

BARKING SPA ACADEMY OF PET GROOMING, LLC  
CATALOG 2015



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# **PROFESSIONAL PET GROOMING TECHNIQUES AND SERVICES**

**Program Duration: 160 Hours**

## **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, 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 160 hour program is 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 (320 hours) 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 2 Days**

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 3 Days**

### **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 14 Days**

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

## **PPG4 Pet Grooming Business Principles and Practices 1 Day**

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

## Class Hours:

8:00 am - 4:00 pm Tuesday-Saturday fulltime. Classes may start anytime, call for availability. Saturdays are mandatory, there is no option for making up missed Saturdays.

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

For the 160 hour program, if extended past the four weeks regular schedule, an extra charge of \$100 per day will be applied.

If requesting a part time program, there may be an addition to the tuition. This additional amount will be discussed at the time of your enrollment.

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

January 1st-2nd	New Years
	Easter Day
	Memorial Day
	4th of July
	Labor Day
	Thanksgiving Day
December 25th-26th	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. Bark-ing 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.

## Tuition and Fees: 20 Day Program

Registration Fee	\$ 25.00
Program Tuition	3,335.16
Equipment Kit *	958.84
	67.12 (7% sales tax on equipment kit)
	<b>\$4,386.12</b>

## Tuition and Fees: 40 Day Program

Registration Fee	\$ 25.00
Program Tuition	5,733.16
Equipment Kit *	958.84
	67.12 (7% sales tax on equipment kit)
	<b>\$6,784.12</b>

If the 20 day monthly program and the 40 day program is not finished in the four weeks or the eight weeks, depending on which one is chosen, there may be an additional charge of \$100 per day.

If you would like to do the 160 hour program or 320 hour program part time there may be an addition to the tuition. This additional charge will be discussed at the time of your enrollment.

\*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.



## **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:

- Cancellation must be made in person or by certified mail
- 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
- 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
- Refunds will be made within 30 days of termination or receipt of Cancellation Notice.
- 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 Termination 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.

## **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.
- Excessive absences are grounds for suspension or dismissal. More than 1 or 2 absences (respectively) 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.

## **Attendance Policy:**

These are very short programs. There is no excuse to miss one class in the 160 hour, month-long program. With a doctor's note the student will be able to make up one class. After one make-up the classes will not be repeated for the student. 3 missed classes in the 160 hour program will result in a student's failure from the school with no refund.

In the 320 hour program, 2 classes will be excused with a doctor's note and will be able to be made up. After missing 2 classes there will be no make-ups. 4 missed classes in the 320 hour program will result in a student's failure from the school with no refund.

## **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 3 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 the school President and Director and/or the school Secretary and 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.

## Tools and Equipment Required:

5 Speed Andis Clipper w/#10 blade	209.95
1 Andis #3 Blade	25.59
1 Andis #4F blade	22.59
1 Andis #5F blade	18.79
1 Andis #6FC	19.79
1 Andis #7F blade	17.29
1 Andis #30 blade	15.99
1 Curve	62.97
1 Pair of Straight Sheers	59.97
1 Metal Comb	11.99
1 Curved Slicker Brush	5.79
1 Pin Brush	7.99
1 Quick Stop	6.79
1 Nail Clipper	12.45
1 Hemostat (straight)	7.99
1 Clotting Gel	12.89
1 R7 Ear Powder	3.69
1 Clipper Cool	6.07
1 Set of Snap on Combs	34.99
1 Smock Set	38.90
1 Thinning Shear	79.97
1 Flea Comb	4.59
1 Grooming Toolcase/Wheels	99.99
1 Pedicure Filer	56.99
1 Cologne	4.99
1 Cologne	5.99
1 Small Nail Clipper	4.69
1 Small Scissors	23.99
1 Liquid Bandage	12.69
1 Ear Cleaner	7.59
All Breed Dog Grooming Guide*	54.89
Total Equipment	958.84
7% sales tax on equipment	67.12
EQUIPMENT PLUS SALES TAX	1025.95

\*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 to 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.