



BARBER AND BEAUTY  
ACADEMY OF PENNSYLVANIA

# ORIENTATION

3605 N. Progress Avenue  
UNION SQUARE SHOPPING CENTER  
HARRISBURG PA 17110  
717-234-8463

BARBER AND BEAUTY ACADEMY OF PENNSYLVANIA  
STUDENT ORIENTATION CHECKLIST

- \_\_\_ Orientation Day Workshop
- \_\_\_ Welcome
- \_\_\_ Responsibilities Agreement
- \_\_\_ Classroom & Student Salon – Rules & Responsibilities
- \_\_\_ Syllabus
- \_\_\_ Cosmetology Homework Assignment(s)
- \_\_\_ Essay Guidelines
- \_\_\_ Calendar
- \_\_\_ Student Online Testing Info Information
- \_\_\_ Permission for Procedures
- \_\_\_ Task Booklet
- \_\_\_ Infraction/Behavior Level System
- \_\_\_ Salon Duty Responsibilities
- \_\_\_ Binder
- \_\_\_ State Law Books
- \_\_\_ Milady’s Standard Textbook
- \_\_\_ Kit w/Smock & Tee Shirt
  
- \_\_\_ General Policies
  - \_\_\_ Job Placement
  - \_\_\_ Attendance
  - \_\_\_ Dress Code
  - \_\_\_ Grievance
  - \_\_\_ Withdraw
  - \_\_\_ Grading
  - \_\_\_ Refund
  - \_\_\_ Safety/Fire
  - \_\_\_ VAWA
  - \_\_\_ Distance Learning Policy
  - \_\_\_ Substance Abuse
  - \_\_\_ Transfer Students
  - \_\_\_ Releasing Information
  - \_\_\_ Extra Instructional Charges
  - \_\_\_ ESAP Electronic Student Access
  - \_\_\_ SAP Satisfactory Academic Progress
  - \_\_\_ Admissions & Enrollment Requirements
  - \_\_\_ FERPA Family Edu. Rights & Privacy Act
  - \_\_\_ Annual Security Report

I have received and viewed the information above during the new student orientation on the 1<sup>st</sup> day of class.

Name: (Print) \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **Orientation – 1<sup>st</sup> Day of School**

**Welcome** (Student Teachers & Staff need to take notes during orientation) –  
Ice Breaker

- Introductions (**Everyone**)
- Student Speaker

### **Roles**

- Role of the Owners
- Role of the Teacher(s)
- Role of Dean and Admissions Director
- Role of the students  
(Cosmetologist, Barbers, Estheticians, Nail Techs, Braiders, Teachers)

**Sign In & Attendance Policy – CourseKey , FAME overview**

**Daily Expectation Breakdown**  
**Theory/ Syllabus Overview**

**Rules & Responsibilities & Infraction Level System -**  
**Classroom Responsibilities** – Do-Now, Present & Prepared, Dress Code, Breaks/Lunch,  
Desks/Chairs/Lockers, Kits, Stations, Salon Duties, etc..

### **Graduation Requirements**

**Financial Assistance-** - “Available to those who qualify”

- Payments due the 1<sup>st</sup> of the month.
- Scholarship Opportunities, FASFA, AACSB(beatyschools.org) DC Scholarship List
- All financial assistance affected by: grades & attendance.
- Failure to make SAP===Grades & Attendance====Financial Student Aid/CUT

### **Payments-**

- All balances must be paid 1 week prior to completion/Will not be permitted to complete hours and can't be marked absent more than 14 days or student must re-enroll. NO paperwork will be processed until the bill is satisfied.
- Failure to pay-Credit Collections
- Mia Share Set Up

### **Overview of Essential Class Materials**

- Syllabus
- Homework
- Textbook & Note Book (note taking, test, projects)
- Tasks & Time on Tasks

### **SAFTEY LESSON – VAWA & Fire Safety Video & Test Review**

**Safety Review & Test Today--** All students must pass with 100% or test must be re-taken.  
**Students are not permitted on the clinic floor until 100% is achieved.**

### **Dismissal**



**BARBER AND BEAUTY**  
ACADEMY OF PENNSYLVANIA

**Dear Students,**

**Welcome to the Barber and Beauty Academy of Pennsylvania! We're excited to have you and we look forward to working with you this school year! Giving you our best, as educators will be one of our major priorities. Our instructors have been trained in working with all types and textures of hair, skin and nails and bring over 25 years of experience to the classroom. We appreciate you entrusting your future to our program. We have found it essential to involve, you the student, to understand our Barber and Beauty programs requirements to graduate.**

**As a student of the Barber and Beauty Academy of Pennsylvania you are enrolled in your particular program of study that requires you to complete a specified number of hours. The State Board of Barber/Cosmetology states, that it is unlawful for a student to earn credit hours before all paperwork and assignments have been completed and handed into the instructor. The student must also be in compliance with the school's dress code in order to earn credit hours. The Barber and Beauty Academy of Pennsylvania will provide a smock that must be worn with black attire such as shirt, pants, dress or skirt to complete the uniform. Shoes must be no less than  $\frac{3}{4}$  black.**

**Working together we can make your dreams a reality. We will need your assistance in reinforcing all of the school's responsibilities, policies and encouraging yourself to maintain a good attendance record. The following requirements must be completed the first day of class before you can receive credit hours:**

- 1. Emergency Contact Information Form**
- 2. Clinic Responsibilities Policy**
- 3. Dress Code for Students**
- 4. Student Lockers, Locks, Kit and Textbook**
- 5. Student Permissions and Procedures**
- 6. Safety Policy**
- 7. Attendance Policy**
- 8. Drug and Alcohol Policy**
- 9. Grading Policy**
- 10. Rules and Responsibilities Policy**
- 11. All Policies (Located in Policies Manual)**

**Signed Paperwork must be completed and given to Instructor by due date \_\_\_\_\_**

**If you have any questions or concerns, please contact us:**

**Barber and Beauty Academy of Pennsylvania - (717)-234-8463**

**Sincerely,**

**Barber and Beauty Academy of Pennsylvania**

# BARBER AND BEAUTY ACADEMY OF PENNSYLVANIA

## Salon/Shop Duty & Responsibilities

**Dispensary:** Clean and sanitize table and mirror. Organize items on shelves. Sweep floor. Take out the trash

**Theory Room:** Clean and sanitize all tables and chairs. Sweep the floor. Take out the trash.

**Reception Area:** Clean and sanitize receptionist desk and seat area. Organize magazines and retail shelves. Wipe off and ensure window sills are free of dirt and clutter. Vacuum entrance way, carpets behind the desk and seating area. Take out the Trash.

**Facial Area:** Clean and sanitize all parts of facial beds, stools, and carts. Vacuum carpet. Wipe off and ensure window sills are free of dirt and clutter. Empty Trash, wash towels, and linens.

**Manicure Area:** Clean and sanitize all stations and chairs. Clean and refill sterilizing tray as needed. Empty trash cans.

**Shampoo Area:** Clean and sterilize all bowls and wipe off back bar. Wipe off bottles and other items and **replace contents as needed**, arrange neatly on bar. Clean and sanitize all parts of chairs, pump down and set up right. Remove soiled towels and place in laundry bag.

**Cosmetology/Braider/Barber Area:** Clean and sanitize all stations and all parts of the chairs. Sweep or vacuum completely under the entire station and around chairs. Each station should only include the following

- Hand Mirror
- Mannequin Stand
- 2 mannequins
- Neck strips
- Hand sanitizer
- Thermal pad

**ALL STUDENTS ARE RESPONSIBLE TO KEEP THEIR AREA CLEAN OF ANY DIRT AND DEBRIS INCLUDING INSIDE THE STATION DRAWERS AT ALL TIMES**

