



STUDENT INFORMATION GUIDE

Barkefellers Grooming Academy

STATE OF INDIANA #AC-0206

8808 South Madison Avenue
Indianapolis, IN 46227

317.881.1888 phone

317.881.1811 fax

www.barkefellers.com



A nonpublic career education school providing technical training for people who want to become professional pet stylists.

TOPICS COVERED



The Pet Grooming Profession

Equipment Proper Use and Care

Clipper & Scissoring Techniques layering, skimming, blending & thinning

Anatomy of Pets

Dog & Cat Handling

safe handling and restraint of domestic animals

American Kennel Club and Rare Breed Recognition

Bathing & Brushing Techniques

Breed Trims

styles of the most popular breeds according to recognized standards

Trims for Mixed Breeds

Medical & Skin Problems

The "Do's and Don'ts" of Proper Nutrition

Time Management

Up-Selling, Specials, Add-Ons, Extras That Make You Stand Out

Customer Relations and Satisfaction

developing people skills

Work Related Injuries and How To Avoid Them

This Institution is regulated by:

State of Indiana Commission on Proprietary Education
302 West Washington Street Room E-201, Indianapolis, IN 46204 • Phone 317.232.1320

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HISTORY



In May of 2009, after many months of research and planning, travelling to consult with top pet care providers across the country and an extensive facility renovation, the Coffey family finally realized their dream with the opening of Barkefellers. The idea developed as a result of their own needs as loving pet owners with demanding schedules and active lifestyles who want only the best for their pets.

Unsatisfied with experiences boarding his own dogs, Rick Coffey turned his entrepreneurial talents toward satisfying the need for a safe, clean and caring environment which offers the services pets (and their owners) need. The results are evident if you spend a few minutes in Barkefellers' lobby and watch the parade of happy dogs (and cats) coming and going for Boarding, Day Care, Training and Grooming.

The Coffey family and Staff at Barkefellers are proud to have earned the trust and appreciation of thousands of pets and their owners. Barkefellers' commitment to our customers and our community includes expanding and improving our facilities as well as adding new programs and services.

Barkefellers Grooming Academy was established in answer to the need for trained pet stylists and the lack of grooming schools in Central Indiana.

Instructor Jeri Caldwell has dedicated her life to both pet grooming and individual student training. In addition to over 30 years of experience in grooming and showing dogs, Jeri was a writer for AKC Gazette magazine for 12 years and has also instructed classes in obedience and conformation. Jeri remains active in showing dogs with 50 Champions to her credit!

PHILOSOPHY

The Academy believes that any person willing to apply himself to the study of pet grooming can benefit from the training offered at the Academy. Pet grooming allows for job security anywhere in the world. For some, the dream of grooming for the show circuit can become a reality after years of perfecting their craft.

DESCRIPTION OF FACILITY



Barkefellers is unlike any other pet care facility. Because our facility was designed – inside and out – for the care and comfort of our canine guests, we can provide both a rich learning environment for our students and a positive grooming experience for the pets.

- Comfortable indoor suites and large individual outside potty areas contribute to the relaxation (and cooperation) of our grooming guests.
- Large Bathing and Grooming Rooms featuring state-of-the-art equipment including; raised stainless steel tubs with HydroSurge system for bathing, multiple cage dryers, extra-large dryers, high velocity dryer, stainless steel enclosures, professional hydraulic grooming tables, and individual grooming stations
- Multimedia conference room for lectures, presentations and testing
- Lockers for storing students' tools & belongings
- Central Vacuum and Cleaning System
- Barkefellers guests include a wide variety of sizes, shapes and breeds for hands-on learning

POLICY STATEMENT

The Academy does not discriminate regarding race, color, creed and/or religion. The training offered by the Academy does require physical ability. While we will not turn away someone handicapped, we will discourage enrollment if their limitations would keep them from completing the program and achieving a suitable career as a pet groomer.

