



Merryfield School of Pet Grooming

Enroll Today: (800)361-4548 • 954-771-4030 • 5040 NE 13th Ave Oakland Park, Florida 33334



Statement of Purpose

The School's goal to prepare a student to enter into the Professional Pet Grooming field. The graduates have many different ways to execute their career choice. Some of those options are:

- Mobile Pet Grooming Companies
- House call Pet Grooming
- Salons
- Animal Hospitals
- Kennels
- Resuce Organizations
- Humane Societies

Graduates also have wonderful opportunites to go into business for themselves!

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Licensed by and further information is available from:

Florida Department of Education Commission for Independent Education
325 West Gaines Street, Suite 1414 Tallahassee, FL 32399
850-245-3200 or 1-888-224-6684

License Number 3343

Merryfield School of Pet Grooming

5040 NE 13th Avenue
Oakland Park, Florida 33334
954.771.4030

Volume I
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Merryfield School of Pet Grooming
is Licensed by the
Commission for Independent Education
325 West Gaines Street, Suite 1414
Tallahassee, FL 32399-0400
Toll free (888) 224-6684

Names and Titles of Administrators and Instructors



Gregg Docktor, Director of Operations, Admissions Director:

Previously ran a Dog grooming school that was licensed by the "Florida State Board of Independent Post Secondary Vocational Technical Trade and Business Schools". It ran for approximately 15 years. Gregg also had a 3 store chain of grooming shops, "Just 4 Paws" In addition, he also had a 3 store chain of Puppy stores called "Merryfield Kennels". Today, Merryfield Motel for Pets and Day Care is a business that caters to pets which have apartment suites for dogs and cats

as well as all types of dog training. We also have a complete Animal Hospital that is under lease to a Veterinarian. Gregg also owned and operated "Dr. Clayton Pet Specialties" along with his late father Norman. This was a product line that was distributed nationally to pet stores and large box retailers. Gregg grew up in the industry; his father was responsible for more that 250 retail pet outlets called "Docktor Pet Centers"

See www.merryfieldmotel.com for further information on current business activities that Gregg Docktor is engaged in. Mr. Docktor has been involved in the Pet industry for over 34 years at the location where this new school will be located.

Michael Lamb, Instructor: Started his career in 1976 and was taught his skills by Professional Dog Show Handlers. Michael is a Certified Groomer from the NDGAA. He has worked extensively with well known shop owners such as Terri Di Marino, Kathy Rose (Pets of Perfection) The Loving Touch in Kendal Fl. Michael has participated in grooming competitions in Florida and has been appointed a Judge in grooming competitions in Florida, South Carolina and North Carolina. He has given Seminars in "Show Handling and Presenting the Well Groomed Dog". His Miniature Poodles are currently being shown at Westminster and he has previously received Top Miniature Breeder of the Year Awards (1990) He is one of the Top Miniature Poodle Breeders in The United States with over 100 champions to his credit. His dogs are currently being shown in Spain and Japan.

Irina "Pina" Pinkusevic, Certified Master Groomer (NDGAA), Multiple Award Winner, Terrier Class, Carolina fest, 2007, Best in Show, Hershey PA, Groom Expo, 2007:

Emigrated from the Ukraine in 1989. The passion for Professional Grooming was immediate when she was introduced to the industry. She was taught by a Certified Master Groomer and from top breeders and professional handlers. She also gained tremendous insights from top grooming competitors. Pina worked for "Shear Delight" in New York City and later purchased the salon. She owned it for 10 successful years. After selling that salon she went to work for one of the most prestigious and well known salons in Manhattan, "Doggie-Do and Pussycats Too" Pina groomed many celebrities pets including Jennifer Lopez, Betsy Johnson (the well known designer) Puff Daddy, Patricia Fields and many Broadway stars.

She was asked to help open "Canine Ranch" their desire for her to be involved was due to her well known talents and prior successes. Pina decided to open another business, along with her partner she designed and built "Fancy Schmancy Dog" www.fancyschmancydog.com

Pina moved to Florida and started to work for "Grooming by Tina" During the 16 years of being a part of the Pet Industry she has also shown and handled Standard Poodles, Cocker Spaniels, and Shar-Pei.

Homero "Homer" Gardin: was born in Cuba and immigrated to the US in 1968. He grew up in Chicago and became interested in the Pet Grooming Industry from a young age. He would visit his aunt in Miami during the summer. She owned a grooming salon and he would help her out with bathing and other duties. He was willing to do anything to help.

