

June 27, 2018

Dear Student and Parent/Guardian:

Congratulations and welcome to the Cosmetology Department of the Crawford County Career & Technical Center. Please carefully read this packet of information.

To be enrolled, you must complete and return the Application for Enrollment, Hold-Harmless Agreement, Cosmetology Department Rules form and ***School Copy*** of the Cosmetology Course Fees form with deposit before **Wednesday, August 1, 2018**. Instructions are enclosed. **Please keep the *Student Copy of the Course Fees form***. Keep the Cosmetology Department Rules and Uniform Policy, place in a large (3-inch) three-ring binder and bring to class the first day.

The uniform for females will be a black smock and for males a black barber jacket, which will be purchased through the Career & Technical Center. Purchasing two smocks or barber jackets is highly recommended. Pricing and sizes are on the enclosed order form; you need to return the form to the school by **Wednesday, August 1, 2018** so we can have the proper size in stock for you when school begins.

Shoes must be all white for females and all black for males, with good support for your feet. Sock color should match your shoes. Bring your shoes and socks the first day of school.

Although the initial cost may seem high, you will be saving about \$20,000 by attending Crawford County Career & Technical Center rather than a private school.

Also, to enable you to work on clients and other students, you and your parents must sign the enclosed Hold-Harmless Agreement.

Please read, *complete* and return the enclosed forms as soon as possible. If all these items are not ready by the first day of school, you can not be admitted to class. You will have to go and remain in the Student Services (Guidance) department and no State hours can be granted.

If you have any questions, please call the Student Services department during school hours and the summer months.

Attendance is very important, as the State Board of Cosmetology requires 1,250 hours for the course and my recommendation. To receive credit for hours, the student must also **pass** the nine-week grading period which is a combination of theory, practical and STEAD/daily grade.

I am looking forward to seeing you in the Fall. In the meantime, you have a great summer.

Sincerely,



Kristen Deets
Cosmetology Instructor
Crawford County C.T.C.

KD:cj

Enclosures

cc: Kevin Sprong, Director

Checklist to be completed before the first day of class:

- ___ All white (female) or all black (male) duty shoes purchased (with good support)
- ___ Three-ring (3-inch) binder purchased, and Department Rules and Uniform Policy inserted
- ___ Read Cosmetology Department Rules and Uniform Policy
- ___ Signed Cosmetology Department Rules form returned
- ___ Hold-Harmless Agreement signed and returned
- ___ Application for Enrollment completed and returned
- ___ Smock order form completed and returned
- ___ Signed **School Copy** of Fees form returned, with right- or left-handed scissors indicated
- ___ Course down payment fee (\$200.00) paid