

KACC SCHOOL OF COSMETOLOGY

COURSE DESCRIPTION:

The KACC School of Cosmetology provides the training necessary to become a licensed cosmetologist. While earning hours toward licensure, students have the opportunity to acquire the skills needed in order to perform services on customers in our full-service salon, which is open to the public.



First-year students receive instruction in both theory and practical application in professional development, salon ecology, chemistry, trichology, design decisions, hairstyling, haircutting, chemical texture, hair color and sanitation. Don't worry – you will still be working with clients in our salon too!

Unlike other high school programs, students continue through the summer until mid-July continuing to work within the salon while studying anatomy and physiology, electricity, nail technology and esthetics as they relate to cosmetology, while earning more of those hours toward licensure. Summer session is NOT an option. The curriculum offered in the summer is not offered during the regular Fall-Spring school session. In order to meet standards for licensure, both summer sessions must be attended.

During the second year, students will build upon the knowledge and skills attained in year one and continue both classroom and hands-on experience with customers in our salon, in the areas of shampooing, make-up, facials, hair treatment, hairdressing and hair shaping, hair chemistry, manicuring, pedicuring, sculpture nails, and permanent waving/chemical straightening.

The Cosmetology Program is under the instruction of professional cosmetologists, licensed to teach the Cosmetology program under the rules and regulations established by the Department of Professional Regulation. The program provides for 1500 hours of training which, is the minimum requirement needed in order to take the State Board Exam for licensing. This includes two full school years, Saturday hours, the summer session between junior and senior year, as well as the summer session following high school graduation school.

REQUIRED TOOLS/SUPPLIES:

Students are responsible for purchasing an equipment kit for the first year, second year, and for the summer program. The items provided in the kit are required to progress in the class. Fall Kit fees first and second year, are due on or before the first day of class. Kit fees and tuition for the summer sessions are due no later than the first part of May (Specific Dates are announced in March of each year). These kits meet industry standards and are sold to you at our cost. Payment plans are not offered, however, we accept credit card payments. Summer session is NOT an option. Summer curriculum is required in order for student to qualify to take State Licensure Examination. **Students will not be enrolled nor will they be able to earn hours toward their Cosmetology license until appropriate fees are paid.**

***Kit Fees and Summer School Tuition:**

- Equipment kits for first year, second year and summer programs
 - First-Year - \$230 kit fee
 - First-Year Summer – Tuition \$350, plus Summer Kit fee of \$170
 - Second-Year Kit Fee is \$140.00
 - Second-Year Summer Tuition is \$350 – No Summer Kit Fee



Students who choose to participate in competitions may also need to purchase additional mannequins, supplies, pay for entry fees and travel costs.

*Kit fees and Tuition are subject to change due to product price increases.



School of Cosmetology

Course Title: Cosmetology

State CIP Code: 12.0401

Length of Course: 2 Full School years including Summer School

Opportunity for certification/college credit: Illinois State Cosmetology License

Suggested prior knowledge/skills/courses:

Math, Reading, Science, English, Psychology are helpful

All Theory exams must be passed with a minimum score of 75% and Practical exams must be passed with a minimum score of 85%.

Phase 1

1. Student will complete the following subjects, including all assignments theory, practical labs, and exams
 - A. Orientation
 - B. Professional Development
 - C. Infection Control/Safety
 - D. Chemistry/Chemical Safety
 - E. Scalp and Hair Treatments
 - F. Hair Sculpting I
 - G. Design Decisions
 - H. Hair styling
 - I. Chemical Texturizing

Students in Phase 1 must have 250 hours and pass all practical exams in order to work on clients. These exams are administered on Saturdays.