## **CLASSROOM & STUDENT SALON RULES & RESPONSIBILITIES**

1. **Classroom – Make sure you have on ALL black and your smock.** Enter classroom five minutes before the scheduled start time for class. Sign in, take your seat, and be prepared with any necessary supplies. Quietly, begin the daily 'Do-Now' immediately upon taking your seat. During class there is to be no talking unless we are having an open class discussion.
2. **Cell Phones & Other Electronics - Absolutely no electronics should be used or out during the school day.**
3. **Food and Beverages** – Are permitted in the classroom during dinner and only Finger Food is allowed during breaks. Students must discard trash and clean off desk afterwards. There is absolutely NO eating or snacking on the Salon floor, only water in a clear bottle is permitted.
4. **Salon Floor** – All students must participate in clinic to receive hours. Students must have their own kit and supplies to perform live work. Students must clean up during and immediately after completing the salon service. All equipment and supplies that are checked out must be cleaned and returned the same day. Stations and chairs must be disinfected at the end of each day.  
**Students are not permitted to do any services on themselves at any time.**
5. **Clean Up** – Aside from students cleaning their stations and chairs, all students must perform their assigned clean up duty at the end of each day. Students who do not cleanup will forfeit their personal day to do tasks assigned by the instructor.
6. **Homework** – All assignments will be collected at the beginning of class on the day the assignment is due. Let the instructor know if you do not understand or need clarification at that time the assignment is given and not the day the assignment is due.
7. **Absences** – Students must notify the instructor as soon as they know that they will be absent. In the event the student is absent 3 days or more, a doctor's excuse must be brought in or the absence will be unexcused. Habitual unexcused absences could lead to permanent dismissal.
8. **Late** – Students need to call the school and leave a message immediately if they know they will be late. Students should not contact any of the staff via their personal cell phones or by email. School may not allow student in if they do not call if they are going to be late.
9. **Safety** – All safety procedures must be followed with 100% accuracy and practiced as stated on the Safety Policy.
10. **Emergency Procedures** – In the event of emergency, students and instructors must leave the building in an orderly manner out of the nearest exit.

# BARBER AND BEAUTY ACADEMY OF PENNSYLVANIA

## Daily Student Schedule

	Monday ONLINE <u>*Must be Present and Visible on Zoom</u>	Tuesday IN PERSON	Wednesday IN PERSON	Thursday ONLINE
8:45am-10:00am	Learning Objectives Theory	Procedures Video Live Demo Tasks	Tasks Test Review	Assignments Tasks
10:00am-12:30pm	FULL Theory	FULL Theory & Demo	Theory Review Task & Clinic	Assignments Tasks
12:30pm-1:00 pm	State Law Prep	Clean Up Dismissal	Clean Up Dismissal	EXAMS
1:00pm-1:30pm	Lunch Deduction	LUNCH OPTIONAL	LUNCH OPTIONAL	Lunch Deduction
1:30pm-4:45pm	Assignments Tasks	Tasks CLEAN UP	Clinic Tasks CLEAN UP	EXAMS
4:45pm	Dismissal	Dismissal	Dismissal	Dismissal

BARBER AND BEAUTY ACADEMY OF PENNSYLVANIA gives all students the option of a make up hours schedule. This means we will be open for additional hours of operation on FRIDAYS FROM 8:45AM-4:45PM When Scheduled and Announced

Students may complete their required make up hours on those days.

ALL STUDENTS MUST BE AT SCHOOL FOR THEORY.

**Students who come to school later than 15 minute past scheduled start time, will not be admitted to class and will not receive hours for that day.**

LATE IS ANYTIME **AFTER** 9AM----**NO EXCEPTIONS**

ALL ABSENT HOURS MUST BE MADE UP---NO EXCEPTIONS.

# BARBER AND BEAUTY ACADEMY OF PENNSYLVANIA

## Salon/ Shop Job Descriptions

### Salon/Shop Manager 101

The Salon manager is responsible for opening the salon and developing an environment where this is true commitment and focus on providing the best service and quality for the clients, they are also responsible for reporting all emergencies and safety concerns to the teacher.

#### Before Starting:

- Put your name on the boards/signs that indicate daily roles
- Check in with the teacher to see if they may have any task that require your assistance.
- Connect with the receptionist and the dispensary clerk to ensure that you all know who is who
- Make sure that the student inquiry clipboard is back at the desk

#### During:

- Assist receptionist with phones and clients at the desk.
- Assist stylist & barbers with dispensary needs
- Be the liaison for the student and the teacher so that there is a student with the client at all times
- Take care of minor errands, emergencies, and needs such as spills, change, client assistance etc...
- overseeing that receptionist is filing client service record books, for chemical, nail & esthetic consultations.
- Call Daily breaks that will be assigned via the teacher
- Ensure that all daily messages or announcements made on the floor from the teacher reaches each student

#### After:

- Assist the receptionist with cash closing and verify bank
- Once Verified Sign on the cash tally sheet
- Ensure outside signs & marketing materials are put inside school
- Verify and mark on cleaning duties are being done by each student
- Task or duties that are not completed by the student before they leave or are not there, should either be reassigned to another student by you or you should be doing that task to ensure that school is clean and ready for the next day.
- Ensure that The owners receive all mail and messages from the front desk
- Ensure that The Admissions Director receives the student inquiry forms from the day

### Receptionist 101

*The receptionist job is to welcome guest, make appointments, answer the phones, take messages, answer basic questions, keep track of the days financial records, update client records and follow all opening and closing procedures.*

#### Answering the Phone:

“Thank you for calling Barber and Beauty Academy of Pennsylvania, This is \_\_\_\_\_ how may I help you?”

#### Telephone Number:

(717)717-234-8463

#### Address:

3849C Union Deposit RD  
Harrisburg, PA 17109

(between Gabes & Sneaker Villa)

#### Before Starting:

- Get the Bank from the teacher
- Start a Daily Tally Sheet
  - Date
  - Opening Balance
  - Receptionist & Managers Names
- Write Name on Receptionist dry erase hanging paper
- Ensure that any school displays or signage is placed out front
- Make sure you are filling out the inquiry form from potential student
- Ensure that yourself, A teacher and the manager has a cordless phone
- Go thru the clinic assignment list to determine your order of stylist for the day. Take into consideration the following before assigning clients
  - Which Students have come to school that day?
  - Does the stylist have at least 300 Hours?



# BARBER AND BEAUTY ACADEMY OF PENNSYLVANIA

## Salon/ Shop Job Descriptions

- Has the stylist been thru all curriculums and which contain CHEMICALS OR HAIR CUTTING IF necessary.

**If necessary contact manager or teacher to assist with the order of stylist**

### **When A Client Comes in:**

- Have each client sign in on the sign out sheet and complete ALL fields, except price.
- Evaluate client request of service to determine what service sheet to complete. (Hair/Nail/Esthetics) Once correct sheet is determined fill out the client info field and assign a NUMBER for the sheet in order of the days client then HIGHLIGHT the proper service and total & place in the total line. **If you are unsure about the client request, ask assistance from manager, if they are unable to assist they will then go to the teacher for further advice to ensure that you do not have to leave the client unattended**
- Collect payment from the client and IMMEDIATELY add entry with client name and corresponding service sheet number to the Tally sheet and ask them to have a seat.
- Decide which student stylist is up in rotation by giving the student with the least amount of services for the MONTH the client first or by whatever list you may have put together during your opening.
- Once a stylist is selected, write down the information in the appointment book and give the stylist credit on the clinic assignment sheet with an abbreviation of the svc.
- If client is here for ANY CHEMICAL service he/she MUST complete a client consultation and fill out the front side of the page and include a SIGNATURE on the back and give it to the stylist. The Stylist is required to complete and record the process and results from the service.
- Give the stylist the service sheet and a brief description on the client. If the stylist and the client agree to add or change a service they will notify you or the manager to ensure that the client is being charged properly and records are updated accordingly.
  - **STUDENTS ARE NOT ALLOWED TO REFUSE A SERVICE UNLESS**
    - **THEY DON'T HAVE 300 HOURS**
    - **HAVENT BEEN THRU THE CURRICULUM AND A TEACHER ISNT AVAILABLE TO DO AN ON STOP WALK THRU**
    - **APPROVAL FROM A TEACHER**
    - **ON DISPENSARY DUTY WITH A FULL SALON FLOOR.**
- **DO NOT** Take clients near lunch break nor at the end of the day. Typically clients are accepted WEDNESDAY, THURSDAY, & FRIDAY for two separate sessions to ensure every student has an opportunity to take lunch if they should need to.
  - **AM 10AM-12PM**
  - **PM 1:30PM-3PM \*Chemical Services 2:30**

**A teacher ultimately has the deciding factor on how late we are able to service a client especially if there is a student available with a higher skill level, so before you make any final decisions you may ask.**
- Once you have taken care of each client do a 5 way check to make sure that you have completed everything necessary:
  - **Client Sign In**
  - **Tally Sheet**
  - **Service Sheet/consultation sheet if necessary**
  - **Appointment book**
  - **Clinic Assignment Sheet**

