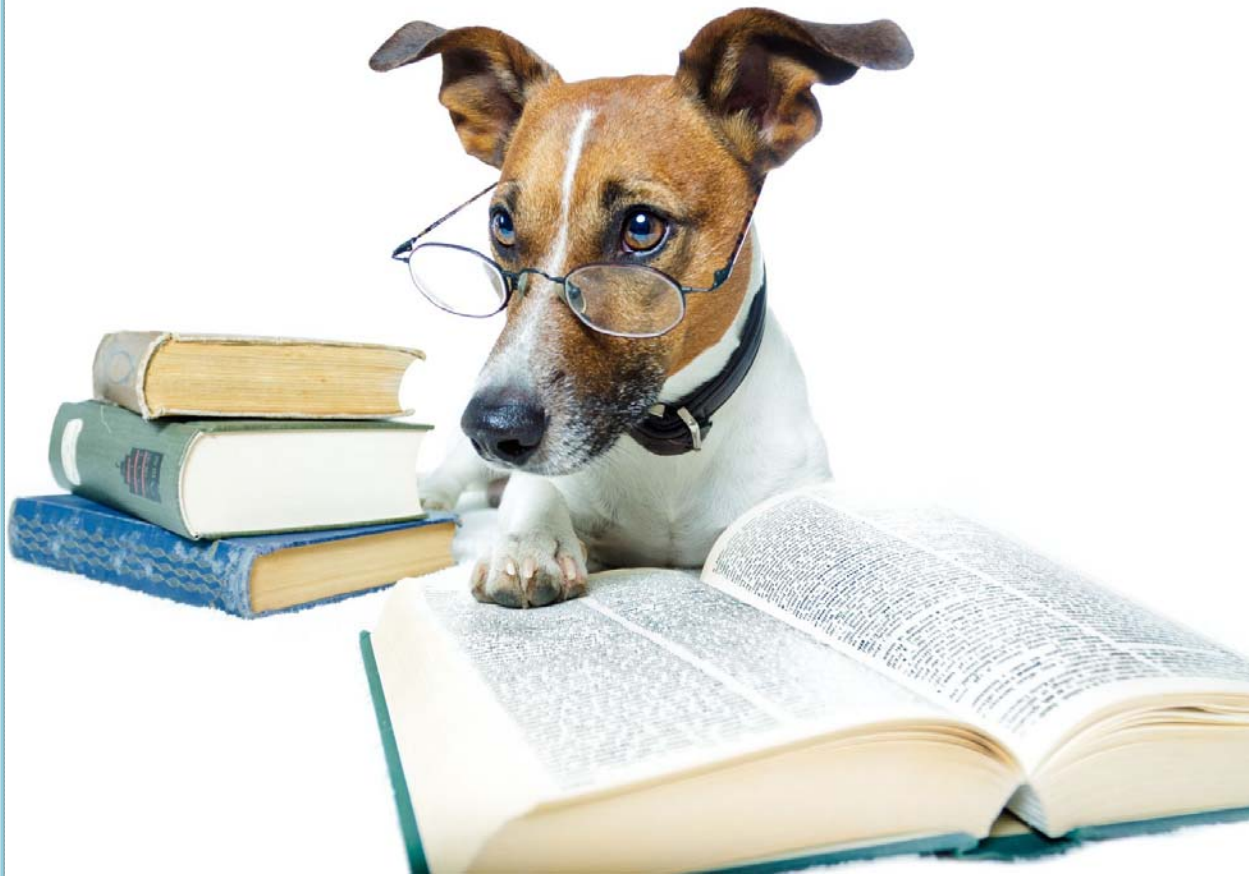


Pets Playground Grooming School

1294 N. Federal Highway Pompano Beach, FL 33062

(954) 782-4994

www.petsplayground.edu



School Catalog

2021

Volume XIV

TABLE OF CONTENTS

Admission Requirements	12
Additional Information	3
Cancellation/Refund Policy	39
Class Starting & Ending Dates	13
Constitution Day	37
Course Numbering System/Def. of clock hour	6
Description of Facilities	6
Ethnic Diversity.....	38
Drug and Alcohol Policy	34
Faculty and Staff	5
Financing	15
FERPA	16-17
Grading	15
Graduate Services/Placement Services	22-23
Graduation Requirements	14
History	4
Holidays	14
Hours of Operation	14
Jeanne Clerys Disclosure Act.....	28-34
Legal Control	5
Library/ResourceCenter.....	20
Mission Statement	4
Payment Schedule	11
Philosophy	4
Program Curriculum (Pro Groomer)	7-8
Program Curriculum (Pet Stylist Program)	9-10
Program Tuition	11
Pro Groomer Clock Hours	7
Professional Pet Stylist Clock Hours	9
Return of Title IV funds	19
Rules & Regulations	24-25
a. Attendance	
b. Tardiness	
c. Conduct	
d. Make-up Work	
e. Grades/Certifications	
f. Leaves of Absence	
g. Re-entry	
h. Grievance & Disciplinary Policies	
Standard of Satisfactory Academic Progress	26-27
Student Services	20-21
a. Advising and orientation	
b. Admissions assistance	
c. students with special needs	
d. health and wellness	
Termination/Appeal Policy.....	27
Verification.....	18
Voters Registration.....	37

PETS PLAYGROUND GROOMING SCHOOL

Pets Playground Grooming School, Inc. is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). The ACCSC is a recognized accrediting agency by the U.S. Department of Education.

Pets Playground Grooming School, Inc. is Licensed by the Commission for Independent Education , Florida Department of Education. Our License number is #2359.

Additional information regarding the institution may be obtained by contacting the Commission for independent Education at:

325 West Gaines Street
Suite 1414
Tallahassee, Florida 32399-0400
Toll-free telephone number (888) 224-6684

MISSION STATEMENT

The mission is to incorporate the skills necessary for students to graduate prepared to seek initial employment in the pet-grooming industry. To meet this mission, PPGS follows the educational objectives:

To educate students within an environment that fosters the interdependence between education, business, and paraprofessional enterprise.

To recruit and retain highly qualified instructors who are effective in the classroom and familiar with pet-grooming techniques.

To maintain a dynamic organizational model that is responsible to all of its constituencies.

To offer sound training in each of its programs.

To develop in students a professional attitude and awareness of contemporary pet grooming practices through exposure to pragmatic course content and to instructors engaged in pet-grooming practice.

To graduate students who are competent in pet-grooming techniques and skills.

To assist graduates in finding satisfying career positions.

HISTORY

Pet's Playground Grooming School, Inc. was established in 2000 in order to provide training and employable skills in the profession of pet grooming. Pet's Playground Grooming School provides an atmosphere necessary for a student to excel as an accomplished pet groomer.

The school was established by Lisa Silverman in answer to the need for trained pet groomers and the non-existence of grooming schools within South Florida. Lisa Silverman dedicated her life to both Pet Grooming and training of students on an individual basis. While grooming for over 26 years, Lisa worked privately with students throughout the state of Massachusetts for nearly 15 years. In 2012, Michelle Valle, a graduate of Pets Playground, purchased the school from Lisa Silverman and maintained the same level of dedication that Lisa strived for in both educating her students and caring for the animals that are groomed at the school. Woody and Beth Whitcomb, who have been in the pet grooming industry since 2015, purchased the school in February 2020. Pet's Playground is accredited by the ACCSC, one of only two schools with this accreditation in the industry. ACCSC awarded Pet's Playground with a School of Excellence distinction for 2018-2019.

PHILOSOPHY

The school believes that any person willing to apply himself to the study of pet grooming can benefit from the training offered at the School. 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.

LEGAL CONTROL

Pets Playground Grooming School, Inc.
Woody Whitcomb, President

SCHOOL LEADERSHIP

Woody Whitcomb

President

Academic Advisement, Placement Advisor, Personal Advisement

Manessa Donovan

Director

NDGAA Certified Master Groomer

NDGAA Certified in Terriers, Sporting and Non-Sporting Groups

State of Florida Accredited Instructor

Certifications in Pet CPR, Pet First Aid and AKC Salon Safe

Multiple Award-Winning Competition Groomer

Graduate of the Florida Institute of Animal Arts

Beth Whitcomb

Financial Aid Administrator

DESCRIPTION OF SCHOOL FACILITIES

Our school in Pompano Beach, Florida consists of 1,650 square feet situated within the city limits, on the main Hwy US1 and only minutes from the beach. Buses are readily available and the facility has ample parking for the maximum 20 students as well as staff during any one class period.

Our location has 6 different rooms available for student training.

Video/multimedia classroom

Hands on grooming room complete with grooming tables and dryers

Bathing room

Kitchen area for student lunches

Study/test room

Demonstration room

Classes will be explained verbally via lectures, book study and demonstrated by both video and instructors as well as actual hands-on training. Demonstrations and gradual hands-on participation has proven to be an effective means of teaching as well as maintaining student and pet safety. Our school is equipped to accommodate a maximum of 20 students. It is our goal to keep our class sizes small as well as the teacher to student ratio.

