

GRONDINS COLLEGE OF COSMETOLOGY

STUDENT HANDBOOK

Full Time/Part Time Students



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Downtown Lapeer, Mi 48446

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Owner – Paul N. Grondin, Inc.

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Grondins College of Cosmetology, located in downtown Lapeer, has its roots based in a history of family owned business knowledge and industry skill for over 50 years. In addition to the college there are also over 40 Hair Centers throughout the state of Michigan owned by the Grondin family. The information included in this booklet is in addition to and coinciding with the State Board of Michigan's Rules and Regulations as they apply to Cosmetology. It is meant to give a general outline to our students as to what type of conduct is expected. These standards are established to create the best, safest learning environment for our students. These standards may be revised at certain times.

MISSION STATEMENT

Grondins College of Cosmetology is committed to training students who have a passion for a career in the world of beauty.

PHILOSOPHY

Grondins College of Cosmetology has high expectations for students to develop:

- *Customer service mastery
- *Entry level skills
- *Desirable work habits
- *Effective team member techniques
- *Knowledge of a safe environment

OBJECTIVES

Upon completion of the program (Cosmetology 1500 hours/Manicurist 400 hours/Esthetics 400/Instructor 500 hours/Instructor 300 hours) students should be able to:

- *Perform skills necessary for an entry-level position in the field of cosmetology.
- *Communicate effectively with employers, employees, peers, and clients in a constructive manner.
- *Develop an awareness of the scope of the cosmetology field.
- *Recognize the need to continually improve individual skills and keep current with cosmetology trends.
- *Learn to select, care for, and use properly, professional products that are related to the application of beauty treatments.
- *To value an appreciation of the contribution of the science and art of cosmetology to move ahead in the fast-moving industry of today.
- *Perform all duties in a professional and courteous manner.

REQUIREMENTS FOR ADMISSION

* High School diploma, GED, or transcript showing successful completion of the 9th grade.

*17 years of age or older at time of State Board Exam Registration

TUITION

The total cost for each program offered will be described to you during your tour/meeting at Grondins College. This amount includes tuition, program supplies, enrollment fee, and State if MI registration fee. A payment plan is outlined within each contract. Tuition payments are due each Monday of student's contract. **There is a late fee charged for tuition not paid on time and should the student become delinquent in their payments they will be notified. Students may not attend if their tuition payments are not current.** At enrollment, all program supplies, fees, and registrations must be paid as well as a portion of the first week's tuition payment.

REFUND POLICY

Refunds are based on the circumstances of each individual contract and are authorized on the tuition piece only of the program.

PLANNED CURRICULUM

The first 350 cosmetology hours of training will take place in the classroom with digital learning and practical (hands-on) work on mannequins and on fellow students. The same for the first 100 manicuring hours. The same for the first 100 esthetic hours. Upon completion of these initial hours' students will move to a station on the salon floor where they will serve clients, while at the same time continuing training in the classroom and practical assignments.

CURRICULUM SUBJECTS

General Sciences

Hair Care

Skin Care

Nail Care

Business Skills

COURSE DESCRIPTION Cosmetology

Safety Rules and Practices

Students will demonstrate the ability to work safely with equipment, maintain an orderly work area, perform basic first aid procedures in cosmetology (ex. Blood spills), work safely with implements, use personal protective equipment when necessary and ensure the safety of others including the client.

Professional Development

Students will demonstrate professional ethics in cosmetology; be an example of good personal grooming; show a professional attitude; demonstrate the ability to resolve conflict and communicate effectively and courteously with coworkers and clients.

State Laws as they apply to cosmetology

Students will explain the purpose of state law regarding cosmetology; read state law requirements and regulations; demonstrate adherence to current state laws and pass state law test.

Haircoloring

Students will be able to identify the color wheel, levels of color, color tones, demonstrate a strand test; apply a temporary color, a semi-permanent color, a permanent tint re-touch, and a virgin tint as well as identify safety measures in hair coloring; follow manufacturers' directions as it relates to color and demonstrate a patch test.

