

LAKETECH

2008 - 2009

Master Plan of Instruction Grooming and Salon Services

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MISSION: Lake Technical Center's mission is to meet the educational needs of the community by offering a variety of high quality career-technical training opportunities.

charting new directions

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LAKE TECHNICAL CENTER

Grooming and Salon Services

INTRODUCTION

Trained and licensed professional cosmetologists in all phases of cosmetology are in demand in each community and area of our country.

The Grooming and Salon Services Program provides the student with the opportunity to learn the skills and techniques of cosmetology along with laboratory practices, information, related technology, and correct terminology necessary to become gainfully employed in this field.

Instruction is geared to:

1. Teach the competency standards for cosmetology.
2. Teach the student to develop good habits of safety, cleanliness, orderliness, accuracy, and precision in all work.
3. Teach the care, use, and maintenance of all tools and equipment.
4. Teach the importance of communication skills.
5. Develop within students an appreciation for natural beauty and creativeness.
6. Emphasize pride in work.
7. Prepare the student for the State Board of Cosmetology examination in cosmetology to obtain proper licensure.

PURPOSE

The purpose of these programs is to prepare a person for employment opportunities as hairdressers, cosmetologists, registered nail or facial specialists, or to provide supplemental training for persons previously or currently employed in these occupations. Instruction is designed to qualify students for employment upon successfully passing the Florida cosmetology license examination or obtaining a registration from the State Board of Cosmetology.

TEST OF ADULT BASIC EDUCATION (TABE)

The Florida Legislature requires that students without an associate's degree or higher be tested using the Test of Adult Basic Education (TABE) to determine levels of reading, math, and language skills. This test is given prior to entering the program and helps staff and student in determining the career fields in which each student can be successful.

According to Florida Department of Education rules, students who fail all or parts of the TABE may only retest using a different TABE version after at least 60 documented hours of remediation in the Vocational Preparatory Instruction (VPI) lab or 6 weeks, whichever is sooner. Students may not retake the same test version for six months. We therefore strongly recommend that students test early, especially for licensure programs, in order to allow time for remediation and retesting should the need arise.

Students who do not meet the State mandated minimum TABE exit scores for their program are considered to be enrolled under "Ability to Benefit" status (see catalog) and must begin attending remediation classes in the VPI lab, regularly attend VPI classes outside of their program hours and make acceptable progress as determined by the VPI instructor. Students who do not meet TABE scores may not receive a certificate of completion as per Florida Department of Education rules.

ADMISSION REQUIREMENTS

Applicants must be at least 16 years of age and should be academically, physically, and emotionally capable of meeting the demands of the chosen program. Applicants make initial application through the Admissions Office. A minimum skills evaluation is part of the admission process.

The Florida Legislature requires that prospective students be evaluated to determine levels of reading, math, and language skills. This evaluation helps staff and students in determining the career fields in which each student can be successful. The Grooming and Salon Services Program has the following minimum admission requirements:

1. Completion of Lake Technical Center application
2. Be a least 16 years of age
3. High school diploma/GED is NOT required
4. Take the TABE. Minimum scores to receive a certificate are Reading - 9.0; Math - 8.0; Language - 8.0

ESSENTIAL TRAINING TASKS

Grooming and Salon Services occupations are demanding, both physically and emotionally. Before entering a program in this field, it is important to review the following tasks which have been established. Their performance is essential for success in the program.

Physical and Emotional Requirements

Ability to distinguish colors
 Ability to perform visual tasks without special aids (excluding glasses/contacts)
 Ability to reach above shoulder level
 Ability to grip
 Ability to demonstrate high degree of manual and physical dexterity
 Ability to communicate with others
 Ability to stand for long periods of time
 Ability to work with chemicals and detergents
 Ability to tolerate exposure to dust and/or odors
 Ability to lift 25 pounds
 Ability to perform repetitive tasks
 Ability to cope with moderate noise levels
 Ability to cope with the anger/fear/hostility of others in a calm manner
 Ability to handle multiple priorities
 Ability to work in areas that are close and crowded
 Ability to work well with others
 Ability to concentrate
 Ability to demonstrate high degree mental and emotional flexibility

GENERAL PROGRAM INFORMATION

Tuition

Tuition is charged for adult students at a reasonable rate that may vary slightly from year to year and is due prior to the first day of each semester. Current fee information is available from the Admissions Office. Tuition is waived for eligible high school dual-enrolled students.