TRANSFER POLICY

Pet's Playground Grooming School does not accept transfer credits from other grooming institutions, Pets Playground Grooming school has not entered into any articulation or transfer agreements with any other institutions.

DEFINITION OF A CLOCK HOUR

Per Rule 6E-1.003(15), F.A.C, "Clock Hour means a period of 60 minutes with a minimum of 50 minutes of instruction in the presence of an instructor"

COURSE NUMBERING SYSTEM

Pets Playground Grooming school measures the length of its programs in clock hours; and follows an independent course numbering system to assign courses in accordance with program requirements. The system is designed to identify courses and differentiate the level of study. Courses are numbered sequentially and assigned a letter prefix depicting the program title.

GROOMING PROGRAMS

PRO GROOMER

Total Program Hours: 300 Hours

Prerequisite:

High-School Diploma or Equivalent

Objective:

Pet's Playground Grooming School, Inc. is committed to teaching the highest level of quality grooming skills to students wishing to pursue a career as a professional groomer. Our main objective within our 300 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.

Student upon request will also receive assistance in training for a career such as mobile grooming, working independently through a veterinarian, a grooming shop, or opening their own 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. We will assist however, any student wishing to start a solo career. This will include on-going phone support from our instructors during normal business hours.

Program Description:

PG101 Initial Bathing/Brushing Techniques	25 Hours
PG102 Sporting Breeds	25 Hours
PG103 Non-Sporting Breeds	75 Hours
PG104 Terrier Breeds	75 Hours
PG105 Misc Breeds	100 Hours
Total Clock Hours:	300 Hours

PROGRAM CURRICULUM

Pro Groomer Program

PG 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 “Quick Stop,” cleaning ears and use of ear powder and forceps. Students will learn correct brushing techniques to avoid brush burns. Proper dematting 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.

PG102: Sporting Breeds – 12.5 Hours lab work, 12.5 Hours Theory

Breeds focused on in this course is the cocker spaniel, springer spaniel. Practice preliminary preparation before bathing. Proper use of clippers and the different blades and comb attachments. Roughing in of the desired groom pattern, shaving of pads and sanitary area, clipping nails, use of “Quick Stop,” cleaning ears and use of ear powder and hemostats. Students will learn correct brushing techniques to avoid brush burns. Proper dematting of animals will be practiced to minimize or eliminate any pain to the animal during this process. Proper bathing techniques and expressing of anal glands. Students will be taught the different ways of drying dogs; fluff drying, force drying, etc. Pre-work, brushing the coat and properly dematting. More specific to this group: Proper bathing and drying for these breeds. Setting the body pattern, and head study.

PG 103: Non-Sporting Breeds– 37.5 Hours lab work, 37.5 Hours Theory

Breeds focused on in this breed group are the Bichon Frise, lhasa Apso, and poodle. Practice preliminary preparation before bathing. Proper use of clippers and the different blades and comb attachments. Roughing in of the desired groom pattern, shaving of pads and sanitary area, clipping nails, use of “Quick Stop,” cleaning ears and use of ear powder and hemostats. Students will learn correct brushing techniques to avoid brush burns. Proper dematting of animals will be practiced to minimize or eliminate any pain to the animal during this process. Proper bathing techniques and expressing of anal glands. Students will be taught the different ways of drying dogs; fluff drying, force drying, etc. More specific to this group: Roughing in the body, face and feet. Proper bathing of the coat. Proper fluffing and straightening techniques. Clipping the body patter, blending, shaping the head, topknot study.

PG 104: Terrier Breeds - 37.5 Hours lab work, 37.5 Hours Theory

Breeds focused on in this breed group include but are not limited to Airedale, Schnauzer, West Highland, Yorkshire, Wheaton. Practice preliminary preparation before bathing. Proper use of clippers and the different blades and comb attachments. Roughing in of the desired groom pattern, shaving of pads and sanitary area, clipping nails, use of “Quick Stop,” cleaning ears and use of ear powder and hemostats. Students will learn correct brushing techniques to avoid brush burns. Proper dematting of animals will be practiced to minimize or eliminate any pain to the animal during this process. Proper bathing techniques and expressing of anal glands. Students will be taught the different ways of drying dogs; fluff drying, force drying, etc. More specific to this group: Pre-work, ruffing in the pattern lines before the bath. Proper Bathing techniques, head study, beard and goatee clipping. Finishing the body pattern.

PG 105: Misc Breeds- 50 Hours lab work, 50 Hours Theory

Breeds focused on this section include mixed breeds (designer breeds), and breeds not covered in other modules. Grooming of Cats in this section are optional. Practice preliminary preparation before bathing. Proper use of clippers and the different blades and comb attachments. Roughing in of the desired groom pattern, shaving of pads and sanitary area, clipping nails, use of “Quick Stop,” cleaning ears and use of ear powder and hemostats. Students will learn correct brushing techniques to avoid brush burns. Proper dematting of animals will be practiced to minimize or eliminate any pain to the animal during this process. Proper bathing techniques and expressing of anal glands. Students will be taught the different ways of drying dogs; fluff drying, force drying, etc. More specific to this group: Pre-work, ruffing in the desired pattern. Pet Clip techniques on these breeds.

Professional Pet Stylist Program

Total Program Hours: 600 Hours

Prerequisite

High-School Diploma or Equivalent

Objective:

Pets Playground School, Inc. is committed to teaching the highest level of quality grooming skills to students wishing to pursue a career as a Pet Grooming. Our main objective within our 600 hour program is to help students learn all the essential elements to become a finished groomer and begin a paid career working within a grooming shop or grooming facility environment.

Student upon request 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 working in a grooming shop that has seasoned groomers at least in the beginning. This will allow for hand-on experience while being paid, yet with back-up of other seasoned groomers. We will assist however, any student wishing to start a solo career. This will include on-going phone support from our instructors during normal business hours.

Common Core Learning Objectives:

For Each type of pet groomed there are common core learning objectives. Each student will work on these in the first two weeks which include: Tool recognition, customer relations, ear cleaning, nail cutting, pad cleaning, sanitary area, rough in, brush out, bathing techniques, drying techniques, setting the pattern, finishing work. Once mastered the student will start to move through the different course codes below.

Program Description:

SB 101 Sporting Breeds	50 Hours
NB 102 Non-Sporting Breeds	150 Hours
TB 103 Terrier Breeds	150 Hours
MB 104 Misc Breeds	250 Hours

Total Clock Hours: 600 Hours

This program is designed to assist the student with the skills to professionally groom dogs in a salons, veterinarians, and mobile grooming. Within the 600 hours of lab work and theory, the students are given the opportunity to work with a wide variety of breeds. The program trains students with customer relations, grooming equipment found in the field, bathing, proper hair drying, dematting coats, combing, fluffing, nail clipping, ear cleaning, breed recognition, recognition of skin diseases, first aid, dog biology, pattern recognition, clipper work, and scissor work.

PROGRAM CURRICULUM

Professional Pet Stylist Program

SB 101: Sporting Breeds – 25 Hours lab work, 25 hours theory

Breeds focused on in this course is the cocker spaniel, springer spaniel. Practice preliminary preparation before bathing. Proper use of clippers and the different blades and comb attachments. Roughing in of the desired groom pattern, shaving of pads and sanitary area, clipping nails, use of “Quick Stop,” cleaning ears and use of ear powder and hemostats. Students will learn correct brushing techniques to avoid brush burns. Proper dematting of animals will be practiced to minimize or eliminate any pain to the animal during this process. Proper bathing techniques and expressing of anal glands. Students will be taught the different ways of drying dogs; fluff drying, force drying, etc. Pre-work, brushing the coat and properly dematting. More specific to this group: Proper bathing and drying for these breeds. Setting the body pattern, and head study.

NS 102: Non-Sporting Breeds - 100 Hours lab work, 50 hours theory

Breeds focused on in this breed group are the Bichon Frise, lhasa Apso, and poodle. Practice preliminary preparation before bathing. Proper use of clippers and the different blades and comb attachments. Roughing in of the desired groom pattern, shaving of pads and sanitary area, clipping nails, use of “Quick Stop,” cleaning ears and use of ear powder and hemostats. Students will learn correct brushing techniques to avoid brush burns. Proper dematting of animals will be practiced to minimize or eliminate any pain to the animal during this process. Proper bathing techniques and expressing of anal glands. Students will be taught the different ways of drying dogs; fluff drying, force drying, etc. More specific to this group: Roughing in the body, face and feet. Proper bathing of the coat. Proper fluffing and straightening techniques. Clipping the body patter, blending, shaping the head, topknot study.

TB 103: Terrier Breeds – 100 Hours lab work, 50 hours theory

Breeds focused on in this breed group include but are not limited to Airedale, Schnauzer, West Highland, Yorkshire, Wheaton. Practice preliminary preparation before bathing. Proper use of clippers and the different blades and comb attachments. Roughing in of the desired groom pattern, shaving of pads and sanitary area, clipping nails, use of “Quick Stop,” cleaning ears and use of ear powder and hemostats. Students will learn correct brushing techniques to avoid brush burns. Proper dematting of animals will be practiced to minimize or eliminate any pain to the animal during this process. Proper bathing techniques and expressing of anal glands. Students will be taught the different ways of drying dogs; fluff drying, force drying, etc. More specific to this group: Pre-work, ruffing in the pattern lines before the bath. Proper Bathing techniques, head study, beard and goatee clipping. Finishing the body pattern.

