

DIAMOND CUT DOG GROOMING SCHOOL

Mailing Address
All correspondence and payments to this address
4009 Allard Road
Medina, OH 44256

School Year 2027 – 2028

CERTIFICATE PROGRAM: DOG GROOMING INSTRUCTION
AND REGISTERED SCHOOL OF DOG GROOMING
APPROVED BY THE STATE BOARD OF CAREER COLLEGES AND SCHOOLS
STATE OF OHIO BOARD CAREER COLLEGES & SCHOOLS REGISTRATION
CERTIFICATE OF REGISTRATION NUMBER: 99-01-1506T

Instructor: Nancy McClain
Certified Professional Groomer and Instructor
Owner of Diamond Cut Dog Grooming School
Printed: December 18, 1998

Physical Address:
483 Medina Road Route 18
Medina, Oh 44256

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Email: nancy@schoolfordoggrooming.com

Dear Prospective Student:

Thank you for your interest in wanting to have a new career in Dog Grooming Instruction. I personally believe you will love Diamond Cut Dog Grooming School. The following pages contain important information on registration and requirements to become a graduate of Diamond Cut Dog Grooming School. If you have questions after reviewing the information, please contact me at the above listed email, telephone and mailing address.

If you decide to choose our School, please return pages 4-11 of the Enrollment Agreement/Application along with a $125.00 registration fee. Also refer to the items to bring to school list at the end of the booklet.

Again, thank you for your interest in Diamond Cut Dog Grooming School.

Sincerely,

Nancy McClain

Nancy McClain
Professional Certified Groomer and Instructor

See what others are saying about our school. Follow the links to view complete documents.

Just wanted to drop you both a note to say how much my daughter Leah enjoyed your program.....

My daughter is a graduate of their wonderful hands on grooming school. She enjoyed every day of her learning experience with Nancy…...

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School Address
483 Medina Road Rt. 18
Medina, OH 44256
(330) 239-1471 (Voice)
(330) 239-4744 (Fax)

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A Few Words from the Instructor...

My name is Nancy McClain and I am the owner and instructor of Diamond Cut Dog Grooming School. I have 40 years of Professional Dog Grooming experience and have been teaching students for over 35 years. I am approved by the State Board of Career Colleges and Schools and have a State License by the State Board for Master Groomer Certification. I also have a Pet Massage Certification.

I have been chosen as a participant in Career Days at various schools, including Brecksville-Broadview Heights Middle School this past year. In 1997 I was chosen as a participant of Career Day at Wadsworth High School in Wadsworth, Ohio and A.I. Root School in Medina, Ohio. When I received the letter from Dr. Susan L. Forrer requesting my participation in this event, I was very honored. I was able to interact with over 1,300 students and had the opportunity to discuss Professional Dog Grooming at Diamond Cut Dog Grooming School.

I have always loved the profession of dog grooming because it can be a very happy experience for both the pet as well as the groomer. Safety for the pet as well as the groomer is the ***Number One Factor*** taught in our classes and you are taught the correct way to groom. We have a State of the Art Grooming School. You will be able to use the Clipper Vac System. We can also teach you everything you need to know to be a Cat Groomer or a Mobile Groomer. I am very knowledgeable in the pet industry and will help you any way I can.

Our grooming shop is wheelchair accessible and is equipped with the latest equipment. We have hydraulic tables and ramps, so there is no heavy lifting. You will love our pressure washer and our method of lifting heavy dogs with ease. We use all natural grooming products and discourage the use of harsh chemicals on the animals we groom. Our mission is to make grooming a happy and pleasant experience for both the groomer and the pet. Our customers are happy and their pets love coming to our school.

I look forward to seeing you in my next class!

Sincerely,

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Nancy McClain
Director Diamond Cut Dog Grooming School
Cancellation and Settlement Policy:

- An enrollment or registration contract signed by the student and/or a parent or guardian may be cancelled within five calendar days after the date of signing provided the school is notified of the cancellation in writing. The school shall promptly refund in full the registration or enrollment fee and any other charges paid plus any and all advanced tuition fees collected. Such refund shall be made no later than thirty days after cancellation.
- After five (5) days from the day the agreement was signed but before the school term starts the student will receive a full refund of all fees paid with the exception of the Registration Fee.
- Last day of student attendance will be considered the withdrawal date for refund calculations.
- Course must be completed within 6 months of your start date. No Refunds will be issued after that time.