Full Cosmetology Supplies

1. Black or white shoes (no open-toe or heels)
2. Cutting implements
3. Mannequins (2) & Weft (purchase from bookstore)
4. Uniform—Black or white pants and purple, teal or burgundy smocks (available at Lake Uniforms, 10601 US Hwy 441, Leesburg, FL 34788, 352-787-7367).

All supplies such as perm rods, rollers, combs, and electric clippers are supplied for student use by Lake Technical Center and are school owned.

Full Cosmetology Program Textbooks

1. Milady's Standard Book Package (Textbook, Theory Workbook, Practical Workbook, Exam Review) (required)
2. Milady's Standard Textbook for Professional Estheticians (optional)
3. Milady's Standard Nail Technology (optional)

P.M. Class Facial and/or Nail Specialist Supplies

1. Black or white shoes (no open-toe or heels)
2. Uniform—Black or white pants and purple, teal or burgundy smocks (available at Lake Uniforms, 10601 US Hwy 441, Leesburg, FL 34788, 352-787-7367).

Facial Specialist Required Textbook: Milady's Standard Textbook, Workbook and Exam Review for Professional Estheticians (required)

Nail Specialist Required Textbook: Milady's Standard Nail Technology Textbook, Workbook and Exam Review (see instructor for details) (required)

Program Hours

8:15 a.m. to 3:15 p.m. Monday through Friday – Full Cosmetology program

4:00 p.m. to 9:00 p.m. Monday through Thursday – Full Cosmetology, Nail Specialty and Facial Specialty programs

ATTENDANCE POLICY

In Florida, public technical centers are on a clock-hour rather than a credit hour system and are thus required by federal financial aid guidelines to have and adhere to an attendance policy. In addition, students should understand that in-state tuition only pays for approximately 25% of the cost of education, with the state taxpayers contributing the other 75%. The burden is on the school to ensure that these funds are spent in the most effective fashion, e.g., that students make good use of the available resources.

Absences

To develop appropriate work ethics, Lake Tech students are expected to attend all class sessions. As is expected in the workplace, when it is necessary to be absent due to illness or emergency situations, all students are to notify the instructor on or before the date of absence.

Lake Technical Center's *Student Responsibilities*, available in the current school catalog, states that, "The expectation of the Lake County School Board is that all students will be in attendance each day of the school year." The student attendance code for each postsecondary program is consistent with industry standards as recommended by the program advisory committee and approved by the administration of Lake Tech.

Campus attendance is kept via a computerized system. It is the responsibility of the student to **log in and out** in order to receive credit for class time. This allows the school to keep accurate attendance records for the actual number of hours and minutes attended.

Students with excessive absences will be subject to penalties such as loss of financial aid, lower grades, withdrawal from the program, and prohibition from re-enrollment in the next grading period.

If a student has missed 20% of scheduled classes by the middle of a first grading period, or at any cumulative time thereafter, the student will sign an acknowledgement that he/she has been notified by the instructor that continued absences may pose a threat to grades and program enrollment. School Intervention Team meetings will be held, as necessary, in attempts to alleviate issues resulting in excessive absences and to counsel the student of possible alternatives and consequences.

Students who are absent, excused or unexcused, for six (6) consecutive class sessions will be withdrawn from membership in their program. A withdrawn student must wait until the next enrollment period to re-register. A Student Intervention Team will review all applications for reenrollment.

Only regularly scheduled class hours will be reported for attendance. Make-up time will not be accepted.

Tardiness

Students are expected to be in their seats promptly in the morning, after break, and after lunch. Students must notify the instructor before the start of class of any anticipated tardiness and an expected arrival time.

GRADING PROCEDURE

The grading policy for this program is as follows:

90-100	Excellent
85- 89	Passing
< 85	Failing

Lake Technical Center is a postsecondary institution designed to provide trained individuals to industry. The grading scale for this program reflects industry standards, as recommended by the advisory committee and approved by the administration of Lake Technical Center. Dual-enrolled students will follow the grading policy of the Lake County School Board for the purposes of graduation credit; however, all students must meet the program minimum grade requirements in order to receive a certificate.

Students will receive a report card grade at the end of each grading period. For specific dates of the grading periods, see the student calendar.

The marking period grade has three parts: theory, skills, and work habits. The numerical grade is the average of these three categories.

The students' conduct in class, personal appearance (in uniform) and attendance record make up the work habits (see attached copy of work habits assessment form). Infraction of program rules and regulations results in points off.

A minimum grade of 85% is required for successful completion of the program.