MB 104: Misc. Breeds – 225 Hours lab work, 25 hours theory

Breeds focused on this section include mixed breeds (designer breeds), and breeds not covered in other modules. Grooming of Cats in this section are optional. Practice preliminary preparation before bathing. Proper use of clippers and the different blades and comb attachments. Roughing in of the desired groom pattern, shaving of pads and sanitary area, clipping nails, use of “Quick Stop,” cleaning ears and use of ear powder and hemostats. Students will learn correct brushing techniques to avoid brush burns. Proper dematting of animals will be practiced to minimize or eliminate any pain to the animal during this process. Proper bathing techniques and expressing of anal glands. Students will be taught the different ways of drying dogs; fluff drying, force drying, etc. More specific to this group: Pre-work, ruffing in the desired pattern. Pet Clip techniques on these breeds.

While grooming of both dogs and cats are part of our curriculum, grooming of cats is optional. Students may simply note their choice on the enrollment agreement prior to class commencement. 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 in accordance with the refund policy

PROGRAM TUITION

Pro Groomer Full, Part-Time & Quarter time

Tuition Cost:.....\$5,800.00
Registration Fee:.....\$100.00
Tools & Supplies (optional).....\$ 1,100.00
Tax on Tools & Supplies.....\$77.00

TOTAL PROGRAM COST: \$ 7,077.00

--Please see list of tools and supplies to be included as part of above kit--

Professional Pet Stylist Program

Tuition Cost:.....\$9,400.00
Registration Fee:.....\$100.00
Tools & Supplies (optional):.....\$1,100.00
Tax on Tools & Supplies.....\$77.00

TOTAL PROGRAM COST:.....\$10,677.00

--Please see list of tools and supplies to be included as part of above kit--

Students who have their own tools, may choose to use their tools instead of buying the schools tools. The tools must be approved by the teacher.

PPGS uses The following books as reference for instructional purposes
Notes From The Grooming Table, Author Melissa Verplank – cost \$75.99 ISBN # 9780692658079

All prices for programs are as printed herein. There are no additional costs or supplies necessary for program completion. A Student who needs additional practice or wishes to create additional projects for practice can purchase additional supplies or tools from the School. Each Student is responsible for his/her personal tools and supplies. Extra tools and supplies may be purchased from the School. Tools and supplies are not to be borrowed from another Student or the School unless approval from instructor has been given.

PAYMENT SCHEDULE

\$100.00 Registration Fee, and Tools and Supplies (if applicable) is due at the time of signing the enrollment agreement.

ADMISSION REQUIREMENTS

All students must be 18 years of age; otherwise a parent or legal guardian must consent and register the student with their approval. Enrolling students must show proof of high school diplomas (can be from a foreign school if it is equivalent to a high school diploma) or GED. Foreign school diplomas must be translated and certified at the students expense. Home-schooled students must show proof of his or her homeschooling self-certification that he or she has received state credential.

The School does not discriminate regarding race, color, creed and/or religion. The training offered by the School 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.

Prior to enrollment the school requires an interview at the school campus with the director, tour of the facilities, and observing a class in operation. An "Admissions Questionnaire" must be completed. Upon acceptance into the program, the student may enroll.

CLASS STARTING & ENDING DATES

Anticipated graduation date and program length vary according to the student's schedule.

300 Hour Program: Pro Groomer Program

Full Time Schedule: 3 Days per week - Monday Thru Saturday (pick three days) 8:30 a.m. to 2:30 p.m.

Approximately 17 weeks/4 months to complete program

Part Time Schedule: 2 Days per week - Monday thru Saturday (pick two days) 8:30 a.m. to 2:30 p.m.

Approximately 25 weeks/6 months to complete program

600 Hour Program: Professional Pet Stylist Program

Full Time only: 3 Days per week - Monday Thru Saturday (pick three days) 8:30 a.m. to 2:30 p.m.

Approximately 34 weeks/8.5 months to complete program

ACCELERATED OPTION:

The school will allow students to attend 5 days per week Monday thru Saturday. (Please note that this program is not eligible for Federal Financial Aid)

The student can finish the accelerated program as follows:

300 hour program: Pro groomer – 5 days per week – 10 weeks (2.5 months) to complete program.

600 hour program: Professional Pet Stylist – 5 days per week – 20 weeks (5 months) to complete program.

HOURS OF OPERATION

Classes are in session:

Monday through Saturday
8:30 a.m. to 2:30 p.m.

Academic Calendar:

A student may start the first day of any month in which his full time, part time schedule falls, if that day is a holiday, then the start date will be moved to the next day in which his scheduled day falls.

SCHOOL HOLIDAYS AND PROGRAM START DATES

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

Memorial Day.....5/24/2021
Independence Day.....7/4/2021
Labor Day.....9/6/2021
Thanksgiving.....11/25/2021 -- 11/28/2021
Christmas Break.....12/24/21 – 1/2/2022

GRADUATION REQUIREMENTS:

*A diploma is rewarded for each program to a Student that has:

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

*No diploma will be issued without payment in full of any money due to Pet’s Playground Grooming School, Inc.

GRADING

Students are graded during each program of study on a Pass/Fail basis by the instructor's evaluation of the quality of groom, ability to follow standard grooming practice for each breed, and overall ability to follow directions of instructor. The School maintains a certain amount of flexibility in its testing and evaluation of individual Students because the skills acquired are developed through hands-on repetition with the dog and/or cat. The instructor will grade a student on each particular area throughout the program. 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.

Both written and hands-on examinations will be given at the completion of the program. The examinations are graded according to the following schedule:

A - 90-100 B – 80-89 C – 70-79 D – 60-69 F – 59 or below

Student progress records are available upon request. Please see the Administrator for a copy.

Financial Aid

The U.S. Department of Education awards more than \$120 billion a year in grants, work-study funds, and loans to more than 13 million students. Federal student aid covers such expenses as tuition and fees, room and board, books and supplies, and transportation. Aid can help pay for other related expenses such as computer and dependent care. Thousands of schools across the country participate in the Federal Student Aid programs; ask the school Financial Aid Administrator for more detailed information.

Financial Aid at our school includes:

Grants – Financial Aid that doesn't have to be repaid unless you withdraw from the school and owe a refund.

Loans- Borrowed money for college or career schools, Loans must be repaid with interest. These types of aids are available for those that qualify.

Financing Options or other options besides Title IV

Different from Title IV Loans, for those that qualify, the school offers in-house financing plans available to students who qualify. It is not a government sponsored entitlement. Eligibility for financing is solely at the discretion of the director. There is an obligation on the part of the borrower to repay the loan along with any and all interest. Information at the time of loan origination will be detailed. The School's refund policy complies with Fair Consumer Practices. Should the student be terminated or cancelled for any reason, all refunds will be made according to schedule.

Family Education Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords an eligible student (18 years or older or who attends a post-secondary institution) certain rights with respect to their education records. These rights are:

Access to Education Records

Under FERPA, a school must provide an eligible student with an opportunity to inspect and review his or her education records within 45 days following its receipt of a request. A school is required to provide an eligible student with copies of education records, or make other arrangements, if a failure to do so would effectively prevent the student from obtaining access to the records. A case in point would be a situation in which the student does not live within commuting distance of the school.

A school is not generally required by FERPA to provide an eligible student with access to academic calendars, course syllabi, or general notices such as announcements of specific events or extra-curricular activities. That type of information is not generally directly related to an individual student and, therefore, does not meet the definition of an education record.

Under FERPA, a school is not required to provide information that is not maintained or to create education records in response to an eligible student's request. Accordingly, a school is not required to provide an eligible student with updates on his or her progress in a course (including grade reports) or in school unless such information already exists in the form of an education record.

Amendment of Education Records

Under FERPA, an eligible student has the right to request that inaccurate or misleading information in his or her education records be amended. While a school is not required to amend education records in accordance with an eligible student's request, the school is required to consider the request. If the school decides not to amend a record in accordance with an eligible student's request, the school must inform the student of his or her right to a hearing on the matter. If, as a result of the hearing, the school still decides not to amend the record, the eligible student has the right to insert a statement in the record setting forth his or her views. That statement must remain with the contested part of the eligible student's record for as long as the record is maintained.

However, while the FERPA amendment procedure may be used to challenge facts that are inaccurately recorded, it may not be used to challenge a grade, an opinion, or a substantive decision made by a school about an eligible student. FERPA was intended to require only that schools conform to fair recordkeeping practices and not to override the accepted standards and procedures for making academic assessments, disciplinary rulings, or placement determinations. Thus, while FERPA affords eligible students the right to seek to amend education records which contain inaccurate information, this right cannot be used to challenge a grade or an individual's opinion, or a substantive decision made by a school about a student. Additionally, if FERPA's amendment procedures are not applicable to an eligible student's request for amendment of education records, the school is not required under FERPA to hold a hearing on the matter.