### **After Client Leaves/During Shift:**

- Collect the service sheet and consultation sheet
  - Service sheet in numbered slot
  - Consultation sheet filed in binder
- At the end of the day
  - Gather service sheets and put them in order to correspond with tally sheet.
  - Total up the tally sheet and ensure that the bank matches that
  - Verify totals with manager
  - **You are responsible for the bank totals and cash amounts, bank discrepancies MUST BE addressed immediately and disciplinary actions will be handled by owners/or school supervisor**
  - Collect all phones and put them on the bases to charge
  - Collect Signage and displays from outside

# BARBER AND BEAUTY ACADEMY OF PENNSYLVANIA

## Salon/ Shop Job Descriptions

- Wipe down, organize and sanitize receptionist area, and vacuum behind counter along with rugs in front
- Take out trash near sign in desk
- Ensure that sales displays are clean/organized & properly priced
- Wipe name off of board
- Get signed off by manager on chore chart
- Give student inquiry forms to the manager or The Admissions Director.
- Give Bank and paperwork to teacher to **Get Grade in task book\***

### **Dispensary 101**

*The dispensary person is responsible for supplies and products within the school.*

**ONLY PRODUCTS & SUPPLY ITEMS "NOT" GIVEN IN STUDENT KITS WILL BE ISSUED FROM DISPENSARY WITH OUT "TEACHER" PERMISSION**

#### **Before Starting**

- Add Name to the Dispensary Sign
- Walk the room to ensure that it is in order
- Check for old supply order sheets & Popsicle sticks
- Make sure color table is in order and that dry erase markers are available

#### **During Your Shift**

- Ensure Products are in the correct places and count them (inventory)
- Fill up setting lotion if less than ½ full
- Check Boxed Kits & Fill with necessary Items as they are being signed in/out
- Ensure color bar is organized and categorized and is line with book
- **When students come to get product they must sign them out with a popsicle stick as well as a supply order sheet**
- **ANY & ALL CHEMICALS OR EXTENTIONS MUST BE APPROVED BY TEACHER**

#### **After Your Shift**

- Collect all of the supply order sheets from the wall and collect all of the remaining product off of the salon floor and ensure the count that you began with is what you ended with (inventory)
- Clean & Sanitize desk area
- Sweep Floor & Take out trash by dispensary
- Turn off light and shut door
- Get Grade in Task book

**Kits MUST be signed back in and restocked with the following contents below and then a RUBBER BAND MUST be wrapped around the box as a sign that it has been restocked per contents listed on each box and on dispensary wall**

## Cosmetology Program

**Objective:** Using industry standards, students will develop the skills needed in the art of caring for hair, nails, and skin, as well as be prepared to pass the state board Exam and seek employment in the cosmetology field.

**Text:** Milady's Standard Cosmetology Textbook & Lesson Book

### NAIL CARE

- \_\_\_ Week #1 **Orientation/CATCH UP-Safety-"Entrepreneurship is Lucrative"**  
Ch.1-History- Ch.2-Life Skills-Ch.3-Your Professional Image  
Ch.4-Communication for Success- Ch.5 - Infection Control
- \_\_\_ Week #2 Ch. 25- Manicures
- \_\_\_ Week #3 Ch. 26- Pedicures
- \_\_\_ Week #4 Ch. Nail Structure & Growth –
- \_\_\_ Week #5 Ch. 6-Anatomy & Physiology
- \_\_\_ Week#6 **Orientation/CATCH UP-Safety-"Entrepreneurship is Lucrative"**  
Ch.1-History- Ch.2-Life Skills-Ch.3-Your Professional Image  
Ch.4-Communication for Success- Ch.5 - Infection Control
- \_\_\_ Week #7 Ch. 27- Tips & Wraps--Advance Nail Technology
- \_\_\_ Week #8 Ch. 28-Monomers & Polymers
- \_\_\_ Week #9 Ch.10- Nail Diseases & Disorders
- \_\_\_ Week #10 Ch. 29-UV Gels & UV Polish
- \_\_\_ Week# 11 SENIRIOS----Final Exams----Ch.12- Chemistry & Ch.13- Electricity TBA

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### HAIR STYLING & HAIR SHAPING (CUTTING) BRAIDING

- \_\_\_ Week #12 **Orientation/CATCH UP-Safety-"Entrepreneurship is Lucrative"**  
Ch.1-History- Ch.2-Life Skills-Ch.3-Your Professional Image  
Ch.4-Communication for Success- Ch.5 - Infection Control
- \_\_\_ Week #13 Ch. 10- Draping & Shampooing
- \_\_\_ Week #14 Ch.16-Hair Cutting (0 & 180 degree angle)
- \_\_\_ Week #15 Ch.16-Hair Cutting (45 degree & 90 degree & (Clipper Clinic)
- \_\_\_ Week #16 **Orientation/CATCH UP-Safety-"Entrepreneurship is Lucrative"**  
Ch.1-History- Ch.2-Life Skills-Ch.3-Your Professional Image  
Ch.4-Communication for Success- Ch.5 - Infection Control
- \_\_\_ Week #17 Ch.12-Hair Styling/ Wet Setting, Wraps, Finger Waves, Pin curls
- \_\_\_ Week #18 Ch.12-Hair Styling/Thermal Styling & French Twist
- \_\_\_ Week #19 Ch. 14-Hair Design & Ch.18-Braiding & Extensions
- \_\_\_ Week# 20 Ch.14- Braiding & Extensions---Ch. 7 Electricity & Chemistry
- \_\_\_ Week #21 Ch. 11-Properties of the Hair & Scalp & Ch.19-Wigs & Hair Piece
- \_\_\_ Week #22 SENIRIOS -----Final Exams-----h. 6-Anatomy & Physiology TBA

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- \_\_\_ Week # 23 **Orientation/CATCH UP-Safety-"Entrepreneurship is Lucrative"**  
Ch.1-History- Ch.2-Life Skills-Ch.3-Your Professional Image  
Ch.4-Communication for Success- Ch.5 - Infection Control
- \_\_\_ Week #24 Ch.23 –Facials
- \_\_\_ Week #25 Ch. 23-Facials (Electrotherapy Facials-5 Functions)
- \_\_\_ Week #26 Ch.7- Skin Structure & Growth
- \_\_\_ Week# 27 **Orientation/CATCH UP-Safety-"Entrepreneurship is Lucrative"**  
Ch.1-History- Ch.2-Life Skills-Ch.3-Your Professional Image  
Ch.4-Communication for Success- Ch.5 - Infection Control
- \_\_\_ Week #28 Ch. 22- Hair Removal-Wax, Sugar & Tweeze

___ Week #29	Ch, 22- Cont. w/Thread & Shaving-Ch. 6-Anatomy & Physiology
___ Week# 30	Ch. 8-Skin Diseases & Disorders
___ Week #31	Ch. 24-Make up
___ Week #32	Lashes (Strips, Clusters, Individuals)
___ Week #33	SENIRIOS-----FINAL EXAMS---- Ch. 7 - Chemistry & Electricity TBA

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**CHEMICAL HAIR SERVICES**

___ Week #34	<b>Orientation/CATCH UP-Safety-“Entrepreneurship is Lucrative”</b> Ch.1-History- Ch.2-Life Skills-Ch.3-Your Professional Image Ch.4-Communication for Success- Ch.5 - Infection Control
___ Week# 35	Ch. 20-Chemical Textures Service (Permanent Waves)
___ Week# 36	Ch. 20-Chemical Texture Services (Permanent Waves)
___ Week #37	Ch. 20-Chemical Services (Relaxers)
___ Week# 38	<b>Orientation/CATCH UP-Safety-“Entrepreneurship is Lucrative”</b> Ch.1-History- Ch.2-Life Skills-Ch.3-Your Professional Image Ch.4-Communication for Success- Ch.5 - Infection Control
___ Week #39	Ch. 21-Hair Color (Foils & Cap)
___ Week #40	Ch.21-Hair Color (virgin, retouch, hombre)
___ Week #41	Ch. 21-Hair Color (hombre, special effects)
___ Week #42	Ch. 7 -Chemistry & Electricity
___ Week# 43	Ch.24-Salon Business Ch.25-Seek Employment Mock Interviews Ch.26-On the Job -No Need To Cry Broke"(Learning Stations) **OPTIONAL----“Create your Dream Salon”
___ Week# 44	SENIRIOS---Final Exams---Ch. 6 Anatomy & Physiology TBA

\*\*\*\*\* **Make Up Days/TBA** \*\*\*\*\*

\***Essay “The Life of Madame C.J. Walker” Assignment Due \_\_\_\_\_ GR\*\***

\* **Cosmetology Shadowing Experience Due \_\_\_\_\_GR\*\***

\* **Mother’s Day Event \_\_\_\_\_-Free Make Up Hours!!!!!!**

\* **Class Trip (May or June)\_\_\_\_\_**

\* **Graduation Style Show Preparation \_\_\_\_\_Portfolios Due \_\_\_\_\_GR\*\***

\* - Invite Parents, Clients, Friends & OAC Members

\* **Merry Makeovers-Senior Citizens -December \_\_th-Community Service-GR\*\***

\***Research Class Trip Paper**

**“Where Do We Go From Here? Assignment Due \_\_\_\_\_ GR\*\***

\* **Entrepreneurship Project \_\_\_\_\_GR\*\***

\***Final Performance and Written Exam -GR\*\***

\* Task must be performed on mannequin or live model when possible. All assignments, test & task must be handed in on time with no less than 75% accuracy to master a competency

\* Please feel free to share your ideas and suggestions with the instructor, we are open for any input that will help the program’s success. Remember, we are all teachers, students and scholars.