DRESS POLICY

As stated in the Student Responsibilities approved by the Lake Technical Center Charter School Board and available in the current school catalog, students who attend Lake Technical Center shall dress in a manner appropriate for the job in which they are receiving training, including any special protective gear and professional uniforms. The postsecondary program student dress code is consistent with industry standards as recommended by the program advisory committee and approved by the administration of Lake Technical Center.

Remember, students at this center are preparing for employment in position where public relations may be a major factor in one's success. Individual desires cannot always take precedence.

Cosmetology's dress code is: Black or white slacks with uniform lab coat, ID badge and black or white shoes. No flip-flop styles, high heels (over 1"), open-toe or open-heel shoes.

Dress code is to be followed at all times and clothing is to be clean – no exceptions or excuses. If you are out of code you **will not be allowed in class!** Students may enter class after changing to meet the program dress code.

STUDENTS MAY **NOT** WEAR THE FOLLOWING:

- Sweaters other than white or black
- Hooded sweaters
- Hats or caps
- Pants or skirts above the knee
- Heavy jackets in any of the labs
- Open toe or open heel shoes

A dress code check will be made and a grade given daily on work habits.

In order to keep our appearance professional the instructors reserve the right to approve or disapprove uniform or shoe choice.

FINANCIAL AID

Policies and guidelines for the administration of all financial aid are established according to federal and state law by a financial aid committee and published in the Financial Aid Policies and Procedures Manual. Applicants complete an information form, Free Application for Federal Student Aid, and furnish documentation needed to verify eligibility. More information on the application process may be obtained in the Financial Aid Office.

The Financial Aid Office will assist students, where possible, with access to financial support offered by federal agencies (U.S. Department of Education – Pell Grants, Department of Veterans' Affairs), other state and local agencies and local organizations (scholarships).

Financial Aid personnel are available daily to assist students with financial aid needs and requests. The Financial Aid Coordinator is also the liaison for all local agencies.

GENERAL SCHOOL INFORMATION

Campus Safety

Basic safety standards, which will include fire drills, weather drills, lockdowns, equipment usage, and traffic regulations, will be covered in the program orientation and within the program as applicable. These basic safety standards will be reinforced throughout the program enrollment. Students should immediately report any safety concerns to an instructor or administrator. Please refer to the school catalog for more campus safety information.

Competency-based Instruction

Any student who enters a LTC program with previous experience or educational background that would enable the student to successfully complete a test of competence in any area may, with the permission of the instructor, complete a test to measure that competence.

Food and Drink in Program Areas

Food and drinks other than water are not allowed in classroom and laboratory areas with the exception of class-sponsored lunches that are approved by administration. Water is permitted provided it is in a closed, covered container that will not spill if the container is tipped. This is to protect the equipment and furnishings in the classroom and laboratory areas.

Leaving Campus During School Hours

All students who leave campus due to sickness or personal reasons during the scheduled class time are required to inform their program instructor. High school students may leave campus by checking out in the Admissions Office with parental permission and an instructor referral.

Lunch

Food services are provided on the main campus during the day by the Culinary Institute and are available during morning breaks and lunch. Adult students may leave the LTC campus during the scheduled 30-minute lunch break as long as they return to the program on time. High school students may not leave the LTC campus during the lunch break.

Parking Regulations

Students may park only in the south parking lot in spaces not designated as staff or customer service parking. For safety, loitering in or around vehicles once the vehicle is parked is not allowed and a 10 mph speed limit is enforced. In consideration of the neighbors and classes in session, loud music in vehicles on campus is prohibited.

Smoking

Smoking is only allowed in the designated smoking area.

JOB DESCRIPTION

Full Cosmetology

The cosmetologist will learn the skills and techniques of business management and ethics; professional development; hair styling; hair coloring; science of the skin, hair, and nails; permanent waving techniques; manicuring and pedicuring; esthetics; makeup; communication skills; leadership; human relations; employability skills; and Florida Cosmetology Laws and Rules.

Cosmetology is all of this and more. It is working at a profession you love, learning constantly to become more creative and more highly skilled. It is learning to communicate with people. It is learning patience with people, on the phone, in the salon, with patrons, with co-workers and with managers and bosses. It is the satisfaction of earning a good check at the end of the week for work professionally done – and that is a very good feeling.

Nail Specialist

The manicure/pedicure specialist will perform manicuring, pedicuring, and nail extension services. Diseases and disorders of the nails or skin must be recognized and the patron referred to a physician, if necessary.