Disclosure of Education Records

Under FERPA, a school may not generally disclose personally identifiable information from an eligible student's education records to a third party unless the eligible student has provided written consent. However, there are a number of exceptions to FERPA's prohibition against non-consensual disclosure of personally identifiable information from education records. Under these exceptions, schools are permitted to disclose personally identifiable information from education records without consent, though they are not required to do so. Following is general information regarding some of these exceptions.

One of the exceptions to the prior written consent requirement in FERPA allows "school officials," within a school to obtain access to personally identifiable information contained in education records provided the school has determined that they have "legitimate educational interest" in the information. "school official" is defined as a person employed by the school such as an administrator, supervisor, academic staff, researcher, counselor, disciplinary board, an attorney, support staff, or a company or party with whom the school has contracted or outsourced institutional services or functions. FERPA also permits a school to disclose personally identifiable information from education records in

PETS PLAYGROUND GROOMING SCHOOL

connection with health or safety emergency and financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility, amount of aid awarded, or enforce the terms and conditions of the aid. The school shall provide an eligible student with a copy of the records that were released if requested by the student.

Annual Notification of Rights

Under FERPA, a school must annually notify eligible students in attendance of their rights under FERPA. The annual notification must include information regarding an eligible student's right to inspect and review his or her education records, the right to seek to amend the records, the right to consent to disclosure of personally identifiable information from the records (except in certain circumstances), and the right to file a complaint with the Office regarding an alleged failure by a school to comply with FERPA. It must also inform eligible students of the school's definitions of the terms "school official" and "legitimate educational interest."

FERPA does not require a school to notify eligible students individually of their rights under FERPA. Rather, the school may provide the notice by any means likely to inform eligible students of their rights. Thus, the annual notification may be published by various means, including any of the following: in a schedule of classes; in a student handbook; in a calendar of school events; on the school's website (though this should not be the exclusive means of notification); in the student newspaper; and/or posted in a central location at the school or various locations throughout the school. Additionally, some schools include their directory information notice as part of the annual notice of rights under FERPA.

Verification

Verification is a process by which the school uses to confirm that the data reported on your FAFSA form is accurate. The school has the authority to contact you for documentation that supports the information reported.

Notification: If you're selected for verification, don't assume you're being accused of doing anything wrong. Some people are selected at random, and some schools verify all students FASFA forms. All students will be informed in writing or verbally within 5 business days that they were selected for verification.

The student will be given a list of required documents that the school will need for verification. Value printed on ISIR is 02 which means they elected to and use the IRS data retrieval tool, they will be considered verified and will only need to complete and submit the verification worksheet.

What do I need to Do?

Students are allowed up to 30 days to present all verification documents requested by the financial aid office. Once the verification process is completed, the student will be awarded and notified in writing.

All newly enrolled students must complete a Free Application for Federal Student Aid (FAFSA) prior to the start of the first class. Currently enrolled students who cross award years must complete new FAFSA prior to July 1. All required documentation must be submitted to the financial aid office within 30 business days of the initial request date. On case by case circumstances, the financial aid office may extend this time up to 10 business days.

Return of Title IV Funds Policy

The Federal Return of Title IV funds formula (R2T4) dictates the amount of Federal Title IV aid that must be returned to the federal government by the school and/or the student. The federal formula is applicable to an eligible student receiving federal aid when that student withdraws. The R2T4 formula does not apply to student who have not begun attendance at the school.

Official Withdrawal Process: If a student wishes to withdraw from school, they must notify the Director of the school. The notification may be in writing or orally. The date the notification is received from the student is the date they are withdrawing. The Director will begin the withdrawal process. For unofficial withdrawals a student's withdrawal date at a school is their last day of physical attendance. The date the school determines a student is no longer in school for unofficial withdrawal is determined after 14 days of non-attendance.

The federal formula requires a Return of Title IV calculation if the student received or could have received federal financial assistance in the form of Pell Grants, Direct Loans or Direct PLUS Loans and withdrawals from the school. The percentage of Title IV aid earned is equal to the percentage of the payment period that was completed as of the withdrawal date. The percentage that has not been earned is calculated by subtracting the percentage of Title IV aid earned from 100%. The percentage of the payment period completed is calculated by the hours scheduled in the payment period as of the withdrawal date divided by the scheduled hours in the payment period.

The amount to be returned is calculated by subtracting the amount of Title IV assistance earned from the amount of Title IV aid that was or could have been disbursed as of the withdrawal date. If a student receives less Title IV funds than the amount earned, the school will offer the student a disbursement of the earned aid that was not received at the time of their withdrawal which is called a post-withdrawal disbursement. Post-withdrawal disbursements will be made from Pell Grant funds first. If there are current educational costs still due the school at the time of withdrawal, a Pell Grant post-withdrawal disbursement will be credited to the student's account. Any federal loan program funds due in a post-withdrawal disbursement must be offered to the student and the school must receive the student's authorization before crediting their account.

If a credit balance still exists on the student's account after the R2T4 and institutional refund calculations are done, that credit balance will be used to pay any grant overpayment that exists based on the current withdrawal within 14 days from the date that the R2T4 calculation was performed. The overpayment must be eliminated prior to offering a credit balance to a student.

The following Title IV return distribution is used for all FSA students due a refund:

1. Unsubsidized Direct Loan
2. Subsidized Direct Loan
3. Direct PLUS Loan (Parent)
4. Federal Pell Grant

STUDENT SERVICES

Advising

PPGS student services plan is designed to meet the educational and personal needs of each student. Activities within the plan include: orientation to the school and programs, admissions assistance, maintenance of educational records, academic advising, financial aid assistance, placement assistance, and the grievance due process. These areas are discussed below:

Orientation

It is the goal of the orientation program to ensure all students are fully informed of program/school requirements and that they either meet or have the capabilities to meet the requirement of their program of study. Each new student is provided with proper orientation to acquaint him/her with the policies, functions, and personnel of the School. Information on the applicant's program of study is provided, including job prospects, working conditions, and employment requirements. A copy of the school catalog is provided to all prospective students and other interested parties.

Admissions Assistance

The admission policies are clearly stated and published in the school catalog. Prospective students are required to have a personal interview with an admissions representative. This personal interview helps to determine the prospective student's awareness of the pet grooming industry and suitability for a career in this field. Students must hold a high school diploma or the GED and must be able to physically accomplish the manual, portions of the industry requirements.

Students with Special Needs

It is expected that all students will have the physical capacity to meet the industry requirements as professional pet-groomers. Students are asked about special needs they may have during the admissions process. Programmatic requirements are also discussed during this process. At times, students, who may be physically able to meet the occupational requirements of the program but otherwise have special needs, may enroll. The school is committed to meeting the needs of these students in a manner that is both confidential and conducive to providing an equivalent learning experience as that of other students. The school follows and is committed to maintaining compliance with all applicable laws including the Americans with Disabilities Act (ADA). Students are encouraged to understand their rights under applicable laws. More information may be found at the following resources:

- U.S. Department of Justice's ADA Civil Rights Division
www.ada.gov
Voice (800) 514-0301
TTY (800) 514-0383
- U. S. Department of Education Office for Civil Rights
www2.ed.gov/about/offices/list/ocr/know.html
Voice (800) 421-3481
TTY (800) 877-8339

Students should contact the School Director and provide documented verification of their special need. The type of services PPGS provides will depend on the needs of the individual student. A sampling of these services includes:

- Test-taking facilitation

- Extended time on assignments
- Test proctoring
- Alternative learning strategies
- Physical accommodations
- Specialized academic advising
- Referral to external agencies, if warranted
- Assistive Technology

Students are encouraged to make their needs known as early as possible to provide the school time to understand the student's need and determine the reasonable accommodations it may provide.

Health and Wellness

First aid kits are available for minor accidents. School staff will not administer or suggest any medication to students except by specific written and signed medical authorization agreements. Students upon enrollment complete a Personal Data and Release Form, which provides essential accident and health emergency information. In case of sudden illness and/or accidents, the School will seek to contact the person[s] listed on this form. If the contact person[s] cannot be reached, or the emergency appears to require immediate action, the School will summon the local medical emergency service for assistance. The sick or injured person[s] will be responsible for any financial obligations incurred. If hazardous weather conditions, such as hurricanes, occur during the school day, the Director may determine, based upon weather reports and/or visibility, that the students and faculty would be dismissed.

Library and Resource Center

The school Library/Resource Center contains books and DVDs, that are related to the grooming field. Students may obtain a list of DVD's and books from the Director.

Copyright Infringement: Students who copy articles or words exactly from a book or publication must add footnotes in their research for identification.

GRADUATE SERVICES

Graduate Services efforts will include developing employment opportunities for graduate employment. The development of employment opportunities shall not be limited geographically. This is not a job guarantee. All means of communication shall be employed to develop potential employer sites. To provide these services, the school will ensure that the following procedures are utilized:

- a. interview prospective graduates
- b. set employment interviews for graduates
- c. follow-up on graduates and employers to determine employer satisfaction levels
- d. conduct mock employment interviews
- e. provide graduate speakers as motivators
- f. maintain records of placement
- g. maintain records of job sites and employers
- h. maintain an employer portfolio on each student
- i. Develop employment sites geographically to accommodate the student's home location.
- j. secure employment verification documents.