Hair Lightening and Toning

Students will demonstrate a bleach retouch; apply toner; identify safety measures in hair lightening; demonstrate highlighting technique and demonstrate a virgin bleach.

Implements and Equipment

Students will identify types of equipment and implements; operate equipment and implements correctly and safely and maintain equipment and implements correctly.

Sterilization and Sanitation

Students will define sanitation terminology; apply methods of sanitation and sterilization; identify physical and chemical agents and demonstrate setting up a wet sanitizer; explain sanitizing procedures; demonstrate public sanitation (hand washing, clean restrooms, disposable towels etc.); mix proper percentage solutions for manufacturer's recommendations and identify disinfectants and antiseptics commonly used in salons.

Anatomy

Students will describe the functions of the muscular system; the effects of nutrition on the body; identify bones and muscles of the face; identify bones of the arms and hands and distinguish between the sensory and motor nerves.

Bacteriology Students will learn about different forms of bacteria; identify pathogenic and nonpathogenic bacteria; explain how the body fights infection and identify vegetable and animal parasites.

Chemistry

Students will define chemistry; identify the physical properties of matter; describe the properties of common elements, compounds, and mixture and explain acidity and alkalinity.

Shampoos

Students will determine pH of shampoos; differentiate among types of shampoos; demonstrate proper shampoo procedures and proper use of conditioners.

Leadership

Students will demonstrate an understanding of one's personal management skills, good interpersonal skills, etiquette and courtesy, and effectiveness in oral and written communications; develop and maintain a good professional appearance; perform basic tasks related to securing and terminating employment.

Salon Management

Students will learn procedures to open and operate a salon; identify regulations and applicable laws; demonstrate methods of advertising and techniques for managing a salon; demonstrate good telephone communication skills and how to sell services and products; and keep client records.

Scalp Treatment

Students will follow proper procedure for hair brushing and scalp treatment.

Scalp Analysis

Students will determine scalp disorders and diseases and suggest treatment for scalp disorders.

Finger Waving

Students will learn the technique of finger waving.

Pin Curls

Students will learn the technique of placing full stem, half stem, and no stem curls in a shaping; stand up curls; barrel curls and complete a basic set using various types of pin curls.

Roller Sets

Students will place rollers on-base, off-base, and half-base; in addition to various other types of wet sets.

Comb out

Students will apply basic comb out techniques; back comb hair; relax the style with proper brush out techniques; and demonstrate control, balance, and form.

Haircutting

Students will section hair for a basic haircut following guidelines for a basic haircut (man, woman, child); cut a basic style using shears, cut a basic style using razor; cut a style with high elevation (layered style); learn techniques of the blending shear; learn 40, 90 and 180 degree haircutting elevations and demonstrate proper use of clippers.

Hair Analysis

Students will identify type of hair treatment to be used; record hair analysis; perform elasticity test on hair; perform porosity test on hair; and identify hair texture.

Manicuring

Students will identify implements for manicuring; arrange implements and materials properly, demonstrate how to sanitize implements; perform a basic manicure; perform a spa manicure; give a hand and arm massage; identify safety measures in manicuring.

Pedicuring Students will arrange implements/materials for a pedicure; perform a pedicure; give a foot and lower leg massage; and sanitize implements.

Nails

Students will identify nail disorders; identify nail diseases; identify parts of the nail; determine various shapes of a nail.

Permanent Wave

Students will demonstrate how to wrap a permanent wave; give a permanent wave; differentiate between the types of waving solutions; determine appropriate rod size to be used; apply solution and perform a test curl.

Blow Drying

Students will learn how to blow dry hair using various brushes; demonstrate proper techniques; and styling hair using the blow dry method.

Thermal Hair Styling

Students will demonstrate a thermal curl; a croquignole curl; spiral curl; on base curl; off base curl; and demonstrate half on and half off base curl.

Chemical Relaxing

Students will learn proper procedure; and be able to determine proper products to use.