Phase 2: Summer Session (Required for Licensure)

2. The following classes are only offered during Summer Session to students who have successfully completed Phase 1. Student will complete the following subjects, including all assignments theory, practical labs, and exams.
 - A. Anatomy and Physiology
 - B. Electricity

- C. Skin and Disorders of the skin
- D. Nails and Disorders of the Nails
- E. Manicure and Pedicure
- F. Artificial Nails
- G. Facials and Facial Massage
- H. Facial Make Up
- I. Hair Removal
- J. Long Hair Design

Phase 3 – Advanced Level

- 3. Student will complete the following subjects, including all assignments theory, practical labs, and exams.
 - A. Salon Success
 - B. Men's Haircutting
 - C. Hair Color
 - D. Chemical Texturizing
 - E. Salon Business (job interview training, portfolio development, receptionist training)
 - F. Wigs and Hair Additions

It is possible for a student to attain a passing grade by the high school standards and not maintaining satisfactory progress towards the cosmetology license. Saturday attendance (required for licensure) and lab performance are not calculated in the high school grade.

Kankakee Area Career Center School of Cosmetology provides students with full-service salon experience in our clinic lab setting.

Students must maintain a professional appearance and attitude within the Cosmetology dress code guidelines.

Kankakee Area Career Center
PO BOX 570
Bourbonnais, IL 60914
www.kacc-il.org
815-939-4971



Cosmetology Program

Hours

Monday – Friday

2 hours per day **Additional hours available*

Tuesday and Thursday evenings until 8:30 p.m.

Saturday 8:00am– 4:00pm

7.5 hours are offered on Saturday's

Summer hours: Monday – Friday 8:00am - 4:00pm

8.0 hours per day offered in Summer

**No Tuesday or Thursday Evenings During Summer*

1st year Fall through Spring Semester

Due by August 16, 2017

\$230.00 Kit Fee**

1st Summer

Due May 15, 2018

\$230.00 Kit Fee and**

\$350.00 Summer Tuition

2nd Year Fall through Spring Semester

Due by August 17, 2018

\$140.00 Kit Fee**

2nd Summer

Due by May 15, 2019

\$350.00 Tuition

**** Kit Fees/Tuition are subject to change due to price increases.**

There is a \$6.00 per hour fee for hours not completed by September 1st following senior year.

KACC School of Cosmetology Graduation Requirements

Note!!! The school reserves the right to deny registration for State board exams to any student(s) who does not complete the requirements set down by the State of Illinois for satisfactory progress and completion of the Cosmetology program.

The following requirements must be met before consideration for graduation from KACC School of Cosmetology:

To become eligible for the final practical exam:

1. The student must have attended all review classes.
2. The student must have required equipment packed and labeled.
3. Student must have a live model for certain services.
 - a. NOTE: The model is your choice but must be at least 16 years of age, may be male or female but must have enough hair length and condition to meet test requirements. Choose your model well as an inadequate or uncooperative model could cause you to fail the exam.
4. Students who fail one or more procedures during testing periods will have the opportunity to retake those procedures on a scheduled make-up day. If passing scores cannot be obtained by the end of that school day, the student will be requested to retake the State Board Review classes with the next scheduled group.

To become eligible for the final written exam the student must have:

1. Earned 1500 hours of training
2. Completed all clinic lab requirements
3. Taken and passed all theory exams
4. Taken and passed the practical exam
5. Submitted all class sheets to instructor for filing.
6. All financial commitments owed to KACC of Cosmetology must be met in full.

The student must pass the final practical exam with a minimum score of 85% and pass the final written Exit Exam with a minimum score of 85%. If a student fails to pass, they may not retake the Exit Exam on the *same day*. The re-test must be scheduled for a different day. Students will have up to three (3) chances to achieve a passing score on the written exam. If a passing score is not achieved by the third time the test is given, the instructor administering/coordinating the test will evaluate the student's progress and *may* schedule them for the next review class which will delay registration.

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KACC School of Cosmetology Time Clock Procedure

Thank you for choosing to enroll in KACC School of Cosmetology.

This agreement will cover the recording of time while enrolled in the program. KACC School of Cosmetology uses a computerized system to legally record curriculum hours while a student is enrolled in the Cosmetology program.

Rules for recording time are governed by the Illinois Department of Professional and Financial Regulation. KACC's system utilizes the student's fingerprint to clock in and out so only the student earning hours is able to clock in upon arrival.

Student must remain aware when clocking in and out to be sure their hours are recorded. If the time clock is not working properly, student must report the issue to their instructor in order to receive hours.

A special form will be provided to log hours earned away from school, i.e.: attending a conference, community service events and competitions.