CAREER SERVICES

Each student shall be interviewed no later than three weeks prior to graduation. At this time, the student will present a resume and will be directed to complete a profile sheet.

The profile sheet shall include:

1. The location of at least two potential employers
2. The names of at least three references (no relatives)
3. The students SS number
4. The students last three known addresses
5. The students last three jobs if applicable
6. Any other information that would be good for the employer
7. Does the student have transportation?
8. A current address and phone number

Employer file:

All employer contacts relative to the student will be logged in the appropriate section of the school's student data management software or an alternate data base. A hard copy of employer contacts will also be maintained and survey sheets will be maintained.

Each month, the School Director will review a detailed list of all placements for the month and year to date.

Placement and Graduation will be reviewed and evaluated monthly. The school will use the ACCSC G&E report as its tool.

Placement and Follow-up. Employer surveys, student surveys, and graduate surveys are the primary method of assessing student, graduate, and employer satisfaction, as well as to follow-up on graduate placements. Phone contacts with graduates or other correspondence may be used from time to time. These are mailed periodically and a hard copy file is maintained.

Placement Tracking

Written Employment Verification documents are maintained by the school Director to support all placement data.

The institution strives to maintain a placement rate of 85% or better. The assessment of performance is done annually through the accrediting commission annual report and the Placement Report data collected monthly.

At least once each year, the Advisory Committee, faculty and staff will be provided with placement and completion information via a faculty meeting and staff meeting.

Placement Reporting

Reports shall include the following and other reports as required:

ACCSC Cohort graduate tracking - monthly

IPEDS survey data - quarterly

State Licensing Agency reports –annually

Graduate and Employer Surveys – monthly as dictated by graduate population

Student Surveys which shall be conducted on a regular basis.

Student Advising

personal advising on school related matters

referrals to social service agencies/The use of the Student Resource Services

assistance in completing agency forms

dress for success advice

Method of Recording Advising Contacts:

Note that documentation of activities may be maintained by hardcopy format in the individual student file.

Assessment and Effectiveness:

On a monthly basis, management will compile an outcomes data report and publish it in comparative form with ACCSC Standards. On an annual basis, management shall file a formal Annual Report to the Commission. The monthly report is used as a trend report as well as a management tool. Negative trends will require some action plan to address and improve those trends.

On a monthly basis a report is generated that details all of the advising activity related to other student issues.

Student surveys will also be used to assess the effectiveness of all student services on a monthly basis. Data and information on placement performance and student satisfaction will be provided to the PAC(s) on at least an annual basis for review and comment.

RULES & REGULATIONS

a. Attendance Policy

Job readiness and professionalism are vital considerations when course grades are figured. All students are expected to conduct themselves in a professional manner by contacting the school and advising their instructors of an absence prior to the start of classes. Regular class attendance is required of all students. Promptness and dependability are qualities that are very important in all occupations. Students should begin to develop these qualities the day they begin their training.

Attendance is taken daily in class by the instructor and turned over to the School Director before the end of the class day. Early departures, tardiness, and class cuts will be recorded in actual hours. Attendance records are maintained by the School Director as part of the student's permanent academic record.

Any student attending a course on the Full Time or Half Time schedule will be withdrawn from their program immediately if he or she does not attend course(s) within a 14 calendar day period.

Students attending classes on weekends will be withdrawn after two consecutive scheduled class days of absences. All students must complete 100% of the scheduled hours within the course before going on to the next course.

Make-up hour days will be made available to students weekly. The student works with the instructors on an individual basis to complete all make up assignments and all time missed within the time period set forth by the instructor. Attention to make up assignments will help avoid the possibility of incomplete status or course failure.

Students are responsible for making-up assignments and work missed as a result of absence at the discretion of the instructor. The instructor may assign additional outside make-up work to be completed for each absence.

Attendance is reviewed by School Director on a weekly basis with a focus on those who have been absent for 10% of the scheduled course. Students will be notified by phone and/ or via e-mail if their attendance is in danger of violating attendance requirements.

Students may appeal the school actions related to the attendance policy if the absence was due to extenuating or mitigating circumstances, for example, illness, and military duty, death of a family member, court appearance, or jury duty.

b. Tardiness

Students arriving after attendance has been taken is considered late and will be marked absent unless the instructor considers the reason for tardiness is legitimate. All class time missed in excess of 15 minutes must be made up by the Student prior to graduation.

c. 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 School, staff or other Students will be terminated. Theft of property from the School or other Students is grounds for immediate dismissal. School 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.

d. 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. A Student may make up missed time by attending another class in session or at the discretion of the instructor. Those students who need to make up classes must see the school administrator first.

e. **Grades/Certification**

A Student who fails the final exam may be allowed additional classes, maximum 50 hours at no charge *per agreement* of the Director. Student will then have an opportunity to retake the exam. If the Student fails to achieve a passing grade the second time, he/she will speak to the Director as to the advisability of continuing and that if he/she decides to continue, a diploma may not be awarded. Beyond additional bonus hours, a student may elect to continue with additional hours at a rate of \$15 per clock hour. This non-refundable fee will not guarantee the Students ability to complete the program.

f. **Leave of Absence**

The school does offer a Leave of Absence Policy. Students must see the school Director of operations with a completed written request form for signature approving same before the leave will be granted. A leave of absence must meet certain conditions, for it not to be considered a withdrawal which requires Return Calculation.

The leave time period and the reason for leave must be clearly defined on the request form. The leave of absence will not begin until the student has submitted the proper "Leave of Absence" form to the school Director of Operations and the School Director of operations has approved the written and signed request. In certain cases when a leave of absence form cannot be filled out prior to the leave, in that case when the student returns, before he or she can continue classes the student must see the director, for the proper documentation to be completed.

A leave of absence period may not exceed 180 days within any 12-month period. Students will be automatically withdrawn from the school if they fail to return from a leave of absence as illustrated on the request form. Additionally, upon the student's withdrawal from the school, any unused tuition will be refunded in accordance with the school's refund policy. If the student requesting LOA is a Title IV loan recipient, it must be made clear prior to Pets Playground granting LOA. The effects of failure to return from leave will have on the student's loan repayment terms, which impact the expiration of the student's grace period.

A student that has been granted leave of absence is not considered to have withdrawn, and upon return within the approved timing, continues to earn financial aid previously awarded for the period.

Once the student returned from his or her LOA, the loan period will be extended and the graduation date will be updated.

Students successfully returning from the LOA must check in with the School Director of operations so classes can be scheduled upon the return of the student and a return calculation can be completed.

g. **Re-entry**

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

h. **Grievance & Disciplinary Policies**

In the event that a student has a grievance with the school in regards to any aspect of the Program that they are in, they may work with the Director of the School 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 Commission for Independent Education (CIE). The CIE can be reached toll-free at: (888) 224-6684. Address: 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400.

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling students complaints. In the event that a student does not feel that the school has adequately addressed a complaint, the student may consider contacting the Accrediting Commission. All complaints reviewed by the commission must be in writing and should grant permission for the commission to forward a copy of the complaint to the school for a response. This can be done by filing the ACCSC Complaint form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the commission. All inquiries should be directed to: Accrediting Commission of Career Schools & Colleges 2101 Wilson Boulevard, Suite 302 Arlington, VA 22201 (703) 247-4212 www.accsc.org

STANDARD OF SATISFACTORY ACADEMIC PROGRESS

Pets Playground Grooming School has an evaluation check point for students once they have completed 75 clock hours for the Pro Groomer program or 150 clock hours for the Pet Stylist Program, if the student is not meeting SAP whether qualitative or quantitative the student will be counselled and all the SAP requirements will be reviewed to ensure the student understands the importance of Title IV aid and eligibility requirements. A student's academic Progress (SAP) in the program is reviewed to determine if a student is eligible to continue to the next evaluation point. SAP applies to all students regardless of whether they are receiving Title IV funds. SAP is measured at 150 for Pro Groomer and 300 for Pet Stylist. The school will determine if the student has successfully completed both the clock hours and weeks of instructional time required for the period evaluated. If the student does not meet SAP whether qualitative or quantitative the student's Title IV will be terminated and they would no longer receive Title IV funds. Any student that wishes to remain in school must appeal the unsatisfactory progress status. The appeal must be given to the school Director for evaluation. If the school Director approves the appeal, the student will re-gain Title IV eligibility.

Appeal – Students have the option to submit an appeal to the Director once they are notified of their probation status. Once they are notified they will have 30 days to file an appeal. The appeal from the student must state why they did not meet SAP, and what now will allow them to meet SAP. If the director approves the appeal the student will regain Title IV eligibility.

