

www.winkstudioslashacademy.com | winkstudioslashacademy@yahoo.com



STUDENT HANDBOOK 2018 - 2019

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Arlington, TX 76011
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Licensed By
Texas Department of Licensing and Regulation
920 Colorado Street
Austin, Texas 78701
Tel: (512) 463-6599

Welcome to Wink Studio's Lash Academy,

Ownership, Licensure And History

WINK STUDIOS LASH ACADEMY, LLC is owned by Renalda Price, Stephanie Montgomery, Whittley Price. The telephone number is 817-274-WINK(9465). The school is located at 1601 E Lamar Blvd. Suite 219A Arlington, TX 76011

About Us

For over the last 14 years, we have provided students the education to pursue their dreams. We provide our students the education in EXCELLENCY with tremendous encouragement throughout the programs. At WINK STUDIO'S LASH ACADEMY, our students are our #1 priority. The entire staff at our school is committing to make education the most enjoyable and successive learning experience for our students. Our school specializes in Esthetics, Instructor, Eyelash Extension programs and certifications.

Vision Statement

WINK STUDIO'S LASH ACADEMY will be an international recognized cosmetology school of successful and professional training.

Mission Statement

We are committed to providing students the proper education to obtain employment and succeed in the beauty field.

Values

Politeness – politeness is the prerequisite to learning

Honesty – honesty is the key to success

Description of Courses

Esthetics – 750 Program hours. A person who holds a specialty license and who is authorized to practice the application of facial cosmetics, manipulations, eye tabbing, arches, lash and brow tints, and the temporary removal of hair by the use of depilatory, mechanical tweezers, or wax.

Texas Cosmetology Laws and Rules Book. Sec. 1602.002(1), 1602.257(7)

Eyelash Extension – 320 Program hours. A person holding a specialty license in eyelash extension application may perform only the practice of applying semi-permanent, thread-like extensions composed of single fibers to a person's eyelashes.

Texas Cosmetology Laws and Rules Book. Sec. 1602.002(1), 1602.257(7)

Instructor – 750 Program hours or 500 Hours. An individual authorized by the department to offer instruction in any act or practice of beauty school.

Texas Cosmetology Laws and Rules Book. Sec. 1602.002(1), 1602.255(6)

Curriculum/Programs Offered**ESTHETICIAN CURRICULUM****750 HOURS**

Facial treatment, cleansing, masking, therapy	225 hours
Anatomy physiology, and physiology	90 hours
Electricity, machines, and related equipment	75 hours
Makeup	75 hours
Nutrition	10 hours
Aroma therapy	15 hours
Orientation, rules and laws	50 hours
Chemistry	50 hours
Care of client	50 hours
Sanitation, safety, and first aid	40 hours
Management	35 hours
Superfluous hair removal	25 hours
Color psychology	10 hours

EYELASH EXTENSION. CURRICULUM – 320 HOURS

Orientation, rules and laws	10 hours
First aid and adverse reactions	15 hours
Sanitation and contagious diseases	20 hours
Safety and client protection	10 hours
Eyelash growth cycles and selection	20 hours
Chemistry of products	5 hours
Supplies, materials and related equipment	10 hours
Eyelash extension application	190 hours
Eyelash extension isolation and separation	15 hours
Eye shapes	15 hours
Professional image/salon management	10 hours

INSTRUCTOR CURRICULUM – 750 HOURS

Lesson plans	140 hours
Methods of teaching	180 hours
Classroom management	90 hours
Evaluation techniques	90 hours
State laws and forms	60 hours
Visual aids preparation and use	60 hours
Learning theory	100 hours
Orientation, rules, and laws	30 hours

INSTRUCTOR CURRICULUM 1YR- 500 HOURS

Lesson plans	90 hours
Methods of teaching	120 hours
Classroom management	60 hours
Evaluation techniques	60 hours
State laws and forms	40 hours
Visual aids preparation and use	40 hours
Learning theory	70 hours
Orientation, rules, and laws	20 hours

Attendance

Full-Time students must attend school from a minimum of 25 hours to a maximum of 30 hours.

Part-Time students must attend a minimum of 20 hours and up to 25 hours

Academic Progress Evaluations

Full-time and Part-time Student Academic Progress (i.e. evaluation on theory, practical and clinical works (however, clinical work is graded on a pass/fail basis only and will not be considered as part of the overall GPA) will be evaluated during the same time periods as stated above in the "Attendance Progress Evaluation". Each student is expected to achieve a minimum grade point average of 70%.