Because students will work with pets, we require that each student should have an up-to-date tetanus shot. Tetanus shots are usually valid for a 10 year period. While safety is our primary concern, we cannot guarantee the predictability of every pet a student will work with. A Tetanus shot is the best way to prevent any potential reaction to an animal bite. We advocate safety as our top priority and do our best to ensure that each student has a safe and rewarding educational experience.

DEFINITION OF A CLOCK HOUR

1 Clock hour = 50 minutes

PET GROOMING CRAFT



PET STYLIST

Total Program Hours: 144 Hours

PREREQUISITE:

None

OBJECTIVE:

Barkefellers Grooming Academy is committed to teaching the highest level of quality grooming skills to students wishing to pursue a career as a pet stylist. Our main objective within our 144 hour pet grooming program is to help students learn all the essential elements to become a finished groomer and quickly begin a paid career working within a grooming shop or grooming facility environment.

Students will also receive assistance in training for a career such as mobile grooming, working independently through a vet, or opening a grooming shop. We encourage a graduate to work in a grooming shop that has seasoned groomers at least in the beginning. This will allow for hands-on experience while being paid, yet with back-up of other seasoned groomers.

COURSES:

PS101 Initial Bathing/Brushing Techniques

PS102 Grooming Lab

PS103 Book and Video Training

PS104 Pet Psychology

PS105 Dog Grooming Biology

TOTAL CLOCK HOURS: 144 Hours

While grooming of both dogs and cats are part of our curriculum, grooming of cats is optional. We maintain strict guidelines for the handling of pets. We have a ZERO tolerance for animal abuse. Any student caught abusing an animal, defined as inflicting unnecessary pain, or sustained injury to an animal, will be considered for immediate expulsion with no refund of tuition paid.

PROGRAM CURRICULUM



PET STYLIST PROGRAM

PS 101: INITIAL BATHING/BRUSHING TECHNIQUES – 25 Hours

Practice in roughing and preliminary preparation before bathing. Introduction to proper bathing and drying, expressing anal glands and correct application of flea medications. Roughing of dogs will include shaving of pads and sanitary area, clipping nails, use of styptic powder, cleaning ears and use of ear powder and forceps. Students will learn correct brushing techniques to avoid brush burns. Proper de-matting of animals will be practiced to minimize or eliminate any pain to the animal during this process. Students will recognize different ways of drying dogs; fluff drying, blow drying, etc.

PS 102: GROOMING LAB

General labs will be spread out throughout the student's entire hours. Initial lab will cover grooming a model dog in at least two patterns to teach scissoring. Then patterns on the Cocker Spaniel, Terriers, Poodles, Bichon Frise, Lhasa Apso, Shih Tzu and other popular breeds. Demonstrations will occur in relation to type of pet available. Guard usage will be introduced. Correct blending and thinning techniques will be shown.

Demonstration on creative grooming with mixed breeds. Scissoring skills will be perfected as well as comprehensive review of all breed groups. Phase 2 will reinforce proper roughing, brushing and de-matting. Students will learn to strip matted dog, and understand what blades to use when stripping to avoid injury to the animal. During this time, students will begin and perfect scissoring techniques. The initial level of scissoring will correspond to hours of ability of each student.

PS 103: BOOK AND VIDEO TRAINING

Students will watch and study video tapes on grooming of different breeds as well as study written classroom work including study of Notes from the Grooming Table.

PS 104: PET PSYCHOLOGY

Students will learn how to create a safe environment and positive relationship between themselves as a groomer and the animal they are grooming. Student will learn how to recognize a potentially dangerous animal and when a muzzle is required. Students will learn proper technique to muzzle a dog or cat. Students will also learn the proper use and handling of grooming equipment.

PS 105: DOG GROOMING BIOLOGY

A general health overview will be taught such as allergies and ear problems or infections. Recognizing skin and coat issues will be covered.



PROGRAM TUITION

PET STYLIST PROGRAM

Registration Fee:	\$100.00
Pet Stylist Student Tool Kit:	\$1,300.00
Tuition Cost:	\$4,000.00
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TOTAL PROGRAM COST:	\$5,400.00

Registration Fee reserves your seat in the class.

Minimum down payment of \$400.00 is required.