There are two SAP requirements. One is qualitative and one is quantitative

QUANTITATIVE

A student's Attendance is checked at each evaluation point. A student must have at least 67% attendance at the 75 (Pro Groomer) and 150 (Pet Stylist) clock hour evaluation period, or the student will be placed on financial aid warning for the next evaluation period. If the student fails to meet the 67% attendance by the end of the next evaluation period (SAP), 150 (Pro Groomer) 300 (Pet Stylist) financial aid eligibility is terminated for not meeting SAP. If the student wishes to appeal the decision of the termination, the appeal from the student must state why they did not meet SAP, and what has changed that would now allow them to meet SAP. If the school Director approves the appeal, the student will re-gain Title IV eligibility.

QUALITATIVE

A student must maintain a cumulative GPA of 2.0 or better to remain in the program and be considered in good academic standing at each evaluation point of 75/150 (Pro Groomer) and 150/300 (Pet Stylist) scheduled hours. The Director may permit a student to retake a failed examination. A passing grade on a retake will replace the original failed exam. All progress records are maintained by the school. If a student's cumulative GPA is below a 2.0 at the SAP evaluation point of 150 (pro groomer) 300 (pet stylist) clock hours, the student's financial aid will be terminated. The student must raise their cumulative GPA to a 2.0 or better. Any student that wishes to remain in school must appeal the unsatisfactory progress status, the appeal from the student must state why they did not meet satisfactory academic progress and what has changed that would now allow them to meet SAP. If the school Director approves the appeal, the student will re-gain Title IV eligibility.

MAXIMUM TIME FRAME

A student complete the program within maximum timeframe. The maximum time frame in which a student may complete his or her program of study is the period of time in which it takes the student to attempt 150% of the academic hours contained in his or her educational program. If a student is not a Title IV recipient, and at the SAP evaluation the student is not meeting the minimum standards of 67% attendance and a cumulative GPA of 2.0 or better, they will be placed on academic probation. The student will be advised on the risks and consequences of reaching the maximum timeframe for the program completion. Leaves of Absence, withdrawals, and other official interruptions of training are not computed in the maximum timeframe.

Examples of Circumstances include:

- Death of an immediate family member
- Significant trauma in student's life that impaired the student's emotional and/or physical health
- Immediate family member that require extended recovery time
- Withdrawal due to military service
- Other unexpected circumstances beyond the control of the student
- Voluntary withdrawal

Students who voluntarily withdrawal from the school or who were terminated for reasons other than failure to maintain SAP may apply for re-admission to the Director. If approved the student must sign a new enrollment agreement and will start in the next scheduled start date and will return in the same status as prior to withdrawal or termination. This point will depend on the previous class training the school credits the student.

Circumstances such as working while attending school, financial issues related to bills, travel to campus/car maintenance is not considered extenuating for purposes of appealing suspension of financial aid.

Termination Policy

A student may be dismissed by the Director of Pets Playground Grooming School prior to completion of the program for any of, but not limited to, the following reasons:

1. Insufficient academic progress as outlined in the school's Satisfactory Progress Policy.
2. Failure to comply with rules outlined in the catalog covering Student Conduct.
3. Nonpayment of the tuition balance before the first day of class.
4. Fourteen consecutive days of absence without written notice to the school.
5. Failure to successfully complete the program within the maximum time frame.

JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS REPORT

Introduction

Pet's Playground School is committed to enhancing awareness of safety and criminal offenses that may arise on its campus and surrounding areas and thus provides an annual report of crime statistics and policies and programs designed to provide a campus environment that is as safe and secure as possible. In compliance with the Jeanne Clery Act, the School provides this annual report to all students, faculty, and to all others who request it. The annual report includes criminal activity reported to the Pompano Beach Police Department as having occurred on campus, incidents reported to a campus security authority and disciplinary activity referred to the Director of Students as requested by the Act. Statistics are submitted to the Director of Students who is responsible for preparation of the annual report. The Director of Students also annually requests others within the School community who have provided information for the report regarding policies and programs pertaining to campus safety to review the material to insure its accuracy.

Security Policies and Procedures

If a security situation becomes eminent either on or off premises and the director believes it to be a serious threat a warning will be issued throughout the school. The school will also utilize its warning system to notify all students and faculty.

Emergency Notifications can come from faculty, students, or local emergency responders. Any of these members will notify the director and may initiate the warning system.

Pets Playgrounds warning system includes: text messaging, phone and voicemail, social media, and web alerts.

Please call 911 for cases of suspicious persons, or any criminal activity. An incident report shall be completed for each incident. Please notify The Director for Pet's Playground 561-827-7106 for emergency incidents, AFTER the proper fire, rescue or police department has been notified.

Please notify building maintenance for repairs, locked doors, lost keys down the elevator shaft, etc. The number is 954-782-4994.

All classroom and office buildings are locked after business or classroom hours weekdays. In addition, classrooms are to be locked after each class session is completed to prevent unauthorized entry. All classroom and office buildings remain locked over weekends unless special events have been scheduled.

Parking on Pet's Playground School's campus is available in the parking lot in the front of the main building. Faculty, staff and students may not park in spaces directly in front of any store fronts between the hours of 8:00 AM to 5:00 PM Monday through Friday. The School does not issue parking permits.

DIRECTOR. All visitors must report to the main office prior to admission to classroom or administrative offices.

Parking on Pet's Playground School's campus is available in the parking lot in the Bellcrest Plaza. Students and faculty may not park directly in front of any store fronts. The School does not issue parking permits.

Crime on Campus: Reporting Policies and Procedures

Pet's Playground School has been fortunate in that it has experienced a very low incidence of crime, especially violent crime. This can be attributed to the diligence of the School community in its effort to ensure a safe place in which to work and live. Yet, some crime may occur.

How To Report A Crime

It is the policy of Pet's Playground School that all crimes, suspicious circumstances, or conditions that pose a threat to safety or security of community members or guests of the School be reported immediately to a faculty member. In the event of an emergency, please call 911 in addition to notifying a faculty member.

Confidential Reporting

While the School strongly encourages the reporting of all crimes, it is understood that the welfare and choice of a victim of crime comes first. It is a policy and/or practice of staff personnel to encourage the victim to seek a counselor and to encourage counselors to inform victims and witnesses to report crimes on a voluntary confidential basis for inclusion in the School's annual crime report when the counselor deems it appropriate.

Police Response

Upon notification, a faculty member will respond to the scene if applicable, conduct an investigation into the alleged incident, restore and maintain peace and order, and take appropriate action within the scope of their duties.

Faculty report all serious on-campus crimes to the Pompano Police Department and provide records of all pertinent information to assist in the investigation.

All members of the School community are urged to lend their support, both in reporting of crimes, suspicious circumstances, or fires, and by practicing preventive measures to reduce crime and promote safety. The ability of faculty members or Pompano Police officers to be in all places at all times is impossible; but the eyes of the campus community are many and are needed in order to maintain a safe campus environment. We all share in the responsibility for a safe campus, so please **REPORT IMMEDIATELY** any crime, suspected crime, or suspicious circumstance.

REMEMBER: When reporting an incident to a faculty member or the Pompano Beach Police, provide accurate and prompt information. Remain calm and stay on the line with the dispatcher. Be prepared to provide the information requested, such as your name, your location, and an accurate description of the circumstances involved. Given the small geographic size of the campus, University Police officers will arrive quickly.

For NON-EMERGENCY assistance, dial 954-782-4994 on campus. EMERGENCY - DIAL 911

As appropriate, when crimes covered by this Act are reported to a faculty member or from the Pompano Beach Police Department, the Director of Students will be advised of the reported offense. The Director will, when appropriate, issue a "Safety Alert." Such alerts are intended to notify members of the School community of possible safety concerns. Alerts are provided to local print and television media and are also posted within all residence hall areas on campus.

Sexual harassment

Pets Playground upholds a sexual harassment free environment and will ensure that any sexual assault victims are afforded compassionate consideration.

Sexual harassment is unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

PETS PLAYGROUND GROOMING SCHOOL

Submission to such conduct is made either explicitly or implicitly a term or condition of the individual's employment;

Submission to or rejection of such conduct is used as the basis for employment decisions affecting the individual; or

Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive environment.

Other unlawful harassment is verbal or physical conduct that denigrates or shows hostility towards an individual because of that individual's race, color, religion, gender, national origin, age, or disability when it has the purpose or effect of:

Unreasonably interfering with an individual's work performance; or creating an intimidating or hostile environment.

Sexual assaults are often times committed by someone the victim is familiar with or knows. However, stranger assaults do happen. Legislation passed in 2007, victims will no longer be required to report a sexual battery in order to have a forensic sexual assault exam that is paid for by victim compensation. Victims now have an official right to have a supporter present during the exam. In order for police to collect evidence of the assault, it is best if you do not bathe, shower, douche, brush your teeth, urinate, defecate, change, or launder clothing or bedding. Clothing and/or bedding may be taken as evidence. You will receive a physical exam, and pictures will be taken as evidence. If you wish assistance in notifying Pets Playground security or other law enforcement about sexual battery or other crimes, you may contact the school directly at 954-782-4994. All reports are confidential. IN CASE OF EMERGENCY DIAL 911.