Refund Policy:
The Diamond Cut Dog Grooming School uses the refund policy as established in the Ohio Administrative Rule 3332-1-10. *Schools using federal financial aid must comply with federal financial aid policies.*

50-300 Clock Hours per term, quarter or semester

- Clock Hours are based on the 80 hour course by percentage of the clock hours.
- A student who starts class and withdraws before the academic term is 15 % completed, will be obligated for 25% of the tuition and refundable fees, plus the registration fee.
- A student who starts class and withdraws after the academic term is 15% complete but before the academic term is 25% completed, will be obligated for 50% of the tuition and refundable fees, plus the registration fee.
- A student who starts class and withdraws after the academic term is 25% complete, but before the academic term is 40% completed, will be obligated for 75% of the tuition and refundable fees, plus the registration fee.
- A student who starts class and withdraws after the academic term is 40% completed, will not be entitled to a refund of the tuition and fees.

Complaint or Grievance Procedure:
All student complaints should be first directed to the school personnel involved. If no resolution is forthcoming, a written complaint shall be submitted to the director of the school.

Students first should direct a written complaint to the director of the school. If you like you may also direct any problem if no resolution in forthcoming to State Board of Career Colleges and Schools, 30 East Broad Street, 24th Floor Suite 2481, Columbus, OH 43215-3414, Phone: (614) 466-2752 or toll free 877-275-4219.

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ENROLLMENT APPLICATION

PLEASE CHECK THE APPROPRIATE BOXES THAT APPLY TO YOU:

Weekday Classes: ( ) Tuesday ( ) Wednesday ( ) Thursday ( ) Friday

Weekend Classes: ( ) Saturday

( ) CERTIFICATE PROGRAM: DOG GROOMING INSTRUCTION 80 HOURS

SCHOOL HOLIDAYS:
New Years Eve and New Years Day
Memorial Day (Observed)
Independence Day (July 4th)
Labor Day
Thanksgiving Day
Christmas Eve and Christmas Day

THE SCHOOL HAS THE RIGHT TO AMEND THE CALENDAR

(PLEASE PRINT CLEARLY). PLEASE FILL IN ALL OF THE FOLLOWING INFORMATION:

Enrollee's Name: _____ Date: _____

Date of Birth: _____ Social Security Number: _____

Driver's License Number and State of Issuance: _____

Home Address: _____

Telephone: (Home)_____ (Work) _____

Parent or Guardian's Name: _____

Parent or Guardian's Address: _____

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Parent or Guardian's Home Phone Number: _____

Parent or Guardian's Work Phone Number: _____

BACKGROUND INFORMATION: PLEASE ANSWER ALL QUESTIONS:

Last High School Attended: _____

Address Of High School Attended: _____

Did you graduate? ( ) Yes ( ) No

What was your course of study? _____

Trade, Business or Correspondence School? ( ) Yes ( ) No If Yes, Which One?_____

_____ Did you graduate? ( ) Yes ( ) No

Spouse's Name: _____ Spouse's Work Phone: _____

Spouse's Employer: _____

Spouse's Employer Address: _____

How did you first hear about Diamond Cut Dog Grooming School? _____

_____

Are you currently employed? ( ) Yes ( ) No

Name and Address of Current Employer: _____

_____

Phone Number of Current Employer: _____

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Your Medical History:

Are you on medication? ( ) Yes ( ) No

If you are on medication, please list: _____

Do you have any allergies? ( ) Yes ( ) No

Do you have any Asthma? ( ) Yes ( ) No

Diabetes? ( ) Yes ( ) No

Impaired Vision? ( ) Yes ( ) No

Heart Condition? ( ) Yes ( ) No

Learning Disability? ( ) Yes ( ) No

Prosthetic Device? ( ) Yes ( ) No

High Blood Pressure? ( ) Yes ( ) No

Are you pregnant? ( ) Yes ( ) No

Do you have any medical problems that may interfere with you being a groomer ( ) yes ( ) no

Do you think, in your opinion, that you may have any problem in ability to not perform as well as a professional dog groomer as the next person? ( ) Yes ( ) No

Are you a quitter, when times get rough? Yes( ) No ( )

Do you understand that dog grooming is very hard work? Yes( ) no ( )

Puppies, old dogs, and dogs that have been mistreated may be the difficult ones to groom do you understand that? Yes( ) no ( )

Do you have any problems that may prevent you from finishing this course of Dog Grooming Instruction? Yes( ) no ( )

Why are you taking this course of Dog Grooming Instruction?