Homer was a student of the Merryfield School in the 80's. He became a teacher and taught at the school for 3 years. During this time, Homer implemented classroom techniques and programs designed to aide the students in preparing the opening and running of their own businesses. Homer, together with Michael Lamb, bred and showed Poodles and was often involved in lending his grooming skills to other show people in the rings.

Homer is bilingual, speaking fluent Spanish (his first language) as well as English. He originally worked Customer Service for Sears Corporation then, Unocal Chemicals Division including translating documents and dealing directly with the Hispanic clientele.

After leaving Merryfield, Homer established and operated his own salon. He was approached by a husband and wife that requested him to teach them Professional Pet grooming. After the apprenticeship was completed, they asked him for input in the design and establishment of their own salon, which is now the well known, "**Loving Touch Grooming Salon**" in Miami. It is the top rated grooming shop in the Nation. This is based on sales, customer satisfaction, service and quality! It opened in 1992, with Homer's help in designing the shop, establishing clientele and running of the business. The shop, within 2 years was able to groom up to 120 dogs a day! This was done with the help of up to 4 groomers, 4 bathers, 2 roughers, an office staff and a very loyal clientele.

Homer has now returned to Merryfield School of Pet Grooming to continue his enjoyment of teaching and sharing his knowledge with future groomers.

Joanne Marino has spent the last 35 years pursuing her passion of working with animals. From assisting veterinarians in Pennsylvania to patrolling for the Oklahoma Animal Control, Joanne has dedicated countless hours to the welfare of animals. She began grooming in 1971 and worked in several grooming shops; improving clientele and helping other groomers launch their new business. In 1989 Joanne came to Florida with her husband and two children and by 1990 she had started her own grooming business; Happy Tails, Inc., and achieved the title of Certified Master Groomer. Happy Tails prospered for 12 years. Even though she had a fulltime job running her own, busy grooming business, Joanne's work continued in the community. She hosted "dog washes" every weekend out of her grooming shop, where faithful clients and

neighborhood friends would bring their cats, dogs, and even horses for a good, weekly scrubbin'. Joanne ran the much anticipated "Strut Your Mutt" competition for the city of Coconut Creek for 5 consecutive years. Happy Tails, Inc. served as a host for the National Dog Groomers Association for several years as well, where handfults of hopeful groomers would gather to test their skills in hopes of achieving the Certified Master Groomer title.

In 1990 Joanne began competition grooming. She entered classes for scissor work and creative styling every year; placing 1st, 2nd or 3rd in every class she ever entered. Over the years, Joanne gained the attention and respect of groomers nationwide. Joanne also made her name in the show world, where numerous dogs, ranging from Portuguese Water Dogs, Miniature and Standard Poodles, Tibetan Terriers, Golden Retrievers, Gordon Setters and Bouviers owed their championships and national rankings to her superior grooming expertise. Joanne has loved every second of developing and utilizing her flair for grooming and is always willing to share her talents and tricks with anyone willing to learn.

Legal Control of Merryfield School of Pet Grooming, Inc.

Gregg Docktor, President

School Hours of Operation

Monday 8:30am to 2:30pm 5:30pm to 8:30 pm
Tuesday 5:30pm to 8:30 pm
Wednesday 8:30am to 2:30pm 5:30pm to 8:30 pm
Thursday 5:30pm to 8:30 pm
Friday 8:30am to 2:30pm
Saturday 8:30am to 2:30pm

Academic Calendar

Program Start Dates: A student may start the first Monday of any month. We main-stream all students.

Program Start Dates

Students may start the first Monday of any month.

School Holidays

Memorial Day	Monday May 26, 2008
July 4 th	Friday July 4, 2008
Labor Day	Monday September 1, 2008
Thanksgiving	Thursday November 27, 2008
Christmas Break	Thursday December 25-Jan 2, 2009

Admission Requirements

The student must be 18 years of age; otherwise a parent or legal guardian must consent and register the student with their approval. The enrolling student must have a high school diploma or GED. Prior grooming industry experience is not necessary. Merryfield School of Pet Grooming does not discriminate against race, gender, age or religion. There is physical work involved with this trade, and it may cause a restriction to those that have physical handicaps or limitations. If you are denied entry or dismissed from the Merryfield, those records will remain on file for one year. Merryfield School of Pet Grooming does not allow credit from other grooming institutions. Likewise, because of non-accredited status, transfer of credit to other institutions is up to that receiving institution.