Facials

Students will be able to identify the histology of skin; cleanse the face; give a facial massage; give a basic facial; apply a facial mask; explain purpose and types of facial treatments. Page 5

Make-Up

Students will be able to identify the balance and shape of the face; determine correct color of base/foundation to be used; apply a daytime makeup; coordinate colors in make-up and clothes; apply evening make-up; follow proper sanitation procedures.

Hair Removal

Students will be able to apply wax depilatory

All students must complete the required number of Minimum Practical Assignments, the required number of Theory Hours and the required number of Practical Hours as set forth by the State of MI Cosmetology.

COURSE DESCRIPTION Manicurist

Manicuring

Students will identify implements for manicuring; arrange implements and materials properly, demonstrate how to sanitize implements; perform a basic manicure; perform a spa manicure; demonstrate arm and hand massage; identify safety measures in pedicuring.

Pedicuring

Students will identify implements for pedicuring; arrange implements and materials properly, demonstrate how to sanitize implements; perform a basic pedicure; perform a spa pedicure; demonstrate foot massage; identify safety measures in pedicuring.

Artificial

Students will learn and demonstrate all aspects of artificial nails; including application of a sculptured nail, a nail tip and a nail wrap; identify safety measures.

Hand and Arm Massage

Students will identify the different massage techniques; identify the benefits of massage and be able to perform basic massages in both manicuring and pedicuring.

Treatment of Nails

Students will identify nail disorders; identify nail diseases; identify parts of the nail; determine various shapes of a nail.

Salon Management

Students will learn procedures to open and operate a salon; identify regulations and applicable laws; demonstrate methods of advertising and techniques for managing a salon; demonstrate good communication skills and how to recommend services and products.

Anatomy

Students will describe the functions of the muscular system; the effects of nutrition on the body; identify bones of the arms and hands and distinguish between the sensory and motor nerves.

State Laws as they apply to cosmetology

Students will explain the purpose of state law regarding cosmetology; read state law requirements and regulations; demonstrate adherence to current state laws.

Study of the Use and Application of Certain Chemicals

Students will identify chemistry; identify the physical properties of matter; describe the properties of common elements, compounds, and mixture; explain acidity and alkalinity.

All students must complete the required number of Minimum Practical Assignments, the required number of Theory Hours and the required number of Practical Hours as set forth by the State of MI Cosmetology.

COURSE DESCRIPTION Esthetician

Anatomy and Physiology

Students will be guided through all body systems that need to work together to achieve healthy looking skin.

Physiology and Histology of the Skin

Students will study the anatomy, layers, and functions of the skin.

Disorders and Diseases of the Skin

Students will be able to recognize common conditions that will help to work with clients more effectively and safely.

Skin Analysis

Students will become knowledgeable about skin types and conditions.

Skin Care Products Chemistry, Ingredients, and Proper Selection

Facial Treatments

Students will learn the reasons why facial treatments are the foundation for all skin care services.

Facial Massage

Students will obtain knowledge of muscles, nerves, connective tissues, and blood vessels to performing correct massage.

Facial Devices and Technology

Students will be introduced to a variety of useful machines and devices that will enhance esthetic services.

Hair Removal Students will learn various methods of hair removal.

Makeup Essentials Students will learn makeup essential as it relates to an esthetician's skill set.

Advanced Topics and Treatments

Understanding the foundations of the equipment, indications and contraindications will enable you to employ combination therapies that will bring greater results and client satisfaction.

Soft Skills Toolbox Life skills, Professional Image, Communicating for Success

Health and Public Safety Students will learn how to be a healthy professional, as well as study infection control, chemistry, chemical safety, electricity and electrical safety.

Business Skills Students will be introduced to career planning, on the job, and the beauty business in general.