Do you have any doubt in your mind that you could not do this? Yes ( ) no ( )

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Please list two (2) references and explain how you know them and how long you have know them. Please include their address and phone number:

Reference (1):_____ Relationship: _____

Address: _____

Telephone: (Home) _____ How Long Have You Known This Person? _____

How have you come to know this reference? _____

Reference (2):_____ Relationship: _____

Address: _____

Telephone: (Home) _____ How Long Have You Known This Person? _____

How have you come to know this reference? _____

Have you had any prior grooming experience? ( ) Yes ( ) No

In Case Of Emergency, Please Notify:

Name: _____ Relationship To You: _____

Address: _____

Phone: (Home) _____ (Work) _____

Questionnaire

Please Tell Me About Yourself: _____

_____

_____

_____

Why do you want to learn DOG GROOMING INSTRUCTION? _____

_____

_____

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Do barking dogs bother you? ( ) Yes ( ) No

Do you mind cleaning up after class is finished? ( ) Yes ( ) No

Do you require continuous one-on-one instruction in class? ( ) Yes ( ) No

Are you able to work on your own once you have been instructed? ( ) Yes ( ) No

Do you have a sense of humor? ( ) Yes ( ) No

Are you a leader or a follower? ( ) Leader ( ) Follower

Do you have patience? ( ) Yes ( ) No

Are you a dedicated person? ( ) Yes ( ) No

If you had to work late hours, would this bother you? ( ) Yes ( ) No

Do you have a sense of responsibility? ( ) Yes ( ) No

Are you a punctual person? ( ) Yes ( ) No

Are you reliable? ( ) Yes ( ) No

Do you handle stress well? ( ) Yes ( ) No

Are you patient with animals? ( ) Yes ( ) No

Can you take criticism? ( ) Yes ( ) No

Do you work well with other students? ( ) Yes ( ) No

Do you have common sense? ( ) Yes ( ) No

In your opinion, do you have artistic ability? ( ) Yes ( ) No

Would you like to work in a grooming shop or own your own business?

Work in a grooming shop: ( ) Yes ( ) No Own your own business? ( ) Yes ( ) No

Are you afraid of dogs? ( ) Yes ( ) No

If you would like to add anything more to this application, please do so: _____

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_____

_____

_____

_____

_____

_____

Enrollee's Signature _____ Date: _____

Representative: _____ Date: _____

Parent or Guardian (if applicable): _____ Date: _____

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SCHOOL CALENDAR:

The school operates on a non-traditional term. We do not utilize the conventional academic calendar of quarters or semesters. The program is 80 hours.

The weather will play a role in the actual class schedule. If classes are canceled due to inclement weather, they will resume when as soon as the weather conditions permit.

The following holidays are observed and no classes will be held:

New Years Eve
New Years Day
Memorial Day (Observed)
Independence Day (July 4th)
Labor Day
Thanksgiving Day
Christmas Eve
Christmas Day

The school has the right to amend the calendar.

ENROLLMENT DATES:

Classes begin on the 1st Tuesday of each month. Classes are held monthly and for students that work a full time job we can accommodate a schedule to fit your needs. Always call for availability, please.

ENTRANCE REQUIREMENTS:

- Applicants must be 18 years of age or have parent or guardian's signature.
- Applicants must be drug free other than prescription prescribed by a medical doctor.
- Applicants must possess a valid ID

LODGING FOR OUT OF STATE STUDENTS:

A variety of lodging options are available in the area such as hotels, rooms for rent and efficiency apartments. Recommendations will be provided upon request to those who require these accommodations.

LEAVE, ABSENCES, CLASS CUTS, TARDINESS AND UNSATISFACTORY WORK OR ATTENDANCE:

Students are expected to be on time and attend all scheduled classes. Dogs are scheduled per student and the responsibility is yours. Dogs can not go home ungroomed.

Please bring the following to class with you – Pens or pencils, a spiral notebook, camera to take before and after pictures, a change of clothes, food (refrigerator and freezer available). NO PERFUME OR COLOGNE Nancy is allergic. If you would like to bring your dog or someone's dog

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to be groomed, ask Nancy and she will make arrangements.

CLEANING:

As part of training, every student will be responsible for sanitation and cleaning of bath tub, floors, cages, tables and equipment, and vacuuming.

DRESS CODE:

Students must come to classes dressed appropriately.

PERSONAL PHONE CALLS

No personal phone calls are allowed except for emergencies.

JOB PLACEMENT:

An employment board is placed in shop with a list of jobs available for groomers.

COURSE DESCRIPTION:

A copy of your current curriculum along with course outlines, descriptions, and program goals.