Relationship Violence – includes Domestic Violence and dating violence. Domestic violence consists of abusive behavior that is used by an intimate partner to gain or maintain power and control over the intimate party and can take the form of assault, aggravated assault, battery, aggravated battery, sexual assault, sexual battery, false imprisonment or any criminal offense resulting in physical injury or death of one family or household member by another family or household member. Dating violence is violence committed by a person who has been in a romantic or intimate relationship with the victim. Whether there was such a relationship will be gauged by its length, type, and frequency of interaction.

Stalking – a conduct directed at a specific person that would cause a reasonable person to fear for his/her, or others safety, or to suffer substantial emotional distress. Stalking includes the concept of cyber-stalking, a particular form of stalking in which electronic media such as the internet, social networks, blogs, cell phones, texts, or other similar devices or forms of contact are used.

Consent – defined as intelligent, knowing, and voluntary agreement to engage in specific activity and shall not be construed to include submission obtained by force, intimidation, threat, blackmail, extortion, or any other method of coercion, giving in is not the same as giving consent.

If you suspect that a person is being abused or has been sexually assaulted or stalked speak out and be an advocate for preventing sexual violence.

If you have been a victim 1) Get to a safe place 2) Report the situation to someone in a position of authority or the police department immediately 3) Request assistance for safety 4) Preserve all evidence of the offense 5) Obtain an order of protection or a no contact order 6) Take advantage of services available such as counseling.

Sexual assault Response team- Woody Whitcomb 407-810-0453

How to file a complaint – Pets Playground encourages anyone who suffers a crime to report it immediately. A formal or written complaint can be done directly with the School’s director, or faculty member.

Crime Statistics Collection and Compilation

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act - Public Law 105 - 244 Section 668.41 (b) & (c); 668.46 (c) (1) – (4) (f), Pet’s Playground School annually provides to matriculated students and employees of the university, information relating to crime statistics and security measures. This information is also provided to any prospective student and employee upon request.

Crime Statistics Collection

For the purpose of collecting and reporting of campus crime statistics in accordance with the Clery Act, as indicated herein, all alleged on-campus crimes reported to the Pompano Beach Police Department as having occurred on or adjacent to campus are included in the Campus Crime Statistical Report. In addition, the following officials of the school have been identified as a "campus security authority"* and alleged crimes reported to these individuals will also be included in the campus crime report:

“Director, faculty member.”

Also included herein are all crimes as specified in the Clery Act reported by the Pompano Beach Police Department to Pet’s Playground School.

Excluded under the regulations of the Clery Act for reporting crimes are pastoral and professional counselors employed by Pet’s Playground School.

The Campus Crime Report follows UCR standards and definitions of crimes. NOTE: A formal police report need not be made for crime incidents to be included in the annual report.

All other crime statistics and disciplinary referrals, as defined by the Clery Act, are reported to faculty members throughout the year and are compiled and distributed annually by the Director of Students in compliance with this federal law.

If faculty members or the Pompano Beach Police Department, upon further investigation of the alleged crime, concludes that the allegations reported are not substantiated by the facts or comply with the law, the alleged crime will not be included in the Campus Crime Statistical Report.

Crimes reported to faculty members are distributed in a monthly statistical report, which is submitted to the university community through its respective academic and administrative department heads. This report reflects all criminal incidents reported.

Where To Get Crime Data

The Campus Crime Report and departmental information, as well as other useful information and crime prevention tips, may be obtained at the Directors office.

Timely Warnings

In compliance with the Clery Act, Schools are required to make timely warnings to the campus community of incidents reported to the campus police or to a faculty member as having occurred on campus that pose a threat to the community. Attempts are made to obtain information from off- campus locations when possible. The School distributes notices within 24-48 hours after information is received by posting on bulletin boards.

PETS PLAYGROUND GROOMING SCHOOL

Campus Crime Report

The following report is composed of on-campus incidents reported to faculty members in the indicated categories by calendar year. Note: This report reflects changes in reporting requirements, as amended in 2016.

Crime Statistics-Criminal Offenses
 Pet's Playground School
 Reporting Period: 1-01-2019 to 12-31-2019

On-Campus	2017	2018	2019
Murder/Non-negligent manslaughter	0	0	0
Forcible sex offenses	0	0	0
Nonforcible sex offenses	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Larceny/Theft Offenses	0	0	0
Motor vehicle Theft	0	0	0
Arson	0	0	0
Arrests for Liquor Law Violation	0	0	0
Arrests for Drug Abuse Violations	0	0	0
Arrests for Weapons Violations	0	0	0
Hate Crimes	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0
Domestic Violence	0	0	0

Non-Campus Buildings	2017	2018	2019
Murder/Non-negligent manslaughter	0	0	0
Forcible sex offenses	0	0	0
Nonforcible sex offenses	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0

PETS PLAYGROUND GROOMING SCHOOL

Larceny/Theft Offenses	0	0	0
Motor vehicle Theft	0	0	0
Arson	0	0	0
Arrests for Liquor Law Violation	0	0	0
Arrests for Drug Abuse Violations	0	0	0
Arrests for Weapons Violations	0	0	0
Hate Crimes	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0
Domestic Violence	0	0	0

Public Property	2017	2018	2019
Murder/Non-negligent manslaughter	0	0	0
Forcible sex offenses	0	0	0
Nonforcible sex offenses	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Larceny/Theft Offenses	0	0	0
Motor vehicle Theft	0	0	0
Arson	0	0	0
Arrests for Liquor Law Violation	0	0	0
Arrests for Drug Abuse Violations	0	0	0
Arrests for Weapons Violations	0	0	0
Hate Crimes	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0
Domestic Violence	0	0	0

PETS PLAYGROUND GROOMING SCHOOL

Non-police	2017	2018	2019
Murder/Non-negligent manslaughter	0	0	0
Forcible sex offenses	0	0	0
Nonforcible sex offenses	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Larceny/Theft Offenses	0	0	0
Motor vehicle Theft	0	0	0
Arson	0	0	0
Arrests for Liquor Law Violation	0	0	0
Arrests for Drug Abuse Violations	0	0	0
Arrests for Weapons Violations	0	0	0
Hate Crimes	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0
Domestic Violence	0	0	0

Drugs and Alcohol Policy

In compliance with the Drug Free Schools and Communities Act of 1989, Public Law 101-226, Pet's Playground School publishes and disseminates the following information regarding the use of illicit drugs and the abuse of alcohol: School policy and sanction, federal and state laws applicable to such use, health risks, and on-campus and community education, counseling, and treatment resources. This policy is related to all members of Pets Playground's school including all students, faculty, staff, and all visitors, contractors and guest to Pets Playground.

Pet's Playground School provides a drug-free School as required by the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 85, Subpart F, and defined at 34 CFR Part 85, Sections 85.605 and 85.610. Pet's Playground School employees and students may not unlawfully manufacture, possess, use, dispense, or distribute illicit drugs and alcohol on Pet's Playground School property, or as a part of its off-campus student activities. Every employee and student must follow this rule. Any employee who violates this policy will be disciplined, suspended, or released. Any student who violates this policy will be disciplined, suspended, or expelled.

Health Risks Alcohol is a depressant drug that is absorbed into the bloodstream and transmitted to all parts of the body most significantly affecting the brain. It is classified as a psychoactive drug because of

PETS PLAYGROUND GROOMING SCHOOL

its effects on the mind and the behavior. The School recognizes and acknowledges the health risks associated with the use of illicit drugs and the abuse of alcohol, such as: the reduction of mental acuity, memory loss, severe disorientation, impaired motor functioning, damage to major organs, hepatitis, AIDS, etc. The School provides referral information about substance abuse counseling and rehabilitation services which are available for students and employees who may require it. Those persons who voluntarily avail themselves of referral services shall be assured that applicable professional and regulatory standards of confidentiality will be observed. Those individuals may do so by calling the 2-1-1 Broward Assistance Help Line at 954-537-0211 or TDD 954-390-0942. The Broward Assistance Help Line is free and confidential to all students and Staff of Pets Playground.

Pet's Playground School students and employees are subject to all local, state, and federal laws regarding the unlawful possession, use, or distribution of illicit drugs and alcohol on its property or as part of any of its activities. The School will assist any law enforcement agency that is investigating drug or alcohol law violations involving Pet's Playground School employees or students.

Florida has adopted the Uniform Controlled Substances Act known as the A Florida Comprehensive Drug Abuse Prevention and Control Act (Fla. Statute 893.01 to 893.165). The following list of criminal penalties for drug and alcohol abuse is not exhaustive. Note well that there may be other provisions of local, Florida, and federal statutes related to drug and alcohol that are not included here.

Driving under the influence of drugs or alcohol carries substantial penalties. Driving while in possession of a controlled substance is a separate offense. Consumption of alcoholic beverages while operating a motor vehicle is another separate offense.

There are increased penalties under Florida law to sell, manufacture, or deliver, or possess with intent to sell, manufacture, or deliver a controlled substance in, on, or within 200 feet of the real property of a public or private school or School.