ACCEPTED AND AGREED:

I, _____ understand that I have sole responsibility for clocking in and out of my class period at the appropriate times.

Student's Signature

Date Signed

I, _____ agree that it is my child's responsibility to clock in and out of the class period at the appropriate times. The time clock system will be utilized to record all hours earned in the Cosmetology program. I further agree to encourage my child to comply with the procedures which are in place to govern the timekeeping system.

Parent's Signature

Date Signed

KACC SCHOOL OF COSMETOLOGY

STUDENT DRESS CODE

As a student who has chosen a career in the field of Cosmetology, your professional appearance is critical. From your very first day of training and all through professional career, your poise, professionalism, even your ability to perform technical applications will be judged by your appearance. You only get one chance to make a first impression.

It is proven that correct or proper dress has a psychological impact on the people with whom you meet. Since most Cosmetology students enter this profession because they enjoy making people feel good about the way they look, it is just as important to project yourself as the “professional” who has the ability to do just that. This is an impossible task when you, the professional, do not concern yourself with your own appearance.

The following is an outline of the dress code we expect our students to follow. This dress code will be enforced from 1 through 1500 hours. Since appearance plays such an important part in your profession, your appearance will be evaluated and included in your employability points. First and foremost, students are expected to be concerned with daily habits of good hygiene and good grooming.

Dress code must be followed or the student makes the choice to forfeit hours and employability points.

Students are required to wear KACC logo shirt or white, black, or gray blouse and black or dark gray dress pants. KACC Logo / white or black shirts must be clean and in excellent condition at all times. KACC staff has the right and responsibility to advise a student of any unacceptable dress code appearance. Violation of any dress code requirements will result in dismissal from class and/or forfeiting all hours until such time the student comes into compliance with all dress code requirements.

OTHER DRESS CODE REQUIRMENTS

A. Apron

1. One will be included in your equipment kit.
2. Only KACC issued apron style will be acceptable.

B. SHOES

1. **Only** black dress shoes suitable for professional dress
2. No open toe shoes of any style
3. Shoes are to be rubber sole with low heels.
4. Must be kept clean at all times.
5. Black gym shoes and black or gray boots will be permitted only with a black or white rubber sole. **NO FUR OR ANY OTHER TYPE OF FABRIC BOOTS/SHOES WILL BE ALLOWED.**
6. Laces must be tied and zippers completely zipped at all times.

Note: If you are unsure as to your shoes' acceptability, please check with your instructor.

C. PANTS/ CAPRIS

1. **Only** black or dark gray pants.
2. Must be clean and pressed at all times.
3. No shorts, sweatpants, yoga pants, or jogging pants of any style.
4. Leggings are not considered slacks and therefore are **only** allowed under skirts and dresses, long shirts and sweaters. **MUST NOT BE SHEER OR SEE THROUGH.**

D. DRESS/SKIRTS

1. **ONLY ACCEPTABLE LENGTH IS KNEE LENGTH OR LONGER**
2. Skirts/Dresses may be of a black/dark gray and white pattern or solid black or solid dark gray,
3. **Low-cut dress or tops are not acceptable**
4. Must be cleaned and pressed
5. **Black leggings may be worn with skirts/dresses, otherwise, nylons must be worn when skirts and dresses are worn.**

E. BLOUSES/SHIRTS:

1. A KACC Logo polo may be purchased any color
If KACC polo is not purchased, black, white, or gray **blouse** is required.
2. **No low-cut blouses, and must cover the waistline**
3. **No hoodies, T-shirts, or sweatshirts**
4. **No sleeveless shirts/blouses, tube tops or spaghetti-strap style tops – under arms must be covered.**
5. Only black, white or gray tank tops are permitted if worn under shirts/blouses.
Tank tops may not be worn alone. No logos or lettering.

F. SWEATERS:

1. KACC logo jackets may be worn over the logo shirt for warmth.
2. Long sleeve cardigan sweaters can be worn under apron for additional warmth.
Sweaters must be black, white or gray with no logos or lettering.