- Learning tools of the trade and how to use them and learn what they are for
- Learn to be a Mobile Groomer and learn what you need to know to be the best
- Learning to groom all the breeds that are available.
- Safety
- Disinfecting
- Table and Cage Sanitation
- Combing
- Brushing
- Dematting
- Ear Cleaning
- Nail Clipping
- Clipper Vac System and how to use it properly (you will love it!)
- Cage Drying and Fluff Drying
- How to Handle and Control Dogs
- Tricks of the Trade
- Proper Scissoring Techniques
- Poodle Sizes
- Ruffing In the Dog
- Mustaches and the Top Knots

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- Aggressive Dogs and How to Handle Them
- Fleas, Worms and Ticks; How to make natural shampoos and flea dips
- Teacher Demonstration
- Shaving Down the Dog
- Maintenance of Equipment
- Telephone Etiquette
- Working For A Shop
- Grooming Pay Scale
- Clipping Feet, Face, Stomach, Rectum, Privates, and Tail
- Anal Gland
- Teeth Brushing
- Carding and all the tools needed and also using different equipment to do it with, to make it easy
- Poodle Feet How To Shave Them
- Different Ears And How To Shape Them
- Bracelets On Poodles
- Faces On Mixed Breeds
- Cleaning Your Blades And Knowing When It Is Time To Have Them Sharpened
- Bow And Bandanna Making
- Learning Easy Ways To Restrain The Dogs And Being Safe
- Keeping A Clean Shop
- Scheduling Appointments For Customers
- Tricks Of The Trade 40 Years Of Secrets
- Questions And Answer Time

STANDARDS FOR SATISFACTORY PROGRESS:

One hundred percent attendance and completion of all tests at an eighty percent (80%) level is required for satisfactory progress.

Final grades are issued at the end of the course.

A - Superior (100-90)
B - Good (89-80)
C - Average (79-70)
D - Below average (69-65)
F - Failed (64 and below)

All students must pass the written test and have at least an average score to receive their certificate.

STUDENT CONDUCT AND CONDITION FOR DISMISSAL:
Other than the products of Diamond Cut Dog Grooming School, no books, magazines or printed material is allowed to be brought to school, this takes up class time. No soliciting shall be conducted between students at any time. No comparing homework or notes and asking students questions will not tolerated.

Students are expected to act in a mature and considerate manner in all functions in the school.

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The following may result in disciplinary action, including suspension or dismissal from the training program:

- Vandalism
- Gambling
- Consumption of alcoholic beverages/drugs
- Possession of firearms and weapons
- Smoking in non-designated area (Smoking is prohibited in the shop)
- Physical abuse or harassment
- Improper handling of animals
- Stealing (Will be prosecuted)
- Abusive Language
- Poor Attitude
- Animal Mistreatment - (No student is allowed to physically or verbally abuse an animal)
- The school has the right to accept new students and if the school feels uncomfortable with the student, has the right to refund their money back to them. If, for any reason, the school feels that their may be a problem in any way or for the school at anytime, a refund based on a student's clock hours as to the amount of the refund will be refunded back to the student

If for some reason you are dismissed from any of the reasons this will not release a student of his tuition responsibility or the school from the refund policy. However, the instruction that I may miss due to emergency absences may be made up by attending corresponding sessions with another class on a date designated by the school authority. Upon acceptance of this enrollment, the above named school agrees to provide the facilities, equipment, lessons, and instructional director for completing the training of the course described in the school catalog. There is no extra cost for test materials, unless one wishes to purchase them for further use in the future. Other equipment may be purchased by request. Tuition must be paid in full on or by 2 weeks before class starts.

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NUMBER OF HOURS REQUIRED FOR A CERTIFICATE PROGRAM DOG GROOMING INSTRUCTION

80 HOURS

16 TOTAL HOURS OF THEORY

64 TOTAL HOURS OF HANDS ON GROOMING

Student must complete a list of essays assigned to be completed before graduation.

TUITION AND FEES:

REGISTRATION FEE: $125.00

LABORATORY FEE: $200.00

MATERIAL MAINTENANCE FEE: $50.00

INSTRUCTIONAL TUITION FEE: $2,500.00

TOTAL COST FOR 80 HOURS: $2,875.00.

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REQUIREMENTS FOR GRADUATION

All students must pass the written test and have at least an average score of C (79 to 70 percent) to receive their certificate.

Students must be able to groom the breed given to them on their last day.

Your grade will reflect on your ability as a groomer, how you handle your dog. Being able to groom the breed on your own with little help if needed from your instructor. Speed is a factor at this point, but also may depend on the condition and temperament of the dog given that day. Cleaning is also graded. Having a clean shop will reflect throughout your grooming career. All this is accounted for as your finial grade. You will also have your finial test in class. We also do verbal quizzes. They are part of your training.

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