It is an offense for any person 18 years of age or older to deliver any controlled substance to a person under the age of 18. The Federal Controlled Substances Act also forbids many of the same acts or missions forbidden by Florida Law (see 21 U.S.C. 841 et seq.). The illegal use, possession, sale, delivery, and/or manufacture of drugs will not be tolerated and may be grounds for immediate suspension or dismissal of students, faculty members, administrators, and other employees.

Federal Penalties and Sanctions for illegal possession of a controlled substance:

1st conviction: Up to 1 year imprisonment and fined at least \$1,000 but not more than \$100,000, or both

After 1 prior drug conviction: At least 14 days in prison, not to exceed 2 years and fined at least \$2500 but not more than \$250,000 or both

After 2 or more prior drug convictions: At least 90 days in prison, not to exceed 3 years and fined at least \$5,000 but not more than \$250,000, or both

Special sentencing provisions for possession of crack cocaine: Mandatory at least 5 years in prison, not to exceed 20 years and fined up to \$250,000, or both, if: the first conviction and the amount of crack possessed exceeds 5 grams. The second crack conviction and the amount of crack possessed exceed 3 grams. The third or subsequent crack conviction and the amount of crack possessed exceeds 1 gram. 21 U.S.C. 853 9a)(2) and 881(a)(7).

Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than 1 year imprisonment. (See special sentencing provisions re:crack.)

21 U.S.C. 881(a)(4) Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance. 21 U.S.C. 844a Civil fine of up to \$10,000 (pending adoption of final regulations) 21 U.S.C. 853a

Florida Laws Regarding Alcohol and Drugs

FSS 562.11 (1) it is unlawful for any person under the age of 21 years to have in his/her possession an alcoholic beverage. The penalty for violating this section can include a period of imprisonment not exceeding 60 days and a fine of \$500.

FSS 562.11 (2) it is unlawful for any person to misrepresent or misstate his age or the age of any other person for the purpose of inducing anyone to sell, give or serve any alcohol beverage to a person less than 21 years of age. The penalty of violating this section can include a period of imprisonment not exceeding 60 days and a fine of \$500.

FSS 316.193 A person guilty of the offense of driving under the influence of alcohol if he/she is driving or in actual physical control of a vehicle and has a blood alcohol level of 0.08 or more. The penalty for the first offense can include six months' imprisonment, impoundment of vehicle, \$500 fine, one year of probation and suspension of driver's license. The penalties for repeat violations and offenses involving vehicle accidents are considerably more severe.

Alcohol and Drug Counseling, Treatment Referral, and Rehabilitation Programs

The following resources are available for Pet's Playground School students, faculty and staff in need of alcohol and/or drug abuse services:

Hotlines

Alcoholics Anonymous 954-967-6755 or 866-517-9997

Cocaine hotline 877-456-3313

AIDS Hotline 800-352-2437

Suicide Hotline 1-877-968-8454

Drug and Alcohol Rehabilitation Centers 866-421-6242

Alternative 561-998-0866

Life Skills 800-749-7149

Campus Security

Pet's Playground School actively promotes crime prevention education through programming, printed literature, and by direct access to its community members. Pets Playground works hard to ensure the safety of its students and faculty through cooperative relationships with the City of Pompano Beach and Broward County Sheriff Department. Pets Playground works hard to ensure the safety of its students and staff. Should an emergency occur on the campus, the security personnel is able to articulate emergency information to the entire campus via a campus wide alert system. All Students and faculty will be updated via an emergency text system to alert and update them. Students and faculty will be alerted to such events that may affect them or the schools calendar (weather, emergency related closings).

Pets Playground's campus is a secure campus. Everyone entering the school must have an ID badge, and all guests must announce themselves with the front desk.

Parking:

Students are free to park in the parking lot, however not in front of store fronts.

Emergency Phones – Phones are located in the front desk, and class rooms in case of emergency. Dial 911 in case of emergency

Crisis Plans

Pets playground has a system in place that includes a team that works together to monitor and further improve the quality of the schools emergency response system. The team includes the Director of the school and its faculty. To ensure the safety and security of Pets Playgrounds students, faculty, and facilities the team is prepared to respond to threats from Hurricanes to state of emergencies.

Campus Alert - Should a threat become eminent the team will utilize an emergency text system to alert and keep students, and faculty up to date on anything that may affect them or the schools schedule. The system utilizes updates using texts, emails, social media, and voice messages. It is important that all faculty, members and students keep their emergency contact information up to date. This information may be updated at any time using the emergency contact form located at the front desk.

Hurricane Plan – Hurricane season in Florida is June 1, thru November 30. Pets Playground has a comprehensive hurricane plan that is periodically updated and put into action by the appropriate team members. Throughout every stage of the storm we will keep all faculty and students informed of the schools schedule and when classes will resume. Students may call Pets Playground at 954-782-4994 for updated information. If the phone system goes down students and faculty can also utilize Pets Playgrounds social media network to get updated information.

Hate Crimes – Pets Playground will report any allegations of hate crimes by faculty, students, or guests. Hate crimes are crimes that manifest evidence of prejudice on race, religion, sexual orientation, ethnicity, gender, or disability. We encourage anyone who thinks they have been a victim of a hate crime to report it immediately.

Constitution Day

Constitution Day commemorates the formation and signing of the U.S. Constitution by thirty-nine brave men on September 17, 1787, recognizing all who are born in the U.S. or by naturalization, have become citizens.

On September 17, 1787, the delegates to the Constitutional Convention met for the last time to sign the document they had created. We encourage all Americans to observe this important day in our nation's history by attending local events in your area and at our school. Pets Playground celebrates Constitution Day through activities and learning and demonstration of our Love for the United States of American and the Blessings of Freedom Our Founding Fathers secured for us.

Voter's Registration

To register to vote in Florida, you must:

1. Be a Citizen of the United States of America (A lawful permanent resident, commonly referred to as a “green card holder,” does not have the right to register or vote in Florida)
2. Be a Florida resident
3. Be at least 18 years old (You many pre-register to vote if you are 16 years old)
4. Not have been adjudicated mentally incapacitated with respect to voting in Florida or any other state without having the right to vote restored.
5. Not have been convicted of a felony without your civil rights having been restored.

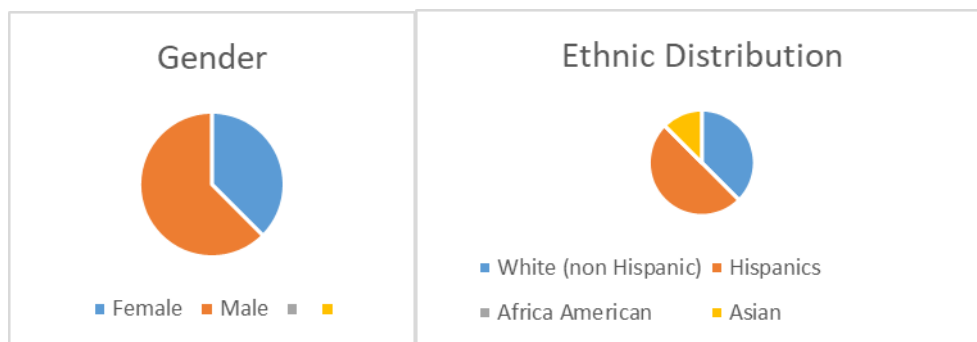
To apply to register to vote go to:

<http://election.dos.state.fl.us/voter-registration/voter-reg.shtml#voterApp>

Ethnic Diversity

PPGS values the diversity of its student body, which adds complexity to student learning and student experience.

The Graph Below shows the Enrollment Ethnic Distribution and the Male and Female Population.



Copyright Infringement

The School library/Resource Center consists of periodicals, books, computers and DVD's that are related to the field of grooming.

If something is directly copied from an article that you are researching, footnotes must be added for identification.

CANCELLATION AND REFUND POLICY

1. If a student wishes to cancel or withdraw, he or she must do so in person or by certified mail to the director of the school.
2. All funds will be refunded if the applicant is not accepted by the school or if the student cancels within (3) three business days after signing the enrollment agreement and making the initial payment.
3. Cancellations after the (3) third business day, but prior to the first day of class, will result in a refund of all monies paid, with the exception of equipment and enrollment fee.
4. Cancellation after attendance has begun, but prior to 50% completion of the program, will result in a pro-rata refund computed on the numbers of hours completed to the total program hours.
5. No refund will be given for Cancellation after completing 50% of the program.
6. Refund amounts are calculated based on the student's last day of attendance.
7. There will be a termination or withdrawal fee of one hundred dollars (\$100), in addition to the school retaining the enrollment fee. Amount shall be deducted from the amount of tuition refunded to the student.
8. Refunds shall be made within 30 days of the student's official withdrawal/termination date or receipt of cancellation. The last day of physical attendance shall become the "withdrawal date"
9. Termination will occur if the student is absent for fourteen (14) consecutive days.
10. A student may be dismissed by the Director of Pets Playground Grooming school prior to the completion of the program for the following reasons:
 - a. Insufficient academic progress as outlined in the Schools SAP policy.
 - b. Failure to comply with the rules and regulations of Pets Playground outlined in the catalog.
 - c. Nonpayment of tuition.
 - d. Failure to successfully complete the program within the maximum time frame outlined in the catalog.