Please see listing of tools and supplies included in Pet Stylist Student Tool Kit.

All prices for programs are as printed herein. There are no additional costs or supplies necessary for program completion. Each student is responsible for his/her personal tools and supplies. Tools and supplies are not to be borrowed from another student or the Academy unless approval from instructor has been given.

Pet Stylist Student Tool Kit includes:

- High quality, durable smock
- Jacket with Barkefellers Grooming Academy info
- Wahl Switchblade clipper
- Geib Buttercut Blades: 2-#10F, 2-#7F, #5F, #4, #30, #15 and #5 skip tooth blade
- De-matting rake
- Mat breaker
- Undercoat rake
- Furminator
- Fine/coarse comb
- Small flea comb
- Poodle comb
- Slicker brush
- Pin brush
- Curry comb
- Ear cleaner
- Ear powder and hemostat
- Styptic powder
- Geib Gator straight shears 8 ½"
- Wolff thinning shears
- Kenchii curved shears
- Nail clippers
- Electric nail grinder
- Clipper blade case
- Cool-Care Plus spray
- Clipper blade rinse
- Notes From The Grooming Table
- Model grooming dog
- Tool carry case

EQUIPMENT COST: \$1,300.00

Barkefellers Grooming Academy may make substitutions or additions as necessary. Alternative equipment may be arranged on a per case basis.

ADMISSION REQUIREMENTS



The applicant is interviewed by the Instructor to discuss the program requirements, curriculum content and the student's reason for application to the Academy. A tour of the facility will be given. The student must demonstrate their ability to read and comprehend. Foreign students or those unable to read English will be allowed an interpreter to translate. This is not provided by the Academy. Tuition and payment requirements are also discussed at that time.

The majority of all material can be learned via hands-on experience. However, physical ability is critical. For a student to successfully continue a career as a pet groomer, the student must have the ability to work with both hands and be able to stand up. Therefore, certain types of handicapped individuals will be discouraged from taking the program if we believe that their success is not possible.

CLASS STARTING & ENDING DATES

Academy classes will begin in the spring on the first Monday of April and fall classes on the first Tuesday of September. Regular class days are Monday, Tuesday and Thursday. Classes start promptly at 6:00 p.m. and will go to approximately 9:30 p.m.

HOLIDAYS

This Academy follows holiday patterns similar to most Colleges and Universities. Modifications may be declared at the discretion of the Instructor. The following are the established holidays:

Memorial Day, 4th of July, Labor Day, Thanksgiving, Christmas, New Year's Day

All sessions will not have class during these scheduled holidays unless special arrangements have been made.

GRADUATION REQUIREMENTS

A Certificate Of Completion for each program is presented to the student who has:

1. Successfully passed all required testing in the pet grooming curriculum
2. Attended all class hours
3. Fulfilled all monetary obligations to the Academy*

*No certificates or endorsements will be issued without payment in full of any money due Barkefellers unless student is enrolled in extended financing program.

PERSONAL INJURY WAIVER



By virtue of reading this Information Guide, as well as signing and submitting the application for admission, students attest their awareness that an occasional bite or scratch inflicted by a pet is viewed as a "normal occupational hazard" throughout the grooming trade. Further, that Barkefellers Grooming Academy – should such an injury occur – shall be limited to providing on-premises first aid, or in more serious cases, to provide at no cost to the injured student, competent medical treatment administered by a practicing physician. Neither Barkefellers Grooming Academy and/or the owner(s) thereof – including their heir(s), estate(s), or assign(s) of such, shall be held liable for any animal-related injury beyond the scope of this provision.

All students must furnish written proof of tetanus or "tetanus booster" immunizations received within the prior three (3) year period.

STUDENT SERVICES

Student Records

Student records are permanently retained by the Academy and are available to students upon individual request. Student records will be provided to potential employers only after written request has been made by the Student. Oral endorsement by staff will be provided to any employer seeking information about the student's capabilities.