\* Clinic day is Wed., Thus. & Friday All students’ must participate (non-negotiable). If the teacher can do it; you can do it.

\* Make Up Hours- 1 Saturday per month (TBA)

## Barbering Program

**Objective:** Using industry standards, students will develop the skills needed in the art of caring for hair and skin, as well as be prepared to take the state board Exam and seek employment in the barbering field.

**Text:** Milady's Standard Barbering Textbook & Lesson Book

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### SHAVING

- \_\_\_ Week #1 **Orientation/CATCH UP-Safety-"Entrepreneurship is Lucrative"**  
Ch.1-History- Ch.2-Life Skills-Ch.3-Your Professional Image & Communication for Success- Ch.4 - Infection Control
- \_\_\_ Week #2 Ch. 5- Implements & Equipment
- \_\_\_ Week #3 Ch. 13- Shaving & Facial Hair Design (Fundamentals and Strokes))
- \_\_\_ Week #4 Ch. 13- Shaving & Facial Hair Design (Facial Hair Design)
- \_\_\_ Week #5 Basic Clipper Cuts w/ explanation of guards Ch. 6-Anatomy & Physiology
- \_\_\_ Week#6 **Orientation/CATCH UP-Safety-"Entrepreneurship is Lucrative"**  
Ch.1-History- Ch.2-Life Skills-Ch.3-Your Professional Image  
Ch.4-Communication for Success- Ch.5 - Infection Control
- \_\_\_ Week #7 Ch. 13- Shaving & Facial Hair Design (Hairline & Neck Shave)
- \_\_\_ Week #8 Ch. 13- Shaving & Facial Hair Design (The Clipper Shave- pg. 374
- \_\_\_ Week #9 Razor, Clipper & Scissor Care (cleaning & sharpening)
- \_\_\_ Week #10 Ch.7- Chemistry & Ch.8- Electricity TBA
- \_\_\_ Week# 11 SENIRIOS----Final Exams----
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### HAIR STYLING & HAIR SHAPING (CUTTING) BRAIDING

- \_\_\_ Week #12 **Orientation/CATCH UP-Safety-"Entrepreneurship is Lucrative"**  
Ch.1-History- Ch.2-Life Skills-Ch.3-Your Professional Image  
Ch.4-Communication for Success- Ch.5 - Infection Control
- \_\_\_ Week #13 Ch. 11-Treatment of the Hair & Scalp (Draping & Shampooing)
- \_\_\_ Week #14 Ch.14-Mens Hair Cutting (45 & 90 degree angle)
- \_\_\_ Week #15 Ch.16-Womens Hair Cutting (0 degree & 180 degree & Clipper Clinic)
- \_\_\_ Week #16 **Orientation/CATCH UP-Safety-"Entrepreneurship is Lucrative"**  
Ch.1-History- Ch.2-Life Skills-Ch.3-Your Professional Image  
Ch.4-Communication for Success- Ch.5 - Infection Control
- \_\_\_ Week #17 Ch.16-Hair Styling/ Wet Setting, Wraps, Finger Waves, Pin curls
- \_\_\_ Week #18 Ch.10-Properties and Disorders of the Hair and Scalp
- \_\_\_ Week #19 Ch. 16- Continued
- \_\_\_ Week# 20 Ch.15 -Mens Hair Replacement Ch. 7-Chemistry / Ch. 8- Electricity
- \_\_\_ Week #21 Ch. 11-Treatment of the Hair & Scalp -
- \_\_\_ Week #22 SENIRIOS -----Final Exams----Ch. 6-Anatomy & Physiology TBA
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### SKIN CARE & FACIALS

- \_\_\_ Week # 23 **Orientation/CATCH UP-Safety-"Entrepreneurship is Lucrative"**  
Ch.1-History- Ch.2-Life Skills-Ch.3-Your Professional Image  
Ch.4-Communication for Success- Ch.5 - Infection Control
- \_\_\_ Week #24 Ch.12 -Mens Facials and Massage Treatments
- \_\_\_ Week #25 Ch. 12-Facials (Electrotherapy Facials-5 Functions)
- \_\_\_ Week #26 Ch. 9- Skin Structure & Growth (Disorder & Diseases)
- \_\_\_ Week# 27 **Orientation/CATCH UP-Safety-"Entrepreneurship is Lucrative"**  
Ch.1-History- Ch.2-Life Skills-Ch.3-Your Professional Image

_____Week #28	Ch.4-Communication for Success- Ch.5 - Infection Control Hair Removal-Wax, Sugar & Tweeze
_____Week #29	Cont. w/Thread & Shaving
_____Week# 30	Ch. 6-Anatomy & Physiology
_____Week #31	Ch. 24-Make up (Fill Ins)
_____Week #32	Catch up week
_____Week #33	SENIRIOS--FINAL EXAMS-- Ch. 7-Chemistry & Ch. 8-Electricity TBA

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**CHEMICAL HAIR SERVICES**

_____Week #34	<b><i>Orientation/CATCH UP-Safety-"Entrepreneurship is Lucrative"</i></b> Ch.1-History- Ch.2-Life Skills-Ch.3-Your Professional Image Ch.4-Communication for Success- Ch.5 - Infection Control
_____Week #35	Ch. 18-Hair Color (Foils & Cap)
_____Week #36	Ch.18-Hair Color (virgin, retouch, hombre)
_____Week #37	Ch. 18-Hair Color (hombre, special effects)
_____Week# 38	<b><i>Orientation/CATCH UP-Safety-"Entrepreneurship is Lucrative"</i></b> Ch.1-History- Ch.2-Life Skills-Ch.3-Your Professional Image Ch.4-Communication for Success- Ch.5 - Infection Control
_____Week #39	Ch. 17-Chemical Texture Services-Permanent Waves (Basic/Straight Back)
_____Week #40	Ch.17-Chemical Texture Services-Permanent Waves (Advanced Tech)
_____Week #41	Ch. 17-Chemical Texture Services-Relaxers & Texturizers
_____Week #42	Ch. 7 -Chemistry & Electricity
_____Week# 43	Ch. 21-Business of Barbering Ch.19-Preparing for Licensure/Employment Ch.20-Working Behind the Chair -No Need To Cry Broke(Learning Stations) **OPTIONAL----"Create your Dream Shop"
_____Week# 44	SENIRIOS---Final Exams---Ch. 6 Anatomy & Physiology TBA

\*\*\*\*\* **Make Up Days/TBA** \*\*\*\*\*

**\*Essay Question "The Life of Madame C.J. Walker" Assignment Due \_\_\_\_\_ GR\*\***

**\* Job Shadowing Experience Due \_\_\_\_\_GR\*\***

**\* Father's Day Event \_\_\_\_\_-Free Make Up Hours!!!!!!**

**\* Class Trip)\_\_\_\_\_**

**\* Graduation Preparation \_\_\_\_\_Portfolios Due \_\_\_\_\_GR\*\***

**\* - Invite Parents, Clients, Friends & OAC Members**

**\* Merry Makeovers-Senior Citizens -December\_\_th-Community Service-GR\*\***

**"Where Do We Go From Here? Assignment Due \_\_\_\_\_ GR\*\***

**\* Entrepreneurship Project \_\_\_\_\_GR\*\***

**\*Final Performance and Written Exam -GR\*\***

\* Task must be performed on mannequin or live model when possible. All assignments, test & task must be handed in on time with no less than 75% accuracy to master a competency

\* Please feel free to share your ideas and suggestions with the instructor, we are open for any input that will help the program's success. Remember, we are all teachers, students and scholars.