Grading System

A = Excellent (91-100)

B = Good (81- 90)

C = Average (70 -80)

F = Failing (Below 70)

W = Withdraw

Probation: Students who meet only one of the evaluation requirements (Attendance or Academic) will be considered to be making satisfactory progress but shall be placed in a probationary status for a maximum of two (2) times for the other courses (funds* will still be disbursed). In order to be taken off of probationary status, a student must achieve a 70% rate of attendance and/or academics. If a student is placed on a second, consecutive probation, the student will be determined as not making satisfactory progress.

Graduation Requirements

Students must meet the following requirements in the applicable program of study to qualify for graduation and be issued a certified Final Transcript of Hours and Diploma:

- (1) Successfully completing all levels of study, required tests and practical assignments
- (2) Passing a final written and practical examination
- (3) Completing the program of study according to regulatory requirements
- (4) Complete all exit paperwork and attended an exit interview
- (5) Complete all required theory hours scheduled for the duration of the program of study regardless of whether all required tests have been taken and passed
- (6) Fulfill all financial obligations owed to the school.

Upon completion of the program of study and all graduation requirements, a Wink Studios Lash Academy diploma for the applicable program of study will be awarded. After all graduation requirements have been met and the scheduled program has ended, the graduate will be eligible to pay the required examination fee and file an application for the state licensing exam. Upon obtaining a valid license, the graduate may engage in his or her chosen field for compensation

Kits And Books

Training kits, and books; are purchased by the student prior to enrollment at WINK STUDIOS LASH ACADEMY.

These items are required for use throughout the program of study. All Lash kits and Esthetics kits are provided at the school for purchase and recommended to be brought to school during the course of study as it is a requirement for meeting program completion, as well as being prepared at all times to provide outstanding customer service to our clients. A Student is required to be prepared each day with their complete student kit. Refusal of a client due to not being prepared or missing kit items will result in being sent home for the day.

The school is not responsible for missing, lost, or stolen personal, kit or trolley items. Students are responsible for their kit and trolley items, and at any time if an item is missing a student has the following options:

Purchase a new or used item from the school if the school has one in stock. The item must be paid for at the time of purchase, no charges or postponement of payment is acceptable. Clock out. The student must obtain a replacement

kit item (same brand or model) as the missing item and obtain instructor approval before clocking in (same day or following days).

Textbooks

The Essential Guide to Lash Extension Technology

Milady's Standard Esthetics Textbook/Workbook

Milady's Standard Master Educator Textbook/Workbook

Dress Code

Students of WINK STUDIOS LASH ACADEMY are professionals in training for a career in the beauty and image industry. The grooming and image habits developed now will impact your career success. It is essential that you practice professionalism at all times. The Administration reserves the right to determine if a student meets dress code requirements and projects a professional image. The Administration will make the final determination. Students who are not in dress code will NOT be allowed to clock in until compliance has been met. The dress code is as follows for all students:

TOP – Solid Black or white Any appliqué, sequins, embellishments, stitching, etc. must be black all layers must black or white or combination (including vests, sweaters, tank-tops and jackets)

BOTTOM- Solid Black Any appliqué, sequins, embellishments, stitching etc. must be black

All students must follow:

Bottom Length – All pants must be below-knee length. Skirts must remain at fingertip length (when bending over must not be exposed)*

No baggy pants with exposed underwear

No shorts

No sleeveless (cutouts in sleeves must still cover armpits)

Armpits, midriff, back and cleavage must be covered

YOGA PANTS/LEGGINGS – must be solid and not able to see through

SHOES – black, closed-toe

NAME TAGS - must be worn at all times while in the building

ACCESSORIES -jewelry, scarves, hats, belts, socks, etc may be any color. This does not include leggings, waistbands, etc. GROOMING – make-up applied and hair styled prior to clocking in

Image is a large part of the industry that we are proud to be a part of. Students are entrusted to exercise good judgment in dressing professionally. As instructors are responsible for teaching professionalism, if a student's choice in dress is inappropriate in the instructor's judgment, the student will be required to clock out and change.

Students may wear on their **Graduation Day** clothing in accordance with general dress code requirements with the exception of color requirements; students may wear open toed shoes and sleeveless tops or dresses on Graduation Day.