G. UNDERCLOTHES:

1. Female students must wear bras (white or nude in color). This does not include T-shirts or camisoles as a substitute.
2. Underwear must be worn by both male and female students.
3. Socks must be worn with slacks. Knee-high hose may be worn if preferred.
4. Only black socks are permitted.

H. HAIR:

1. **Hair is to be clean and neat at all times.**
2. **Hair care is to be done BEFORE entering class.**
3. Long hair should be secured when servicing clients on the clinic floor in order to avoid it from hanging on your clients.

J. NAILS:

1. Nails should be well trimmed and manicured.
2. Artificial nails are acceptable if trimmed to a **“practical length.”**
Any nail color, design, or art is acceptable if professional.

K. JEWELRY AND ACCESSORIES.:

1. Although jewelry can add a definite fashion statement to your dress, for reasons of safety and sanitation, a bare minimum of jewelry should be worn.
2. Very small nose piercings are the **only** piercings acceptable. Other facial piercings are expected to be removed or covered. No septum piercings.
3. Scarfs used as an accessory can be any color but not worn in such a manner which will interfere with client services.



I have read the preceding information and agree to comply fully with the KACC dress code.

Student: _____ Date: _____

Parent: _____ Date: _____

KACC School of Cosmetology Clinic Floor Policies

1. All students are expected to be busy at all times, either with a client, mannequin assignment, or assigned management duties.
2. Students may not refuse any tickets issued by an instructor. If they attempt to refuse any ticket, the student will be requested to clock out. (After 3:00 p.m. on Tuesdays through Fridays, during Saturday Sessions and during Summer Sessions, any student refusing client service will be dismissed for the day causing a loss of hours.)
3. Client services are issued on the basis of student experience and education needs.
4. Requests will be honored when it does not interfere with any student's equal opportunity for education.
5. All appointments must be approved by an instructor.
6. **Every client** must be checked by an instructor prior to leaving the salon. If student fails to have the client reviewed by an instructor, no signature will be given.
7. Services are not performed by the instructor. Instructors are available to assist students and/or demonstrate a new procedure if the opportunity arises.
8. Students are not allowed in the dispensary unless their instructor specifically assigned them to that area.
9. Students are not allowed at the desk/computer except when specifically assigned to receptionist duties in that area.
10. Computers are not to be used for personal work, i.e.: Invitations, personal letters, etc.
11. **All students will maintain a professional attitude at all times while serving the public and/or while assigned to the salon/clinic area for practical work.** After Any student demonstrating inappropriate behavior will be asked to clock out. On Tuesday and Thursday evenings, Saturdays, and Summer Session, students will be dismissed for the day, also causing a loss of hours.
12. **Students will be in dress code at all times.** (See Dress Code Policy)
13. Students will work on projects and/or clients until the clinic instructor dismisses them for clean-up time ~ **no matter what time other schools are dismissed from class.**
14. Students will return to their station after clean-up time and remain seated until the instructor dismisses the class.
15. Students will not leave the salon/clinic floor or school for any reason without first securing permission from an instructor.
16. Students who fail to clock-out on the KACC Time Clock, for any reason, will forfeit their hours for that day.
17. **As a privilege,** students may receive services (at 20% Discount) on Saturday afternoons, or other times arranged by their instructor for special circumstances or commendation. In order to receive services, students must:

- a. Sign up in advance *with* the permission of their instructor
- b. Student must have their practical assignments/work up-to-date.
- c. All clients have been served.
- d. Fee for services is paid.
- e. Student has a ticket, signed by the instructor, listing the service(s) to be completed.
- f. Student has not earned any disciplinary action during the four (4) weeks prior to the service date.
- g. Student is in attendance the day of the request.
- h. Student has not missed more than 1 Saturday in the prior 9-week period.

This is a privilege offered by the school. If any abuse or disruption interferes with the comfort of our clients, this will no longer be offered to students.

Note: KACC reserves the right to revise these policies at any time.

Disciplinary procedures:

- 1st offence – verbal warning: Asked to clock out and/or sent home
- 2nd offence – Written warning (copy to student file) Asked to clock out and/or sent home.
- 3rd offence – 3-day suspension
- 4th offense – restricted from attending the balance of summer/Saturday program
- 5th Offense – Will be reviewed for expulsion