# Esthetics Program

**Objective:** Using industry standards, students will develop the skills needed in the art of caring for skin, as well as be prepared to take the state board Exam and seek employment in the cosmetology field.

**STUDY BOLD PRINT CHAPTERS-TEST WILL BE SENT IN REGULAR TYPED CH.**

**Text:** Milady's Standard Cosmetology Textbook & Lesson Book

## SKIN CARE

- \_\_\_ Week #1      *Orientation – Safety- Theme “Entrepreneurship is Lucrative”*  
                    **Ch.1**-History & Opportunities,-**Ch.2**-Life Skills-**Ch.3**-Your  
                    Profess.Image-**Ch.4**-Comm for Success-**Ch. 5**- Infection Control
- \_\_\_ Week #2      Ch.23 (**12,13,14, 15, 16**)-Facials
- \_\_\_ Week #3      Ch.23 (**17**) Facials (Electrotherapy Facials-5 Functions)
- \_\_\_ Week #4      Ch.7-(**10**) Skin Structure & Growth
- \_\_\_ Week #5      *Orientation/CATCH UP-Safety-“Entrepreneurship is Lucrative”*  
                    Ch.1-History- Ch.2-Life Skills-Ch.3-Your Professional Image  
                    Ch.4-Communication for Success- Ch.5 - Infection Control
- \_\_\_ Week #6      Ch. 22 (**18**) Hair Removal-Wax, Sugar & Tweeze
- \_\_\_ Week #7      Ch. 22 (18) (Cont.)Thread & Shave & Ch.6- Anatomy & Physiology
- \_\_\_ Week #8      Ch. 8 (**11**)- Skin Disorders and Diseases &
- \_\_\_ Week #9      Ch. 24 (**20**) Make up & Ch. 12-Chemistry – Ch. 8- Electricity
- \_\_\_ Week #10     Ch. 24 (**20**) Lashes (Strips, Clusters, Individuals) & Final Exams
- \_\_\_ Week #11-20    -----CATCH UP w/ 2<sup>nd</sup> Tasks-----

\***Essay “The Life of Madame C.J. Walker” Assignment Due \_\_\_\_\_ GR\*\***

\* **Cosmetology Shadowing Experience Due \_\_\_\_\_ GR\*\***

\* **Mother’s Day Event \_\_\_\_\_-Free Make Up Hours!!!!!!**

\* **Class Trip (May or June)\_\_\_\_\_**

\* **Graduation Style Show Preparation \_\_\_\_\_Portfolios Due \_\_\_\_\_GR\*\***

\* - Invite Parents, Clients, Friends & OAC Members

\* **Merry Makeovers-Senior Citizens -December\_\_th-Community Service-GR\*\***

\***Research Class Trip Paper**

**“Where Do We Go From Here? Assignment Due \_\_\_\_\_ GR\*\***

\* **Entrepreneurship Project \_\_\_\_\_GR\*\***

\***Final Performance and Written Exam -GR\*\***

-----  
\*           Task must be performed on mannequin or live model when possible. All assignments, test & task must be handed in on time with no less than 75% accuracy to master a competency

\*           Please feel free to share your ideas and suggestions with the instructor, I’m open for any input that will help the program’s success.

\*           Remember, we are all teachers, students and scholars.

\*           Clinic day is Wed., Thus. All students’ must participate (non-negotiable). If the teacher can do it, you can do it.

\*           Make Up Hours- 1 Saturday per month (TBA) & Personal/Catch up Day is every other Friday, by group (A or B), but you must be caught up with all tests & tasks to give or receive personal service.

## Nail Technology Program

**Objective:** Using industry standards, students will develop the skills needed in the art of caring for hair, nails, and skin, as well as be prepared to pass the state board Exam and seek employment in the cosmetology field.

**Text:** Milady's Standard Cosmetology Textbook & Lesson Book

### NAIL CARE

___ Week #1	<b><i>Orientation/CATCH UP-Safety-"Entrepreneurship is Lucrative"</i></b> Ch.1-History- Ch.2-Life Skills-Ch.3-Your Professional Image Ch.4-Communication for Success- Ch.5 - Infection Control
___ Week #2	Ch. 25- Manicures
___ Week #3	Ch. 26- Pedicures
___ Week #4	Ch. Nail Structure & Growth –
___ Week #5	Ch. 6-Anatomy & Physiology
___ Week#6	<b><i>Orientation/CATCH UP-Safety-"Entrepreneurship is Lucrative"</i></b> Ch.1-History- Ch.2-Life Skills-Ch.3-Your Professional Image Ch.4-Communication for Success- Ch.5 - Infection Control
___ Week #7	Ch. 27- Tips & Wraps--Advance Nail Technology
___ Week #8	Ch. 28-Monomers & Polymers
___ Week #9	Ch.10- Nail Diseases & Disorders
___ Week #10	Ch. 29-UV Gels & UV Polish
___ Week# 11	SENIRIOS----Final Exams----Ch.12- Chemistry & Ch.13- Electricity TBA

**\*Essay "The Life of Madame C.J. Walker" Assignment Due \_\_\_\_\_ GR\*\***

**\* Cosmetology Shadowing Experience Due \_\_\_\_\_ GR\*\***

**\* Mother's Day Event \_\_\_\_\_ -Free Make Up Hours!!!!!!**

**\* Class Trip (May or June)\_\_\_\_\_**

**\* Graduation Style Show Preparation \_\_\_\_\_ Portfolios Due \_\_\_\_\_ GR\*\***

**\* - Invite Parents, Clients, Friends & OAC Members**

**\* Merry Makeovers-Senior Citizens -December\_\_th-Community Service-GR\*\***

**\*Research Class Trip Paper**

**"Where Do We Go From Here? Assignment Due \_\_\_\_\_ GR\*\***

**\* Entrepreneurship Project \_\_\_\_\_ GR\*\***

**\*Final Performance and Written Exam -GR\*\***

-----  
\* Task must be performed on mannequin or live model when possible. All assignments, test & task must be handed in on time with no less than 75% accuracy to master a competency

\* Please feel free to share your ideas and suggestions with the instructor, I'm open for any input that will help the program's success.

\* Remember, we are all teachers, students and scholars.

\* Clinic day is Wed., Thus. & Friday All students' must participate (non-negotiable). If the teacher can do it, you can do it.

\*



# BARBER AND BEAUTY ACADEMY OF PENNSYLVANIA

## INFRACTION/ BEHAVIOR LEVEL CHART

LEVEL	INFRACTION/ BEHAVIOR	CONSEQUENCE
1	<ul style="list-style-type: none"> <li>• TARDINESS (5 OR MORE)</li> <li>• UNEXCUSED ABSENCES (3 DAYS OR MORE)</li> </ul>	<b>VERBAL WARNING</b> <ul style="list-style-type: none"> <li>• NOT TO EXCEED 3 VERBAL WARNING WITHIN THE SCHOOL YEAR</li> </ul>
2	<ul style="list-style-type: none"> <li>• CELL PHONE USE IN CLASS</li> <li>• PROFANITY</li> <li>• CONSTANT TALKING</li> <li>• INAPPROPRIATE CONVERSATION</li> <li>• SPREADING RUMORS</li> </ul>	<b>WRITTEN WARNING</b> <ul style="list-style-type: none"> <li>• NOT TO EXCEED 2 WRITTEN WARNINGS WITHIN THE SCHOOL YEAR</li> </ul>
3	<ul style="list-style-type: none"> <li>• FIGHTING</li> <li>• CHEATING</li> <li>• DISRESPECTING</li> <li>• TEACHER/ STUDENTS</li> </ul>	<b>SUSPENSION</b> <ul style="list-style-type: none"> <li>• NOT TO EXCEED 1 YEAR SUSPENSION WITHIN THE SCHOOL YEAR</li> </ul>
4	<ul style="list-style-type: none"> <li>• STEALING</li> <li>• INAPPROPRIATE SEXUAL CONTACT</li> <li>• INTENTIONAL DAMAGE TO SCHOOL OR STUDENT PROPERTY</li> <li>• DRUG POSSESSION OR DRUG USE ON SCHOOL PROPERTY</li> <li>• ALCOHOL POSSESSION OR USE ON SCHOOL PROPERTY</li> </ul>	<b>EXPULSION!!!</b>

**The above infractions are listed, and must be followed. Any infraction displayed, will be addressed by one of the above charted consequences.**

1. Level 1 – Verbal warning will be addressed to student who causes the infraction. A note in the student’s file will be attached.
2. Level 2 – There will be a written warning that the student must sign and will be attached to student’s file.
3. Level 3 – Student will receive a 3 day suspension that student must sign and will be attached to student’s file.
4. **EXPULSION**
  - Any and all infractions will be thoroughly investigated
  - Barber and Beauty Academy of PA reserve the rights within their legal limits and by the advisement of their attorneys.
  - Upon signing of any infractions, student acknowledges the infraction will be add student file for future reference.
  - If expulsion is necessary; any and all measures will be exercised to the fullest ext law to be enforced.