If the school policy is not followed and if there is a question about a student's attire and is deemed inappropriate the student may be sent home to change. The Administration reserves the right to make the final decision regarding any article of clothing that is deemed questionable.

Make-Up Policy

If a student is absent for a test or other evaluation, he or she must arrange to make up missed work with the instructor.

Satisfactory Progress Policy

Satisfactory progress in attendance and academic work is a requirement for all students enrolled in this school. *Note: Students receiving funds under any Federal Title IV* financial aid program must maintain satisfactory progress in order to continue eligibility for such funds. (*School is not yet eligible for such funds)*

Maximum Course Completion Time Frame: All courses must be completed within one and one-half times the published course length (143% program maximum) at a 70% cumulative attendance rate. What this means is that in order to maintain funding, a student must complete the course in a reasonable amount of time. **Please note** that just because you are in satisfactory progress, this does not mean you are exempt from over contract fees. You can go over your contract and still be in satisfactory progress for funding eligibility, but you are still responsible for paying over-contract fees.

Attendance Progress Evaluations: Students will be evaluated as follows:

Esthetics and Instructor (750/500 hours): every 2 months (end of February, end of April, end of June, end of August, end of October, end of December)

Eyelash Extension (320 hours): every month

Students must be evaluated at least by the midpoint of the course. Each student must maintain a 70% rate of cumulative attendance.

Academic Progress Evaluations: Full-time and Part-time Student Academic Progress (i.e. evaluation on theory, practical and clinical works (however, clinical work is graded on a pass/fail basis only and will not be considered as part of the overall GPA) will be evaluated during the same time periods as stated above in the "Attendance Progress Evaluation". Each student is expected to achieve a minimum grade point average of 70%.

Grading System

A = Excellent (91-100)

B = Good (81- 90)

C = Average (70 -80)

F = Failing (Below 70)

W = Withdraw

Probation: Students who meet only one of the evaluation requirements (Attendance or Academic) will be considered to be making satisfactory progress but shall be placed in a probationary status for a maximum of two (2) times for the other courses (funds* will still be disbursed). In order to be taken off of probationary status, a student must achieve a 70% rate of attendance and/or academics. If a student is placed on a second, consecutive probation, the student will be determined as not making satisfactory progress.

Mitigated Circumstances (life happens): If it is determined and documented that a student's failure to demonstrate satisfactory progress after end is due to personal illness, death of a family member (immediate relation), emotional trauma, etc., he/she may be place on second probation until satisfactory progress of three months. If at the end of the second probationary period, if the student is still not meeting Satisfactory Progress, the student will be terminated from the program.

Reinstatement: Re-entry means there will be a re-enrollment fee and tuition fees will be adjusted to meet the current tuition rate of the school. If the student is reinstated, the student is still not meeting Satisfactory Progress, and must satisfy violations in Satisfactory Policy that were previously incurred. They must complete the duration of their probationary period upon reinstatement. A student must wait thirty (30) days before re-applying. Re-acceptance will be at the school's discretion.

Appeal Process

Students who fail to achieve minimum requirements may appeal this determination. The student must submit a written appeal to the school director, along with any supporting documentation, reasons why the decision should be reversed and a request for a reevaluation of progress. This appeal must be received within five (5) business days of the negative determination.

An appeal hearing will take place within five (5) days of receipt of the written appeal. This hearing will be attended by the student, parent/guardian (if the student is a dependent minor), the student's instructors, and the school owner. A decision on the student's appeal will be made within three (3) business days and will be communicated to the student in writing. This decision will be final.

Course Incompletes, Repetitions, Non-Credit Remedial Courses

Course incompletes, repetitions and non-credit remedial courses have no effect on progress at this school.

STANDARDS OF CONDUCT

These Standards of Conduct are established for the specific purpose of promoting an enriched learning environment for all students, as well as providing outstanding customer service to WINK STUDIOS LASH ACADEMY clients. Developing efficient work habits, a positive attitude and definite goal orientations during training will enhance your potential for success.