The specialist will shape nails to the correct finger shape or client's preference and will perform artificial nail services such as caps, wraps, or sculpturing. He/she will also perform artificial nail fill-ins.

The specialist will have knowledge of cosmetology law, will obey said law, and will practice sanitation and safety rules to prevent accidents.

Facial Specialist

The facial specialist performs skin care and hair removal. He/she cleanses and manipulates the muscles of the face with oils, creams, lotions, antiseptics, packs, and masks.

He/she will describe chemicals and implements and will perform techniques used in hair removal (excluding electrolysis) as well as obey cosmetology law, practice sanitation, and abide by safety rules to prevent accidents.

Full Specialist

The full specialist is a combination of the nail specialist and the facial specialist. Students taking both classes within one year of the initial start date may receive credit for core classes upon program completion.

PLAN OF INSTRUCTIONAL PRACTICES

Cosmetology is a 1200-hour state licensed program. Through school laboratory experiences, the program is designed to develop techniques, skills, and knowledge to qualify the student as a licensed cosmetologist after successfully passing the State Board Cosmetology examination. A student who completes the required competencies in the Cosmetology Program in 1,000 hours may, with the recommendation of the instructors, be allowed to apply for the state exam while completing the 1200 hours.

The technical instruction and information are related in theory and class demonstrations. Emphasis is placed on each student's mastery of the manipulative skills and proper care of equipment and use of supplies to perform all beauty services.

Students also keep a daily service record signed by the instructor. Listed below are the teaching methods and general classification of activities.

Teaching Method

General Activities

- | | |
|---------------------------|--|
| 1. Demonstration | Manipulative operations |
| 2. Directed study | Related salon information; salon theory |
| 3. Class discussions | Related information; hair show reports social adjustments; safety |
| 4. Salon talk | Motivation; related information; safety |
| 5. Explanation | Presentation of salon; theory of information |
| 6. Individual instruction | Manipulative operations; related problems and individual related assignments |

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|-----|----------------------|--|
| 7. | Hair show | Related information |
| 8. | Audio/visual films | Manipulative operations and explanation of procedures |
| 9. | Individual reports | Hair style show and research; related information |
| 10. | Oral questioning | Recall information; related and salon |
| 11. | Experiments | Related information |
| 12. | Patron service | Motivation; safety practices; manipulative operations; sociability |
| 13. | Post and preplanning | Related information tests |

Instructional Aids

Every attempt will be made to use as many visual aids as are available to present a more comprehensive view of the cosmetologist, such as the following:.

1. Textbooks
2. Software
3. Computer-aided instruction
4. Audio-visuals
5. Manufacturers' charts, posters, prints
6. Mannequins
7. Professional journals and periodicals

Organization of Student Duties

1. A student personnel organization chart is in effect at all times. If not posted it is given verbally by the instructor. The students rotate and will have the duties several times during the year.
2. The dispensary clerk is responsible for laundering. Each day, specific students are responsible for the job of receptionist, dispensary clerk and for all other duties. All students are responsible for cleaning labs, facial room, theory room, shampoo back bar, sinks, all work area and stations.

Duty Assignments

EACH STUDENT IS RESPONSIBLE FOR KEEPING THE USED STATION CLEAN AND NEAT. THIS INCLUDES MIRROR, TOP SURFACE, DRAWER, CABINET, CHAIR AND CHAIRBASE, FLOOR IN THAT AREA, AND WASTEBASKET.

Part of any job is the cleanup. Example: When you use the facial room to give a facial, you will leave it as you found it - CLEAN. This policy applies to students giving manicures or using the shampoo station area, both in the labs and the classroom.

OBJECTIVES

The following is an overview of the Cosmetology Program as taught at LTC.

Cosmetology learning is divided into practical (work on mannequins, other students, patrons) and theory (academics).

Initially, the students begin learning the required practical skills on school mannequins, their own mannequins, and by exchanging services with each other. They learn from "demos" performed by an instructor, from reading, and from films. At the beginning of learning any new "hands-on" skill, the student requires the instructor to be close at hand for guidance and correction as to techniques, procedure, and safety.

The following list shows practical skills taught in the Grooming and Salon Services Program.

