text Books

Pet Styling Program

Ogle, Margaret B. *From Problems to Profits*. Manor House Publishing, 1997.

Cost \$67.95 (Included with Tools)

Rauch, Jacqueline. *Golden Paws Pet Styling Instructional Manual*. 2005.

Cost \$115.00 (*Included with Tool kit).

*(Property of Golden Paws Pet Styling Academy - To be given to the student upon graduation).

Verplank, Melissa. *Notes from the GroomingTable*. White Dog Enterprises, Inc., 2004.

Cost: \$63.75 (Included with Tool kit).

Transferability of Credit

Admission and Transfer of credits is always the prerogative of the receiving school, generally our credits are non-transferable.

Requesting a Transcript

A transcript is available upon request at any time during attendance of the course or upon graduation. A transcript can be requested after graduation or withdrawal by contacting the school during normal business hours and providing an address or email address for the transcript to be sent.

Golden Paws Pet Styling Academy's Refund and Withdrawal Policies

Pet Styling Program

(1) For a student canceling within the fifth calendar day following the date of signing the enrollment form and requesting the refund in writing but prior to the beginning of classes, monies paid to the school shall be refunded including the amount of the registration fee of \$150.00 if no classes are attended and no materials are given. The

school will retain the \$150.00 registration fee after 5 calendar days or after 10 calendar days absent of a written confirmation.

(2) If a student enrolls and withdraws or discontinues after the program has begun but prior to completion of the program, the following minimum refunds apply:

- (a) For a student withdrawing from or discontinuing the program during the first 7 calendar days of the program, the tuition charges refunded by the school shall be 75% of the tuition for program.
- (b) For a student withdrawing from or discontinuing the program after the first 7 calendar days, but within the first 25% of the program, the tuition charges refunded by the school shall be 55% of the tuition for the program.
- (c) For a student withdrawing or discontinuing after 25% but within 50% of program, the tuition charges refunded by the school shall be 30% of the tuition.
- (d) For a student withdrawing from or discontinuing the program after 50% program, the student is entitled to no refund.

TEXTS, KITS, AND TOOLS ARE THE PROPERTY OF THE STUDENT, AND CANNOT BE RETURNED AS PART OF THE REFUND. THE GOLDEN PAWS MANUAL IS ONLY GIVEN TO THE STUDENT UPON SUCCESSFUL COMPLETION OF THE PROGRAM.

TEXTS, KITS, AND TOOLS ARE THE PROPERTY OF THE STUDENT, AND CANNOT BE RETURNED AS PART OF THE REFUND. THE GOLDEN PAWS MANUAL IS ONLY GIVEN TO THE STUDENT UPON SUCCESSFUL COMPLETION OF THE PROGRAM.

Placement Assistance Program

Golden Paws Pet Styling Academy offers placement assistance in order to help students finding work in the field. It will do this by maintaining a file of all businesses that are seeking to hire. The school will assist students as to how to properly job interview for the pet styling field. The school will also refer students to employers who may have contacted the school seeking to hire graduates. Relocation may be necessary from Pittsburgh, PA for employment as a pet stylist.

Golden Paws Pet Styling Academy in no way promises guarantee of job placement.

Academic Calendar

Class Start Dates

Class will start on Wednesday of every week as space is available, except for the holidays listed below.

The program is linear.

Holidays

The school will observe the following holidays:

July 4TH: July 4th
Thanksgiving: November 22nd thru 28th
Christmas & New Years: December 20th thru January 2nd.

School Hours

Pet Styling Program

| | |
|---------------------------|----------------------------------------|
| Tuesday | 12:00 P.M. until 7:30 P.M |
| Mid Morning Break | 10 Minutes 1:30 P.M. until 1:40 P.M. |
| Thirty Minute Lunch Break | 4:00 P.M .until 4:30 P.M. |
| Mid Afternoon Break | 10 Minutes 6:30 P.M. until 6:40 P.M |
| Wednesday thru Saturday | 8:30 A.M until 4:00 P.M. |
| Mid Morning Break | 10 Minutes 10:00 A.M. until 10:10 A.M. |
| Thirty Minute Lunch Break | 12:30 P.M .until 1:00 P.M. |
| Mid Afternoon Break | 10 Minutes 2:00 P.M. until 2:10 P.M |

**These times may vary a little due to the nature of the field as pets need to be done on time. The student needs to understand the time constraints of the field they are entering.

*** The program is Linear. Each hour is a clock hour which = 50 minutes.

The student of the Pet Styling Program will attend 7 ½ hours a day/5 days a week and can complete the course in 9 weeks, 1 day, and 4 hours.

Part time classes are available and are approved by the instructor on a individual basis. The part time students are required to have a minimum 15 hours per week. The same course work applies and depends on how many hours a week the student attends as to the completion time. We sincerely wish the student to take advantage of their time in class.

Complaint Procedures

Students who have a complaint concerning any of the school's policies, or procedures must make an appointment with the school's director. The director will work with the student to resolve the complaint. The school is licensed by the Board. Questions or concerns that are not satisfactorily resolved by the person designated above or by other school officials may be brought to the attention of the **The State Board of Private Licensed Schools, Pennsylvania Department of Education, 333 Market Street, 12th Floor, Harrisburg, Pennsylvania 17126-0333.**