ALL STUDENTS MUST:

1. Attend all classes according to the assigned schedule including theory classes even if all required tests are completed.
2. Arrive for classes on time. If more than 10 minutes late for a theory class, a Student is considered tardy unless determined otherwise by the Director. The Students may not be allowed to clock in, attend class, enter the salon or spa training area, until a scheduled class break or dismissal. Excessive tardiness could result in school suspension, probation, and progressive disciplinary action. In order to receive time for the day, students must clock in before:

Daytime schedule 12:00 pm

Evening schedule 6:00pm

Saturday schedule 12:00 pm

3. Notify a staff member within 10 minutes of scheduled check in time of absenteeism or tardiness so that proper arrangements can be made to service clients that may be scheduled.
4. Follow time clock procedures by clocking in and out to accurately reflect hours in attendance including but not limited to
5. Students must take a 30min lunch break during their scheduled time (not multiple breaks equivalent to 30 min or early departure). Shorter lunch breaks may be approved by instructor.
6. Student must be clocked out when entering the break room or exiting the building for any reason and for any amount of time.
7. Field Trip – clock in and out by signing and accurately recording time on a form in the possession of the instructor.
8. Students must be in dress code during the field trip.
9. No Student may clock in or out for others.
10. Obtain permission from a staff member to leave the facility for any reason other than assigned lunch time and closing. Documentation may be requested to verify the need for an absence.
11. Students are expected to attend regular scheduled hours. It is imperative that students' attendance is reliable in order to enable timely program completion, accomplish thorough and complete training in all subjects, and ensure excellent customer service to Wink's clients. Failure to comply will result in progressive discipline action.
12. Comply with scheduled lunch breaks. Scheduled lunch breaks may not be skipped in lieu of late arrival or early departure. Failure to return from lunch at the scheduled time is considered an attendance violation as discussed in the previous statement.
13. Students may NOT smoke, eat or drink or store food or drink other than in the designated areas. Only bottled water or water in a clear (not colored) covered container is allowed in the classroom or at the student station. When additives are added to the water, it is no longer water. Anything other than water in the approved container must be stored, eaten, or drunk in the designated break area and the student must clock out to eat or drink it.
14. Comply with the published dress code and practice proper hygiene and grooming at all times. Students not in compliance with dress code may not be allowed to clock in until coming into compliance or they may be asked to clock out and change into dress code before attending classes.
15. Self-applications do not receive educational credit. Students are to come to school dressed and groomed and are expected to use their own personal products away from the clinic floor to touch up their hair or make-up. Kit items and clinic floor supplies are for educational services only.
16. Students are required to establish eligibility to retake failed exams or take missed exams. It is ultimately the student's responsibility to contact the instructor regarding makeup exams, however, the instructor may assign designated times for the student to work on completion of the exams.

17. Complete all assigned theory, practical and clinic assignments in the designated time frames including any assignments.
18. Follow all state laws and regulations at all times while on the school premises.
19. Understand that training involves sanitation, cleanliness and care of equipment. Students are responsible for personal work stations and work area. Daily assigned sanitation duties must be evaluated before clocking out each day. State Board requires all Students to follow Sanitation rules and practices at all times.
20. Practice courtesy, respect, and professionalism at all times when dealing with other students, clients, visitors to the school and staff.
21. Discuss only ethical and professional subject matter during school hours and refrain from using profanity.
22. Be fair and honest; never stealing; refrain from the willful destruction of property.
23. Refrain from having personal visitors to the school. Guests will be asked to remain in the lobby or leave unless they are scheduled for a clinic service. Inside and outside break areas are reserved for students and staff only.
24. Participate in curriculum related activities at all times when clocked in. Students are to remain in their respective areas and may not enter other classes in session. Excessive time in the Student break area is not allowed. Students who are not clocked in may not linger in the facility.
25. Refrain from using the business phone for incoming or outgoing calls without the express permission of a staff member or at designated times. Personal calls are limited to 3 minutes.
26. Observe and adhere to the Electronic Device Policy details listed separately. All verbal phone calls must take place off the clock in the break area or outside.
27. Park is first come first served.
28. Know all pricing and service policies of the school and the name, purpose, benefits, procedures and cost of products.
29. Record all client service information and obtain all required signatures.
30. Recommend and prescribe appropriate services and retail products to each client assigned in order to develop professional skills.
31. Respect the front desk and lobby as a business area. Conduct your business and do not loiter. No students are permitted behind the counter.
32. Strive to continually upgrade abilities through education and practice.
33. Do not discuss confidential information with other parties (i.e., contract details, disciplinary action, and private administrative or advisement sessions).
34. Students are not allowed to be disrespectful to any staff member at Wink Studios Lash Academy. Students are required to follow instructors' directions during the client consultation and client service.
35. Rules and boundaries are set in an effort to provide a quality working and learning environment, adhere to the governing agencies the school must abide by, and provide excellent customer service to clients. Students not abiding by the rules will be subject to progressive disciplinary action. Not abiding by the rules may lead to receipt of infractions, in-school suspensions, out of school suspension, probation or dismissal from school.