COSMETOLOGY CAREERS

Hairstylist	Hair Coloring Specialist
Salon Owner/Manager	Hair Cutting Specialist
Cosmetology School Owner/Manager	Make-Up Artist
Product Development & Manufacturing	Platform Artist/Educator
Cosmetology School Instructor	Manicurist/Nail Tech
Skin-Scalp-Hair Specialist	Esthetician

RULES and REGULATIONS

Students are expected to abide by the rules and regulations set in this handbook as well as rules found in the Michigan Board of Cosmetology Laws and Rules.

Time clock: 8:55 – 9:05 a. m. is the time frame to clock in and not be tardy,

No clocking in prior to 8:55 am 9:06 = tardy

Students will always clock only themselves in and out. Students who are clocking other students in or out at any time are at risk for losing verifiable clock hours for the day.

Time clock policy

1. Failure to clock in at time of arrival and/or returning from lunch break may result in loss of verifiable clock hours.
2. Failure to clock out for required lunch break and/or at the end of the day may result in loss of verifiable clock hours.
3. Altered or edited time clock sheets may result in loss of verifiable clock hours.
4. It is the student's responsibility to maintain proper procedures when clocking in/out to be sure all allowable clock time is credited. Each student is given an hour log booklet to record and maintain their hours attended.

Breaks and Lunch

Students must always communicate to an instructor when they leave the floor for breaks or lunch. If you fail to do so, disciplinary action may be taken.

Each student is allowed two 10- 15- minute breaks (one in the a.m. and one in the p.m.). If a student needs to take their break at a different time due to working on a client, this must be approved with an instructor. A 30 minutes lunch break is given when a student is in attendance for more than 5 hours. It a cosmetology rule in the state of MI that students cannot

attend, or receive credit for more than a 7-hour day. Lunch and break times may be staggered at the discretion of an instructor according to client services.

Lunch times must be clocked out and back in.

Grondins College is a closed campus for Lapeer County Ed Tech students, meaning that once you are clocked in you cannot leave the building unless we have permission from the administration at Ed Tech or permission from parent or guardian.

Driving/Parking Regulations

We expect all students to be courteous and respectful of the cars, customers and people in the parking lots surrounding Grondins College of Cosmetology.

Lapeer County Ed Tech students are to leave their vehicles and enter our building after parking. No loitering in vehicles.

Students are to operate vehicles in a safe and orderly manner and observe all parking and traffic regulations.

Grondins College assumes no responsibility for theft, breakage or damage to any vehicle.

All traffic laws and regulations are to be followed.

Students who violate driving/parking policies will be subject to disciplinary action.

PRIVACY

Students will be working closely with each other and clients. Always respect the privacy of one another. Students are not to look through other students' personal belongings or cosmetology tools or cabinets without permission. Taking supplies from each other without permission will result in disciplinary action. Personal information heard or overheard from clients and/or other students while at school is not to be repeated either in school to other students or clients, or outside of school to anyone. The confidentiality of our students and clients must be respected.

DISPENSARY RULES/TOOL CAGE It is the responsibility of all students to keep these areas neat, orderly and clean always. This includes:

1. Sinks clean
2. All items returned to designated areas of storage
3. Towels kept clean and folded
4. Floor swept and clean
5. Wipe down counters
6. Bottles, brushes cleaned
7. Sign out sheet must be kept current
8. Read all directions carefully
9. Empty waste baskets, keep lids clean

Students will be assigned daily shop work duties.

SALON FLOOR RULES

1. School approved smocks and nametags must always be worn.
2. Clean, black, rubber soled tennis shoes with laces must be worn daily.
3. Please refrain from having your trimmed in a fashion that they interfere with client services and salon duties.
4. Keep chair, workstation and floor free from hair always.
5. No smoking/vaping devices will be used inside or near front and back of our building.
6. Please refrain from gum chewing.
7. ALL work must be checked by an instructor daily.
8. Students are expected to be courteous to all staff members, other students and clients.
9. No profane language allowed.
10. Students may have personal services done with the instructor's permission; however, students must pay a minimal fee to cover supplies and overhead.
11. Area clean-up must be approved before students leave the building.
12. .Pets are not allowed in the building
13. Grondins College request a physician's note in the event of injury with restrictions or contagious disease.
14. All reading material must be related to cosmetology.
15. All personal belongings, purses, books, coats, clothing etc. must be kept in lockers always.
16. If a student refuses to perform an assigned client service, they will be asked to clock out for the remainder of the day receiving no verifiable hour credit.
17. All phases of personal hygiene must be practiced daily.
18. A 5- hour day attended constitutes time for a 30- minute lunch break.
19. Personal services for students must be approved by an instructor and pre-paid.
20. Earbuds are allowed during digital learning.
21. Business phone may be used for emergencies only.
22. At the end of each school day, the only items allowed to remain on your station is a blow dryer (cos student). Any other items will be removed.