Student Placement

Students are assisted with placement and furnished with the names and addresses of employment possibilities. Inquiries made to the Academy from potential employers will be kept on file for review by any student requesting such information. The Academy will assist the student with employment to the best of its ability, but cannot guarantee employment. A graduating student receives a certificate of endorsement to present to a potential employer as proof of competency in pet grooming.



RULES & REGULATIONS

1. Attendance/Class Cuts

After three unexcused absences, the student is counseled by the Instructor and placed on probation. Should the student reach five unexcused absences, a hearing by the Instructor and Owner will be held. Both can choose to expel the student with no refund if proof is not furnished by the student which satisfies the excessive absences. Documentation of absence (doctor's note, auto repair bill, etc) is required to excuse an absence unless special arrangements have been made with the Academy Administrator.

2. Tardiness

A student arriving after attendance has been taken is considered late and will be marked absent unless the Instructor considers the reason for tardiness is legitimate.

3. Conduct

Students are expected to conduct themselves in a professional manner at all times. Possession of non-prescription drugs, alcoholic beverages, and disrespectful behavior is considered unsatisfactory conduct and may be grounds for dismissal. A student who conducts himself in a manner detrimental to the Academy, staff or other students will be terminated. Theft of property from the Academy or other students is grounds for immediate dismissal. Academy reserves the right to request a student to show the content of their carrier or bag as part of a random search for items that have come up missing.

4. Make-Up Work

Students who have been absent for any reason are required to make up any missed classes before proceeding to the next program of study.

5. Probation

Probation periods will last for 30 days from the start of probation. Further infractions will result in a hearing to determine if the student will be allowed to continue at the Academy.

6. Certification

A student who fails the course may be allowed additional classes, maximum 25 hours at no charge **per agreement** of Owner and Instructor. If the student fails to achieve completion the second time, he/she is counseled by the Instructor as to the advisability of continuing and that if he/she decides to continue, a Certificate of Completion may not be awarded. Beyond additional bonus hours, a student may elect to continue with additional hours at a rate of \$25 per credit hour. This non-refundable fee will not guarantee the student's ability to complete the program.



7. Leave of Absence

A student may be granted a leave of absence for a reasonable amount of time as determined by the Instructor. A request for a leave of absence must be in writing and the date of expected return must be specified. The student must re-enter within the specified time or notify the Academy; otherwise the student's contract could be terminated. Additional review hours may be necessary upon return.

8. Re-Entry

A student who has cancelled or been terminated and desires to re-enter the program of study must notify the Academy and follow the required admission procedures. A student that was terminated for any reason must have an interview with the Instructor and Owner and show cause why he/she should be re-instated. The decision of the Instructor and Owner is final.

9. Grievance & Disciplinary Policies

In the event that a student has a grievance with the Academy in regards to any aspect of the program that they are in, the student may work with the Instructor in order to resolve the matter to the satisfaction of both parties. If a student grievance is unable to be resolved by both parties, then a student may appeal to the Owner of Barkefellers Grooming Academy.

10. Standard of Satisfactory Academic Progress

- a) **Probationary period:** If a student has demonstrated a strong desire to achieve success as a pet stylist, they will not be terminated for failure to acquire skills as evident from the testing or class work. The student may be granted additional hours, *with approval* of Instructor and Owner, at no charge, in order to ensure a full grasp of the material taught. The number of hours will be determined by the Instructor and Owner and no more than 25 credit hours will be extended at no charge. This will be considered on a per case basis.
- b) **Conditions for interruption due to unsatisfactory grades or progress:** If the student fails, the Instructor will demonstrate the correct procedure and give the student an opportunity to improve on another dog or cat at a later class.
- c) **Conditions of Re-Entry:** If it is determined that a student with unsatisfactory progress will not improve even with the additional bonus hours, the student may, at the discretion of the Instructor and Owner, be terminated. If it is determined that a student is unable to improve and will not be able to fulfill the requirements to become a pet stylist, re-entry into the program will not be an option.