Social Media Policy

Social media and networking are encouraged as a tool of the industry. In an effort to keep things professional, All other media (facebook twitter, Pinterest, LinkedIn, etc) which the school has an account for, all staff and students may connect to the school account, but staff are restricted from directly connecting to active students and vice versa. These accounts are advertisement for the school and available for any of our staff, students, customers, potential customers and business associates to participate in, therefore we ask everyone to refrain from venting about school situations on any social media. Please direct your concerns through the proper channels to handle them. Any negative publicity regarding the school will be requested and expected to be removed.

Disciplinary Policies

Although this is adult education, all adults realize that there are organizational structures and guidelines that will be required. It is our desire that the student would accept the authority and leadership of the faculty and staff and come into compliance upon making a student aware of a breach of compliance. However, if necessary, further action will be taken by the School. Action may include advisement, sending the student home for the rest of the day, out of school suspension, probation, or termination. Each violation is subject to case by case basis and will be handled in that manner. Every student will be made aware of the violation, plan of action that will be determined and

signed off on by the staff, instructor, or administration involved, and document time frame of resolution. The student has an opportunity to sign acknowledgement of the receipt of this determination, however, the student's acceptance or rejection of the opportunity to sign does not change the decision or action that the school representative determined. TDLR violations are serious and will be handled in that manner. TDLR violations will not be given a verbal write up due to the severity. Multiple violations of any kind may result in termination, whether they are for the same issue or not. Students must understand that any infraction of the Standards of Conduct, General Policies or the Enrollment Agreement could result in any of the following disciplinary actions:

Electronic Device Policy

Cell phones, iPods, iPads, etc are part of our everyday life and must be handled in a professional manner. The guidelines for use at school by students are specified below. As with all things, the instructor is in charge of the educational area, both classroom and clinic floor, so if an instructor requests something to be put away for any reason, including but not limited to the amount of time the student has spent on that activity, the student is expected to immediately comply. Failure to do so will result in progressive disciplinary measures.

General for all devices:

The school provides you a locker (and for cosmetology students a cart) with capacity to lock. If you bring it, you alone are responsible for it.

Charge it at home. The school's outlet plugs and breakers are reserved for business purposes to provide for the educational and clinic floor use. The additional cords look cluttered. (exception – student break room – at your own risk if you leave it unattended)

Create your own hotspot. Internet use is available in the student media station. Students are restricted from using the school's wifi.

No earbuds at any time – on or off the clock. (exception – after entering and before leaving the breakroom. Not at any time walking thru the building)

No volume on iPads or phones except in the breakroom or outside.

No verbal conversations except in the breakroom or outside. In other words, if you must talk on the phone, you must clock out and go to the designated areas. There will be no verbal phone conversations in the classrooms, on the clinic floors, in the restrooms, at the lockers, or in the lobby – only in the breakroom or outside.

iPods, There is currently no acceptable use or place for an iPod at school. (exception – after entering and before leaving the breakroom. Not at any time walking thru the building)

Laptops There is currently no acceptable use or place for a laptop at school.

Cell Phones/ iPads /Notebooks

Testing

Never taken out or visible at any time. During Theory To be used as an educational tool at the request or with the approval of the instructor. During Clinic Floor Time With a Customer to Take pictures Use as reference as pertains to their consultation, service, or care. No gaming

Additional Instruction Charges

Students are charged a rate of \$4.66+ per hour over-contract fee depending on course enrolled.

All Rights Reserved

The School may change policies, dress code, kit contents, textbooks, curriculum format, teaching materials, or any other educational methods at its discretion.

I hereby acknowledge receipt of the Wink Studios Lash Academy Student Handbook & Catalog.
I understand that it is my continuing responsibility to read and know its contents.

I have read, understand and agree to all of the above in the Wink Studios Lash Academy
Student Handbook & Catalog.

Signature _____

Print Name _____

Email _____

Date _____