- | | |
|--|--|
| 1. How to drape a patron for a shampoo | 6. How to adjust hot and cold water on the shampoo hose (safety) |
| 2. How to give proper shampoo manipulations | 7. How to use and adjust the hydraulic chair |
| 3. How to apply a color rinse to hair (safety) | 8. How to give a manicure (safety) |
| 4. How to use a curling iron (safety) | 9. How to make up chemical sanitizing solutions in the dispensary (safety) |
| 5. How to give an eyebrow arch (safety) | |

10. How to work as dispensary clerk (safety)
11. How to make up styling lotions (the proper ratio)
12. How to make a forward pincurl
13. How to make a reverse pincurl
14. How to place rollers for a smooth top style
15. How to place rollers for a side bang style
16. How to place rollers for a flip style
17. How to place rollers for a center part style
18. How to combine rollers and pincurls for a hairstyle
19. How to section hair for a basic haircut
20. How to section hair for a long haircut
21. How to hold scissors and comb at the same time
22. How to hold a razor and comb at the same time
23. How to give a razor cut
24. How to give a fitted hair cut
25. How to tease hair
26. How to smooth teased hair into a style
27. How to back-brush hair
28. How to fill out an inventory sheet in the dispensary
29. How to give an eyebrow arch
30. How to give a permanent wave
31. How to apply tint
32. How to apply lash and brow tint (safety)
33. How to apply scalp treatment (safety)
34. How to give an electrode treatment (safety)
35. How to equip a station
36. How to properly sanitize combs and brushes
37. How to give a facial (safety)
38. How to give a facial pack (safety)
39. How to apply daytime makeup
40. How to give a hair conditioning treatment
41. How to use an electric heating cap (safety)
42. How to use electric clippers (safety)
43. How to use battery operated clippers (safety)
44. How to apply tint for a retouch (safety)
45. How to apply tint on virgin hair (safety)
46. How to apply virgin bleach (safety)
47. How to apply bleach retouch (safety)
48. How to give a patch test
49. How to give a strand test
50. How to give a porosity test
51. How to examine the scalp for disease
52. How to give a hand and an arm massage
53. How to care for human hair mannequins or wigs
54. How to prepare a rinse for removing excess hair spray from hair
55. How to advise a patron of an attractive hairstyle
56. How to cut a man/woman or child's hair
57. How to trim a man's eyebrows, mustache, and beard (safety)
58. How to answer the telephone for cosmetology appointments
59. How to properly record patron appointments

NOTE: Virtually each of the above mentioned skills require continued practice and repetition throughout the year in order to arrive at the proper degree of artistry, speed, accuracy, and judgment necessary to become a professional cosmetologist.

In conjunction with the practical skills just listed, students are tested on their knowledge of the following theory:

Hygiene and good grooming	Hair tinting
Visual poise	Hair lightening
Personality development	Manicuring/artificial nail extensions
Professional ethics	Scalp massage
Bacteriology	Facials
Sterilization and sanitation	Facial makeup
Shampooing and rinsing	Hair removal
Scalp and hair care	Cells
Finger waving	Skin and disorders of the skin
Hair styling	Hair and disorders of scalp and hair
Permanent waving	Chemical hair relaxing
Safety practices in electricity	Thermal waving
Thermal hair straightening	Science of living things
Nail and disorders of the nail	Chemical and physical properties of hair
Nature of hair protein	Composition of the skin
Variations of hair and skin	Effects of hair service operations
Basic principles of cosmetic chemistry	Neutral and acid permanent wave lotions
Timing the alkaline wave process	"Thio" waves
Nature of color and light	Chemistry of hair lightening
Oxidation tints	Stripping metallic dyes
Classification of hair colors	Record keeping
	Florida law
	Pedicuring

Salon management
European skin machine facial
Wax arching
Hair frosting
Evening makeup
Hair streaking
Hair relaxing
Hi-styling of hair
French braiding
Boomerang perming
Contour makeup
Hair color removal
Aids 101

Porcelain/Acrylic nails
Hair color corrections
Corrective facials
Reverse frosting
Hair crimping
French twist
Face framing
Piggy back perming
Frosting retouch
Use of the accelerator machine
Tipping
15 integrated parts of the Grooming
and Salon Services Program.

Throughout the year, the instructors arrange for a wide variety of technicians and speakers to come to the class for lectures and demonstrations. Included have been representatives of several hair color and perm companies, the president of the Orlando Affiliate of the Florida Cosmetology Association, former graduates of the Grooming and Salon Services Program at Lake Tech Center, and a member of the State Board of Cosmetology.

The Board of Cosmetology has increased emphasis on chemistry and safety as they relate to cosmetology.

See the attached Florida State Department of Education frameworks for more information on program objectives and desired competencies.

I have received, read and understand all information and rules in the 2008-09 Grooming and Salon Services Master Plan of Instruction and agree to abide by them.

Student Signature _____

Date _____