**Permission for Cosmetology/Barber Procedures a as a student at**

**BARBER AND BEAUTY ACADEMY OF PENNSYLVANIA**

\_\_\_\_\_ has permission to have the following treatments done to her while he/she is enrolled in any of the following, cosmetology, barber, esthetics, natural hair braiding, nail technology program.

- \_\_\_ shampooing
- \_\_\_ blow-dry/thermal curling
- \_\_\_ hair styling (rollers, pin curls, backcombing)
- \_\_\_ hair rinses (vinegar, lemon, conditioning, medicated)
- \_\_\_ scalp treatments and conditioning hair treatments
- \_\_\_ facials
- \_\_\_ masks and packs
- \_\_\_ eyebrow arching {tweezing, shaving, threading, sugaring and waxing}
- \_\_\_ make-up application
- \_\_\_ artificial lashes
- \_\_\_ hand & arm massage...foot & leg massage
- \_\_\_ manicures & pedicures
- \_\_\_ artificial nails
- \_\_\_ hair cuts
- \_\_\_ finger waves
- \_\_\_ permanent waving
- \_\_\_ temporary color rinse (washes out in one shampoo)
- \_\_\_ semi-permanent color (washer out in 4-6 weeks)
- \_\_\_ (permanent color)
- \_\_\_ hair lightening and toning
- \_\_\_ frosting and highlighting
- \_\_\_ fillers
- \_\_\_ color removers
- \_\_\_ lash and brown tint
- \_\_\_ chemical relaxers
- \_\_\_ razor cuts
- \_\_\_ razor shaves
- \_\_\_ hair pressing

\_\_\_ **all of the above...allows the student to decide which procedures he/she would like to have done to their hair or skin. If the instructor requires additional permission, a separate permission slip will be required.**

---

Students Signature

Parent/Guardians Signature (if under 18)

Date

SAFETY  
INFORMATION SHEET

**I. Terms and definitions**

**Safety**---- State or condition of being safe; freedom from danger, risk, or injury

**Accident**---- Any suddenly occurring, unintentional event which causes injury or property damage

**First Aid**---- Immediate, temporary care given to the victim of an accident or sudden illness until the services of a physician can be obtained

**Bacteria**---- One celled vegetable microorganisms; also called germs or microbes

**Sterilize**---- To make free from **all germs**

**Sanitize**---- Chemical means of keeping salon and equipment as free from germs **as possible**

**Dry Sanitizer**----Closed cabinet used to keep implements sanitized until ready for use

**Fumigant**----Substance which disinfects by giving off smoke or fumes

**Pathogenic**----Harmful bacteria action

**Nonpathogenic**----Beneficial bacteria; helpful

**Disinfect**----Destroy most pathogenic and nonpathogenic bacteria

**Antiseptic**----Chemical substance used to control bacteria growth

Physical Agent---- nonchemical method used for sterilization

**Example: boiling water**

Formaldehyde----Chemical used to kill bacteria

**Quaternary Ammonium Compound- (QUATS)**--Chemical used to disinfect

Boric acid----Antiseptic; eye wash

**Phenol**----Disinfectant used to cleanse and sanitize (may damage, discolor or soften rubber)

**Tincture of Iodine**----Antiseptic used on small wounds or cuts

## INFORMATION SHEET

### II. **Colors and application of the safety color code**

(NOTE: The American Standards Association has established a safety color code for making physical hazards and for identifying certain equipment.)

#### A. **Federal safety red**

1. **Fire protection** equipment and its location
2. Portable containers of flammable liquids
3. Emergency stop bars, stop buttons, and emergency electrical stop switches on machinery.

#### B. **Federal safety yellow**

1. Caution and for marking physical hazards
2. Waste containers for explosive or combustible materials
3. Caution against starting, using, or moving equipment while under repair
4. Starting point or power source of machinery

#### C. **Federal safety orange**

1. Dangerous parts of equipment
2. Safety starter buttons and parts of equipment that may cause electrical shock
3. Exposed parts(edges only) of pulleys, gears, rollers, cutting devices, and power jaws

#### D. **Federal safety purple----Radiation hazards**

#### E. **Federal safety green**

1. Nameplates and noncritical parts of equipment- Street Signs
2. Location of first aid equipment

(NOTE: This applies to equipment other than fire-fighting equipment.)

#### F. **Federal safety black and white (used individually or in combination)**

1. Traffic flow
2. Housekeeping purposes
3. Storage areas

## INFORMATION SHEET

### III. **Personal safety rules**

- A. Conduct yourself in a manner conducive to safe shop practices
- B. Sterilize all implement after use on a patron
- C. Wash hands before and after each patron
- D. Practice personal hygiene

#### E. Learn to recognize diseases and disorders that may be contagious

(NOTE: Animal parasites such as head and body lice should be recognized to prevent their spread.)

- F. Use clean towels and neck strips on each patron
- G. Practice all electrical safety rules

### IV. **Sanitation and sterilization rules**

- A. Sanitize metal and glass implements using **70% alcohol**  
(NOTE: Implements such as **scissors and the glass rake** used with high frequency current should be cleansed with cotton saturated in 70% alcohol.)
- B. Sanitize all implements after use on each patron**
- C. Disinfect floors, sinks, and toilet bowls with an effective disinfectant  
**Example:** Lysol or pine-needle oil will sanitize floors, sinks, and toilet bowls
- D. Place all sterilized implements in a dry sanitizer containing a fumigant until ready for use  
(NOTE: Some states may not use fumigants.)
- E. Avoid working on a patron having a contagious disease
- F. Mix the disinfectant solution according to immersion time prescribed for implements  
Example: 25% solution—combs and brushes may be sanitized after ten minutes; **10% solution—implements must be immersed for twenty minutes**; 5% solution is used for minor cuts or abrasions or to sanitize shampoo bowls
- G. Keep all chemical containers clearly labeled
- H. Avoid smelling a chemical when unlabeled  
**(CAUTION: Chemical fumes may be harmful to eyes and nose.)**
- I. Keep a complete first aid kit in the shop
- J. Read product label to determine if product is toxic  
(NOTE: **USP** on a label means that the product meets the standards of the United States Pharmacopoeia; **NF** means that the product meets the standards of the National Formulary.)
- K. Keep chemicals away from the eyes
- L. Place soiled towels in a covered container
- M. Use disposable drinking cups
- N. Try to avoid allowing animals in salon

## V. **Methods of sterilization**

- A. Physical
  - 1. Moist heat  
Examples: Boiling water (100 degrees Celsius or 212 degrees Fahrenheit); steaming
  - 2. Dry heat  
Examples: Baking
  - 3. Ultra-violet rays
- B. Chemical
  - 1. Antiseptics
    - a. **Tincture of iodine**  
(NOTE: Tincture of iodine is used for small wounds or cuts.)
    - b. Merthiolate  
(NOTE: Merthiolate is used for small wounds or cuts.)
    - c. Boric acid -(NOTE: Boric acid is used as an eye wash.)
    - d. Alcohol- (NOTE: Alcohol is used to sanitize metal and glass implements such as scissors, razors, and electrodes.)**
    - e. Hydrogen peroxide (3% solution) - used for small wounds and cuts.)

2. Disinfectants
  - a. Quaternary ammonium compound (quats)
  - b. Formaldehyde (37-40%)
  - c. 70% alcohol
  - d. Cresol - NOTE: Cresol is the technical term for Lysol.)
  - e. Phenol

VI. Two types of bacteria

- A. Pathogenic—Disease producing, harmful bacteria which cause infection  
 Example : Av virus is an infection pathogenic particle that causes such disease as polio, chicken pox, measles, and the common cold
- B. Nonpathogenic—Harmless, a beneficial bacterium which decomposes dead vegetation and may be beneficial (NOTE: Some fungi live off of the living matter and are harmful.)