CLASSROOM RULES

1. No food or beverages will be allowed at classroom tables, in stations or on the salon floor.
2. Once class begins, no student can leave the classroom or building without permission.
3. Only Cosmetology textbooks, workbooks, and State Laws and Rules books will be allowed at Grondins College. Any reading material must pertain to cosmetology.
4. Workspaces must be free of personal belongings, backpacks, shoes, purses etc.
5. NO Earbuds are allowed, unless using for lesson.

Name and/or address changes must be given to Administration a.s.a.p.

Grondins College of Cosmetology is a fragrance free school Perfumes, Bath & Body Lotions

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RECEPTION AREA

The reception area should be kept clean and free from clutter. All retail shelves should be stocked with products lined up, pulled forward and labels facing forward. Magazines and books should be neatly stacked. Students are not allowed to gather and socialize in the reception area or behind the reception desk.

WORKSTATIONS

1. Countertops, chairs, manicure stations, esthetic client room should be wiped down every day with disinfectant.
2. Mirrors should be clean and free of dust.
3. Personal items cannot be kept on stations
4. All cabinets should be clean.
5. Cos students may leave blow dryer on station overnight. All other tools need to be put away.
6. Tools should be removed from stations and cleaned immediately after every use.
7. All tools and product containers should be clean and free of hair.
8. Hair should be swept and floor clean, always
9. Chairs should stay stationary facing the mirror with pumper in the rear available for use.

Grondins College IS NOT responsible for any stolen or missing items.

ATTENDANCE (full time student 5 days/35 hours – part time 3 days/21 hours)

The importance of regular attendance and punctuality in all programs cannot be stressed enough. Employers are interested in dependability. Each student is expected to be in school unless his/her own illness or illness or death in his/her family. You're contract with Grondins College of Cosmetology has a start date and an end date in which your hours must be completed, otherwise contract becomes null and void. Times of contracts may be extended at the discretion of Grondins Administration in the event of pro-longed medical illness or family emergency. The request for an extension must be submitted by the student in writing prior to completion.

In the event of an injury or leave of any type such as maternity or medical, Grondins College requires a note from the doctor in order to return to school.

If absence is for an extended time it needs to be approved along with an anticipated date of return. A Leave of Absence form must be completed, signed, and turned in to administration.

Procedure for Calling When Absent or Tardy

If you are going to be absent or late, call the school by 9:00 a.m. (810-664-7683). The absence must be reported prior to class start. All programs are a clock hour program as follows:

Cosmetology 1500, Manicurist 400, Esthetics 400, Instructor 500 Instructor 300.

According to contract, Full and Part Time students are allowed 3 tardies within each month without student's grade being affected. If you will arrive late or leave early, please notify your instructor.

Grondins College requests documentation for absences related to medical or funeral

IMPORTANT: In order to receive hours for the day, students must attend a minimum of 3 hours.

Students who miss 30 consecutive days of school are subject to termination from the program. Students receive monthly updates as to status of clock hours of attendance.

DRESS CODE

Students should dress in good taste that shall not attract other than normal attention. Clean appearance is always expected. Examples of acceptable/unacceptable are shown on our website www.grondinscollege.com

Please see details listed on Dress Code Acknowledgement located in handbook folder.