REFUND POLICY



1. Cancellation must be made in person or by certified mail.
2. Grooming equipment purchased by student is non-refundable. Student is required to make payment in full for any grooming equipment acquired should a balance still remain outstanding.
3. All monies will be refunded if the applicant is not accepted by the Academy or if the student cancels within three (3) business days after signing the enrollment agreement. The Student Grooming Tool Kit is regarded as a retail purchase. Once opened, it is no longer considered new equipment and is not eligible for refund within the three (3) business days. Cancellation after the third (3rd) Business Day, but before the first class, will result in a refund of all monies paid, with the exception of the Application Fee and Student Grooming Tool Kit.
4. Cancellation after attendance has begun, but prior to 40% completion of the program, will result in a pro-rated refund of tuition computed on the number of hours completed to the total program hours less a one- time \$100 Application Fee and exclusion of any interest paid where applicable.
5. Cancellation after completing 40% of the scheduled program hours will result in no refund.
6. Termination Date. The termination date for refund computation purposes is the last date of actual attendance by the student unless earlier written notice is received. Student must give written notice of intent to cease the program within one (1) week of last class attended.
7. Refunds will be made within thirty (30) days of termination or receipt of Cancellation Notice.
8. For calculation of potential refunds due, each class hour is equivalent to \$25.00.
9. A student can be dismissed, at the discretion of the Instructor or Owner, for insufficient progress, non-payment of costs, or failure to comply with rules.
10. Should a student on a payment schedule discontinue the grooming program, regardless of reason, student is responsible for any payments due or past due at the time of the last class attended. No refund of interest paid for financing provided by Barkefellers Grooming Academy, or its subsidiaries will be given. A one-time \$100 Application Fee will also be applied to any balance owed or due.
11. Should a student not pay any required installment on time as per this agreement, the student will be considered in default. Barkefellers Grooming Academy may demand the unpaid balance, earned finance charge, plus any attorney fees, collection fees, court fees and interest as allowed by law.



BARKEFELLERS GROOMING ACADEMY FINANCING INFORMATION

Barkefellers is excited to be able to offer guaranteed financing to students regardless of credit history through **JenaMae**.



PHONE 866.988.8234
FAX 800.691.6089
WEBSITE www.jenamae.com

REQUIREMENTS:

1. Down Payment (minimum \$400)
2. Checking Account (to debit payments automatically)
3. Co-Signer
4. References (at least 2)

WAYS TO APPLY:

1. At Barkefellers
2. Online
3. By phone



Barkefellers Grooming Academy
STATE OF INDIANA #AC-0206
8808 South Madison Avenue Indianapolis, IN 46227

APPLICATION FOR ADMISSION

LAST NAME _____ FIRST NAME _____

MIDDLE NAME _____ MAIDEN NAME _____

ADDRESS _____

CITY _____ ST _____ ZIP CODE _____

HOME PHONE _____ CELL PHONE _____

WORK PHONE _____ EMAIL _____

DATE OF BIRTH _____ SSN _____

EMERGENCY PHONE _____ NAME & RELATIONSHIP _____

Have you graduated from High School or received GED? YES / NO

If Yes, please list School Name, City/State and Graduation Date:

List Work Experience, Most Recent First (may attach resume instead)

Please List: Employer Name, City/State, Starting Date, Ending Date & Type of Work

Have you had any previous grooming experiences? YES / NO

If Yes, please describe where and when: _____

Do you have any other experience with animals? YES / NO

If Yes, please describe where and when: _____

(Continue on Reverse)

Why do you wish to become a "Professional Pet Stylist"?

What do you plan to do with your skill after graduation?

Do you have any physical limitations that may limit your ability to groom a dog? YES / NO

If Yes, please explain: _____

How did you learn about Barkefellers Grooming Academy?

If accepted to Barkefellers Grooming Academy, I agree to abide by the Rules and Regulations as defined in the current Student Information Guide. I will pay tuition, fees and other charges as stated in the current Student Information Guide of Barkefellers Grooming Academy, a copy of which I have received, read and thoroughly understand. I further understand that proof of age (birth certificate or drivers license) and evidence of social security card will be required if I am accepted for admission.

APPLICANT'S NAME *(please print)*

APPLICANT'S SIGNATURE

APPLICATION DATE

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