VII. Pathogenic bacteria and the diseases they cause

- A. Cocci (round shaped )
  1. Streptococci—Blood poisoning, sore throat, scarlet fever & rheumatic fever
  2. Staphylococci(local)Boils, abscesses, carbuncles, pustules, food/blood poisoning
  3. Diplococcic—Measles, influenza, and pneumonia
- B. Bacilli (rod shaped) - Tetanus (lockjaw), typhoid fever, dysentery, and tuberculosis
- C. Spirilla (corkscrew shaped)—Syphilis

VIII. General shop safety rules

- A. Clean water, hair, or any spilled liquid off the floor immediately
- B. Avoid touching two metal appliances at the same time (NOTE: If equipment is properly grounded, an electrical shock should not occur.)
- C. Avoid leaving patron alone when connected to an electrical device
- D. Do not operate any appliance until you have been properly instructed in its use
- E. Read manufacturer's directions carefully before using any appliances
- F. Place appliance cords out of traffic lanes
- G. Leave safety guard on razor at all times
- H. Report all accidents to the instructor, regardless of the nature or severity
- I. Avoid running in shop area
- J. Keep floor are free or litter at all times
- K. Handle sharp implements, such as scissors, with care (NOTE: Avoid dropping scissors to prevent springing them or dulling the points.)
- L. Avoid all horseplay in the shop
- M. Disconnect appliances immediately after use
- N. Replace all equipment in its proper place before leaving the shop

IX. Components of the fire triangle (Transparency 1)

- A. Fuel
- B. Heat

C. Oxygen

A. Soda acid- Used on Class A fires only

B. Carbon Dioxide – Used on Class B, C fires

C. Dry chemical- Used on class B, C, and some D fires

(NOTE: On Class D fires, dry sand is as effective as any dry chemical other than purple X.

The cost of purple X chemical places it out of range for most salons.)

D. Foam- Used on Class A and B fires

## Graduate Follow Up Survey

*We would appreciate your help in our constant effort to keep improving Barber and Beauty Academy of Pennsylvania and our system of instruction. Please answer the following questions with your own opinion.*

Student Name: \_\_\_\_\_

Program: \_\_\_\_\_

Date Enrolled: \_\_\_\_\_ Date Graduated: \_\_\_\_\_

Did you enjoy your training at Barber and Beauty Academy of Pennsylvania?

\_\_\_\_\_

What did you feel most benefited you while enrolled? \_\_\_\_\_

\_\_\_\_\_

Were the techniques taught understandable? \_\_\_\_\_

\_\_\_\_\_

What was your reason for enrolling in Barber and Beauty Academy of Pennsylvania?

\_\_\_\_\_

How did you feel about the instructor(s) & their teaching methods? \_\_\_\_\_

\_\_\_\_\_

Did you enjoy the academy's atmosphere & fellow classmates? \_\_\_\_\_

\_\_\_\_\_

How did you find out about the academy? \_\_\_\_\_

\_\_\_\_\_

Please give an overall opinion of our academy including any suggestions that you feel we could improve on.

\_\_\_\_\_



**Graduate /Exit Interview- Hand in Date \_\_\_\_\_ Student's Name \_\_\_\_\_**

**ALL of these tasks must be completed 7 days BEFORE your last day of attendance in order to process and send off transcripts for State Exam in a timely manner. Processing Time can take up to 4 weeks.**

**Mandatory Graduation Assignments -----PLEASE TURN INTOGETHER** Completed Teacher Initials

- Notary Fee-\$5.00 cash (for transcript) \_\_\_\_\_
- Homework Assignments, All Tasks & Test Completed \_\_\_\_\_

**Graduation Exit Interview Checklist**

- **FSA Exit Counseling-go to studentloans.gov & complete "exit counseling** \_\_\_\_\_
- Graduation Reminder Date \_\_\_\_\_
- Mock Practical Final Exam Date \_\_\_\_\_
- Written Final Exam Date \_\_\_\_\_
- State Board application registration completed on **PALS.pa.gov** \_\_\_\_\_
- All Fees Paid in Full \_\_\_\_\_
- Locker Cleaned (clean 1 day before graduating) \_\_\_\_\_
- Station Cleaned (clean 1 day before graduating) \_\_\_\_\_
- Notification of Lender in Reference to payment schedule \_\_\_\_\_
- Given pamphlet on -STEPS ON LOAN PAYMENT \_\_\_\_\_
- Action that will be taken if default occurs \_\_\_\_\_
- Official Transcript of Hours Provided (sent via email post graduation) \_\_\_\_\_
- Final SAP \_\_\_\_\_
- **Completed ALL forms in this Exit Check List** \_\_\_\_\_

I \_\_\_\_\_ acknowledge that all of the information listed above has been discussed with me upon completion of my program. I thoroughly understand about my payment schedule and that Divine Crown Barber & Beauty will contact all necessary personnel involved with my loan.

\_\_\_\_\_ Date \_\_\_\_\_ Students Signature  
 \_\_\_\_\_ Date \_\_\_\_\_ Supervisors  
 Completed Signature \_\_\_\_\_ Date \_\_\_\_\_

# IMPORTANT STUDENT INFORMATION

## IMPORTANT CONTACTS



### **Barber and Beauty Academy of Pennsylvania**

3605 N. Progress Avenue

Suite 102

Harrisburg PA 17110

717-234-8463

Office Hours : Monday -Wednesday 8:45 am- 4:30pm

Thursday : 9am- 12pm

[info@barberandbeautyacademyofpa.com](mailto:info@barberandbeautyacademyofpa.com)

[admissions@barberandbeautyacademyofpa.com](mailto:admissions@barberandbeautyacademyofpa.com)

[FinancialAid@barberandbeautyacademyofpa.com](mailto:FinancialAid@barberandbeautyacademyofpa.com)

[Bookkeeper@barberandbeautyacademyofpa.com](mailto:Bookkeeper@barberandbeautyacademyofpa.com)

[aynyess@barberandbeautyacademyofpa.com](mailto:aynyess@barberandbeautyacademyofpa.com)



Please see your instructors for their work emails

### **State Board of Cosmetology and Barbering**

2601 N 3<sup>rd</sup> Street

Harrisburg PA 17110

717-783-7130

Office Hours : Monday – Friday 8:30- 4 pm

[Home \(pa.gov\)](http://www.dos.pa.gov)

<https://www.dos.pa.gov/>



### **PEARSON VUE C/O DASHER**

**AUTHORIZED  
TEST CENTER**

4000 Crums Mill Road #202

Harrisburg PA 17112

610-617-9300

<https://home.pearsonvue.com/>

## **STEPS TO REGISTER FOR TESTING :**

- ✓ Go to [www.pals.pa.gov](http://www.pals.pa.gov)
- ✓ On the left hand side of the webpage, under “YOUR ACCOUNT” Select “REGISTER FOR NEW ACCOUNT”
- ✓ Follow instructions, complete required fill in personal questions
- ✓ Create Username and Password ( we suggest you write this down or save it in your phone) Complete, Check Email for verification, it will redirect you back to the log in, and then proceed to log in. Give the site time to load

## **STEPS TO APPLY FOR TESTING :**

- ✓ Log into account on PALS website. Scroll down to “New Professional License Application” and select “Apply for New License”
- ✓ Select Board/ Commission (Note: everyone should select Board of Cosmetology, unless you are a Barber Student ,then you would select the Board of Barbering.
- ✓ Follow Prompt Questions
- ✓ Select License Category
- ✓ Select Individual Licence
- ✓ Once Application Opens, Scroll Past generated imported information. Answer the Following Questions : Select YES to receive a Temporary License, Enter your Start Date of Schooling, Enter your Last Day of Attendance
- ✓ Answer all questions
- ✓ Enter our School Code :

CS001632 – (cosmetology, estheticians, nail techs, natural hair braiders, cosmetology teacher, limited license teacher application)

BS000113 (Barbers, Barber Instructor)