Know that as a service professional, good personal hygiene is a must. Students shall maintain good oral hygiene; hands washed, daily bathing/showering; hair in a professional manner; neatly trimmed facial hair for guys.

*Management has the final say on what is considered professional and appropriate.

SHOP WORK – General housekeeping

Just as in a salon or place of business there are housekeeping duties that need to be performed daily. Students and or groups of students will be assigned certain areas to keep maintained on a rotational basis. Students are responsible for clean up of all practical areas.

PRACTICAL (Salon Floor) ASSIGNMENTS

Clients are evenly distributed among students. All clients are on a walk-in basis. Requests by customers are honored whenever possible. If a student refuses to service a client, he/she will be asked to clock out for the remainder of the day.

UNSATISFACTORY PROGRESS

Students must maintain an 80% average in order to be awarded graduation certificate. If academic and/or clinical fall below this regulation set forth by Grondins College, the student

will be asked to sign a progress report indicating current grade. Graduation depends upon successful completion of the program. Students must complete all theory, practical, and hour components.

GRADING

Students will be evaluated in academic, work ethic, and practical settings. A written test will be given at the completion of each chapter. Practical skills are evaluated as well by instructors while performing the skill. In order to receive credit for your work, it must be signed by an instructor.

There are 4 components required for course completion, time clock hours, theory (classroom) hours, practical (skills) hours, MPA's (minimum practical applications). Completing the required number of each component in a timely manner is essential for the student to be able to complete the course within the allotted amount of time.

It is the student's responsibility to schedule make-up (missed) work with their instructor.

POINT SYSTEM

Students have 10 points available daily to earn in the area of Work Ethic

Students have 10 points available daily to earn in the area of Practical Skills

Student's daily performance will impact their grade and dictate how many points are earned in a day.

The following violations will result in point loss;

WORK ETHIC

Sleeping	-10
No Call in if absent	-10
Tardy	-4
Dress code violation	No verifiable time clock hours earned
Shop work not done	-4
Not prepared	-4
Excessive cell phone use	-4
Food/beverage on salon floor or classroom	-2
Not participating	-5
Other	Instructor's discretion

PRACTICAL SKILLS will be graded according to student performance/instructor discretion.

VISITORS

Children, relatives, or friends are not permitted to be in attendance during school hours unless they are receiving a service. This includes both classroom and practical areas.

GROSS VIOLATIONS

Behavior such as the following may lead to immediate termination:

1. Possession of controlled substances
2. Under the influence of controlled substances (drugs and/or alcohol)
3. Theft of property belonging to Grondins College, fellow student, or instructor.
4. Vandalism of Grondins College, fellow student, instructor's property
5. Fighting or assaulting.

WITHDRAWAL

If a student wishes to withdraw from the program, he/she must contact the administration and give reason for the withdrawal. Any items or personal belongings that remain at the school 7 days after the termination/graduation will become property of Grondins College of Cosmetology.

COMMUNICATION

Should Grondins College have any delays, closings or information that we feel is important to students, we will communicate using **REMIND** text messages or **Grondins College of Cos Students** fb page.

Please take a moment to register on this REMIND app. so that you don't miss any important information.

For text @kd843k

OR

To sign up via text or email visit www.remind.com/join/grondins

COMPLETION

Upon satisfactory completion of hours and completing the required number of MPA's, practical hours and theory hours, students will receive a certificate of completion and will be eligible to register to take the State Board Examination.

Certificate of completion and signed PSI exam candidate information bulletin cannot be released until all required components have been met.

Should these components not be completed, it will be at the student's expense to return and do so.

Graduation Day – Students are required to take all personal belongs from station and locker on the day they complete their contract. Failure to do so will result in ownership of items now belonging to Grondins College of Cosmetology.

State Board Exam Preparation – Students will have the opportunity to take part in a mock state board exam experience. Students who choose not to participate while still in attendance and want to come back after graduation for mock board, will be charged a flat fee of \$80.00 as well as risk that we may not have an instructor available to provide a mock board.