

**Professional's Choice Hair Design Academy**  
2719 West Jefferson Street  
Joliet, Illinois 60435

## **RULES & REGULATIONS**

### **Administrative Staff:**

Professional's Choice is an Illinois Corporation owned and operated by John Thompson and Tony Golobitsh. All decisions regarding operations, policies and practices are made solely by the owners, directors and staff. We reserve the right to make changes to, add or subtract from these regulations as we see fit for the betterment of Professional's Choice.

Every successful school must have guidelines and policies to follow in order to promote a harmonious and professional atmosphere in the school operation. This school is no exception; therefore, we have provided you with the following guidelines to help you get the most out of your education at our school.

These guidelines are necessary ingredients so you can learn in the most professional and efficient manner using the most recent and up-to-date knowledge, equipment and products. The image we portray to the public is one of integrity, professionalism and pride, three things that will grow in each member of our staff and student body.

### **Attendance:**

1. All classes at Professional's Choice are in session Tuesday through Saturday, 9:00 / 5:30. Check your school contract for the times you are enrolled in the program.
2. There will be no students signing in after 1:00 p.m. High school students have until 2:00.
3. To be considered in attendance and receive credit you must be in school at least 3 hours. One of those hours must be a theory class with the exception of Saturday when no theory is offered. Morning theory is 9-10 a.m. and afternoon theory is 1-2 or 4-5 p.m. Your instructor will let you know when your class time is scheduled.
4. If you are here 8 hours (full-time) you can earn two fifteen minutes breaks, one in the morning and one in the afternoon depending on your learning schedule, and one 30 minute lunch. Keep in mind that this is a learning facility so breaks are not mandatory. Missing a break does not mean that this is added to your lunch time. Part-time students can earn one fifteen minute break depending on your learning schedule. Anyone present more than 5 hours will be required to take a lunch at some point in the day. No breaks are given after 11:30 a.m. or 5:00 p.m. After 11:30 lunches begin and after 5:00 sanitation begins so we can go home.

5. Any student arriving after attendance has been taken and theory has begun will not be admitted into class and will be signed in on the next hour. Example: Morning theory class is from 9-10. A student arriving at 9:15 will be signed in at 10:00.
6. Students leaving during assigned school hours will not receive credit for the time that they are away from school. Example: a student enters school at 9:00 leaves at 12:00 and returns at 2:00. She stays from 2:00 till 5:30. The student will earn 3 hours from 9-12 and 3.5 hours from 2-5:30 a total of 6.5 hours for the day.
7. Students returning to school late will be signed in on the next half hour. Example: student returns to school at 1:45, the student will be signed in at 2:00.

### **Uniform Policy:**

Each and every student must report to school looking as professional as possible and ready to work!

This means that your hair must be clean and styled, face clean and make-up applied, hands and nails clean and well manicured, uniform neat & clean. Pants must be black, tops must be solid white or solid black and skirts must be black. All students must wear undergarments and socks or nylons of some kind. This is a health and safety regulation. No sandals are allowed unless the toe is closed. This is also a health and safety regulation. No bandanas or hats are allowed.

If you do not look prepared and ready to work, we reserve the right to with hold signing you in until you get yourself together.

It is suggested if you are unsure of what to wear, ask management before wearing it to school. This will save a lot of frustration for all involved.

Failure to dress properly will result in you being sent home to change!

### **Sanitation:**

All students must participate in sanitation activities assigned. If your sanitation job is not completed when checked by an instructor, you will be asked to complete the job or lose your sanitation 1/2 hour. If leaving early check with your instructor to find out what your job is before leaving. By all of us helping out at the end of the day, the school is clean and ready to greet guests the next day.

## **Clients:**

Every client that comes to Professional's Choice must be treated with fairness and respect! They are our source of practice. Without them you will only have your mannequins to work on which can become very boring if that is all you do for 1500 hours. Any student found to be refusing or switching clients will be signed out immediately, no questions asked. Any student found mistreating a client will be signed out immediately.

We do our best to rotate clients so students receive a fair share of services. There are a few exceptions, however, that may prevent us from following the client list exactly. The clinic floor teacher will assign the clients as they see fit. The clinic area is to be treated as if you were in a salon. Yelling, loudness, improper language etc.. will not be tolerated.

## **Clinic Area:**

Your station on the clinic floor should be set up and ready to go at the start of each new day. You should have the following items on your stations: cape, water bottle, brushes, combs, blow dryer, curling iron, flat iron, shears, razor, thinning shears, and rollers. Any excess materials can be kept in your locker until needed.

## **Lockers:**

Lockers will be assigned to you during your first week of school. Please keep your belongings locked up when not in use.

Keep personal effects such as your purse and money locked in your locker. Professional's Choice is not responsible for misplaced or missing items.

Upon leaving the program, please remove all personal effects from your locker. You will have 10 days to do this in. After the 10 days, Professional's Choice will remove the lock and clear out the items in the locker.

## **Make-up Work & Testing:**

All students must realize that when you graduate from school this means that you have completed all your school tests with at least a 75% or higher and that you have taken and passed your final practical and written exam with at least an 85% or higher. There is no excuse in 1500 hours of not having all your tests completed with passing grades.

## **Termination:**

Grounds for termination by the school are classified as follows: failure to meet satisfactory progress, falling behind in your tuition payments, failure to abide by school rules and regulations. An exit fee will be charged for termination of your contract. See your school contract for more information.

**Miscellaneous:**

Cell phones are not permitted in the school at any time during school hours. If you are caught with your phone it will be taken away until the end of the school day. If you are caught a second time it will become the property of Professional's Choice until you graduate from the program. To save us all grief, we ask that you please leave these items in your car or locker until lunch or break time.