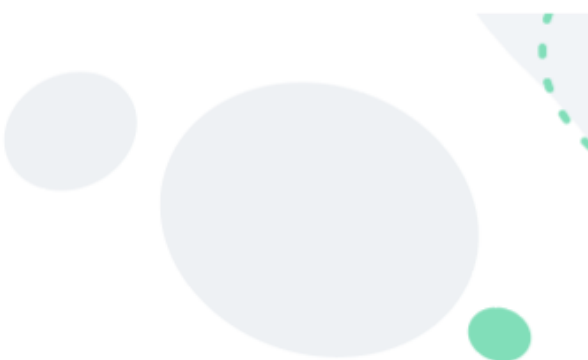
## WHAT TO COMPLETE & UPLOAD

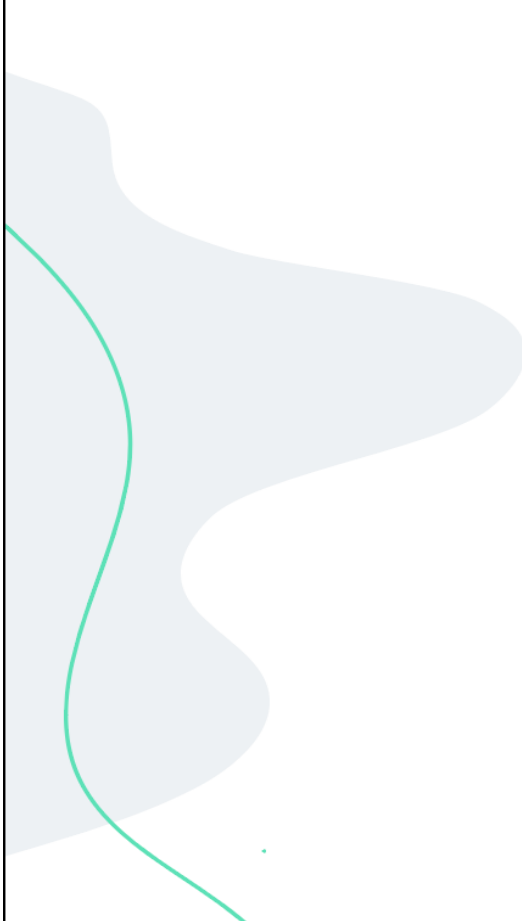
**Scroll down on the DASHBOARD to ACTIVITIES and Expand it open to see what items are missing, pending or under review or have discrepancies**

- Complete Application / cost = \$47
- Click Green Arrow and Download “*Final Testing Affidavit*” Email it to [Admissions@barberandbeautyacademyofpa.com](mailto:Admissions@barberandbeautyacademyofpa.com) include your first and last name and program and Student I.D # This will need to be notarized and will cost \$5 must be paid in cash
- Upload the Following Items :
  - Head and Shoulder Picture of Yourself under Photo
  - Highschool Diploma / Transcripts or something applicable (expand the Education Verification Section for more detail)
  - Drivers License or State Issued I.D under the Valid Identification Section
  - Notarized Affidavit
  - Barber and Beauty Academy of Pennsylvania Transcripts

## WHAT TO PAY

- ✓ \$93 (FOR ALL COSMETOLOGIST, ESTHETICIANS, NAIL TECHS, NATURAL HAIR BRAIDERS) MAKE SURE TO INCLUDE YOUR FIRST AND LAST NAME AND APPLICATION REFERENCE NUMBER
- ✓ See testing fees for accuracy
- ✓ Examination fees will be collected from the applicant directly by the testing vendor during the examination registration process.

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  - **ABOUT COURSEKEY:**
  - **STUDENT INFORMATION SHEET**
  - **FOR**
  - **BARBER AND BEAUTY ACADEMY**
  - Updated: February 2022
  - When it comes to attendance, compliance with Accreditation, Boards, State, and Federal Departments of Education is NOT optional.



## - WELCOME TO THE COURSEKEY STUDENT APPLICATION!

In order to help prepare students for careers in the workforce, Barber and Beauty Academy wants to ensure that both instructors and students maintain a good training schedule. Tardiness, absences and any other interruptions in training will have a significant impact on student achievement and success.

- Barber and Beauty Academy has implemented CourseKey attendance to allow students to check in/out of instruction using the latest in attendance tracking technology. Your instructor will display a QR Code and you will use your mobile device to check in and out. There will be a geo fence placed around the campus and once you are within the geo fence, the QR Code is picked up by a mobile device's camera to allow students to check in for class. These tips will help ensure that you are able to check in successfully! To get started, please complete the following steps:

- Step 2a. Allow the CourseKey app to access your device's camera when prompted.
- Step 2b. Make sure you select auto app updates. CourseKey periodically releases updates to its app to add new features or fix bug issues. Always have the most up-to-date app version on your device.
- Step 3. Log in to the CourseKey app.
- Your Username: Enter the email used when you enrolled at Barber and Beauty Academy.
- Your Password: Enter the temporary password: Welcome123

## - CONFIRMING YOUR SCHEDULE

Step 1. Download the CourseKey Student app.



*For Android: Search for "CourseKey Student" in the Google Play Store. Click "Get."*

*For iPhone: Search for "CourseKey Student" in the App Store. Click "Install."*

OR



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## - HOW TO CHECK IN AND OUT OF A SESSION

- Step 1. Each time you meet with your instructor, you must check in and check out or you will not receive credit for your hours.
- The CourseKey service is using QR Code + GPS technology to verify you are checked in.
- Step 1. Open the CourseKey app.
- Step 2. Select the Course that you want to check into.
- Step 3. Click on the Check In button on the attendance tile.
- Step 4. Make sure you are on campus and within the geo fence.
- Step 5. Make sure your phone's camera sees the QR Code on the screen. Step 6. Confirm that you have been checked in. A "You're checked in!" tag at the top of the attendance tile and will indicate that you have been checked in.
- To check out – simply repeat the process. Make sure that the status is indicating your status as "You're not checked in!" before you leave. NOTE: If you forget to check out, you will not receive time. Please contact your instructor immediately.

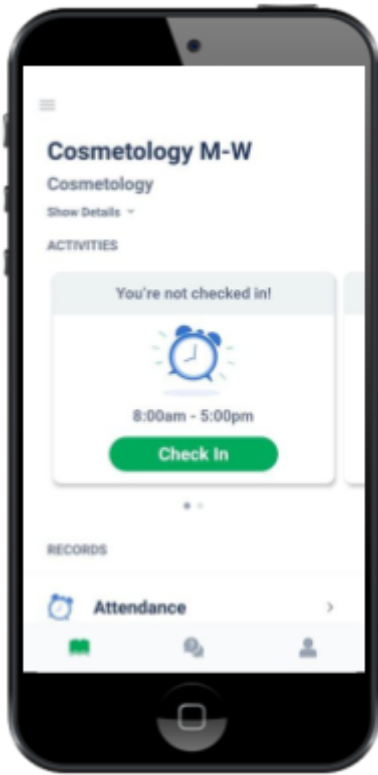
## - POLICY QUESTIONS

- What do I do if I need to leave early?  
Inform the instructor so they can display the QR Code and clock out (time may not be made up).
- What if my phone is dead?  
Each student will be required to make sure their phones or devices are fully charged. If you need assistance with checking in or out, please alert your instructor.
- What if I forgot to check out?  
Inform your instructor immediately, otherwise you will not receive any time for the session.
- What do I do if I need to make up a session that I missed?  
Check with your instructor on make-up hours and any regularly scheduled time that is missed as some missed hours cannot be made up.

## - IMPORTANT TIPS

- Make sure you always have the latest version of the CourseKey Student App downloaded on your device. CourseKey often makes updates to the service such as new features or bug fixes. Having the most current version of the app

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*What do I do if I need to leave early? What if I my phone is dead?  
 What if I forgot to check out? What do I do if I need to make up a session that I missed?*

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- downloaded will resolve most issues. If possible, turn on auto updates so that you will receive the most recent app update when released. You can check the app version at the bottom of your profile page.
- Since you are using your smart device to use the CourseKey Student App, you will also need to make sure you always have the most current version of the operating system installed. The operating system is different than the CourseKey Student App in that it is what allows your smart device to operate smoothly. The smart device manufacturers also periodically release updates to launch new features or fix bug issues, so please make sure you also have the most recent operating system downloaded and installed onto your smart device.

- **I NEED HELP! WHERE DO I GO?**



- If you ever have any issues or need help, the CourseKey team offers the following resources:  
Chat with a live agent between 9am-5pm Pacific Standard Time by selecting Support in the CourseKey
- application and clicking **LIVE CHAT**.  
Reach us by email at [support@coursekey.com](mailto:support@coursekey.com).
- You can also visit our help center any time by opening any web browser and visiting [support.coursekeyeducation.com](http://support.coursekeyeducation.com).
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**WELCOME AGAIN TO  
BARBER AND BEAUTY  
ACADEMY OF  
PENNSYLVANIA**

**YOUR NEW CAREER IS JUST  
WAITING ON YOU**

**3605 N. Progress Avenue**

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**717-234-8463**

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