It is the student's responsibility to confirm whether or not credits will be accepted by another institution of the student's choice.

Description of Physical Facilities and Equipment

Merryfield School of Dog Grooming is housed inside of Merryfield Motel for Pets and Day Care. It occupies approximately 1500 square feet of dedicated lab space where teaching occurs. Within the lab there are professional grooming stations, raised tubs, dryers, and audio/visual aids. The quiet lab has computers and video equipment for further independent study. As needs come up, there is use of more space to accommodate national guest seminars.



Merryfield Kennels, Inc. d/b/a/ Merryfield Motel for Pets and Day Care is a 16,000 square foot facility that occupies a little less than 1 acre in East Ft. Lauderdale. It has 53 luxury pet suites for boarding pets and a training facility for off leash dog training.

Animal Hospital at Merryfield is a full service hospital facility with a practice limited to dogs and cats. The school occupies approximately 3200 square feet within Merryfield.

Course Cancellation Policy

In the event course cancellation, credit will be given as soon as the school reopens.

Program Length

The program length is 600 clock hours. School is held Monday, Wednesday and Friday from 8:30am to 2:30pm with a half hour lunch break. Night classes are Monday, Tuesday, Wednesday, and Thursday from 5:30pm to 8:30pm. Saturday, which is a part of the night program, is held from 8:30am to 3:30pm. The externship hours may be different, depending upon the salon hours. It should take the student 37 weeks to complete the program (Approx 8 months). The school will allow you 12 months (900 hours) to complete the program as the maximum time period to graduate the program. There is a list of equipment* and the text book needed for the program. It is required before you start class.

Denial of Entry Policy

Merryfield School of Pet Grooming will retain records for one year for any student that is denied entry

Definition of a Clock Hour

Each clock hour is defined as 50 minutes of class instruction with a ten minute break.

Course Numbering System

The course numbering system uses a five digit alpha numeric identifier. The prefixes are characters that represent the type of course and the suffixes are numbers that represent the sequence in which they are taught.

Professional Pet Grooming Program.

There are 5 units that comprise the Professional Pet grooming Program

Program Objective

The objective of our program is to prepare the student to enter into Professional Pet Grooming. All aspects of what we're teaching directly relates to this specific goal.

Our institutional governing body has approved and adopted the specific course objectives. If and when there are any changes made, we will reflect those changes in our catalog.

Program Description

This program is comprehensive in design to assist the student with the necessary skills to Professionally groom dogs in a a salon, mobil grooming, house call grooming or in a Veterinary proactice. In mastering the art of pet grooming, the program consists of working with grooming equipment, cutomer relations, bathing, hair drying, ear cleaning, combing, brushing, dematting, breed recognition, first aid, styling, diseases of the skin, perfection of scissor work which is covered in the 500 hours of lab work in the school. The last 100 hours is an externship outside of the school. The student is placed in a veterinary practice, mobil grooming van, salon or in a house call grooming enviroment.

Unit #1 (50 Hours)

Course Code: PG101 "Basics"

Introduction and orientation classes; familiarization with grooming equipment. Orientation on the bathing of long and short haired breeds as well as smaller breeds such as Lhasa Apsos, Shih Tzus, Yorkshire Terriers and Maltese. The proper techniques of nail clipping, cauterizing and ear cleaning. Orientation in the proper operation of hair drying techniques and proper methods of combing, brushing and dematting.

The basics of clipper use for face, feet, tail, pads, stomach and genital areas. Introduction to cats, including claw clipping, taping and effective restraint techniques.

Unit #2 (150 Hours)

Course Code: PG102 "Terriers/Spaniels/Breed Recognition"

Introduction into various Terrier breeds such as: Airedales, Scottish Terriers, West Highland White Terriers, Schnauzers, etc. Introduction to Spaniels, i.e. American Cocker Spaniels, English Springer Spaniels, Cavalier King Charles Spaniels. Introduction to basic kennel clips on Peek-a-poos, Cocker-Poos and mix breeds. During the training program, there will be lectures and visual aids on breed recognition, first aid, equipment care and maintenance, demonstrations on styling, obedience training, when available, and related business opportunities after graduation.

BASIC PATTERN AND CLIPPER WORK

Learning basic clips such as Schnauzers, Cocker Spaniels, basic clipper work.

Shave down on all breeds. Some basic scissoring techniques will begin

SPORTING BREEDS & BASIC SCISSORING CLASSES

- Class on Grooming Cocker Spaniel & English Springer Spaniel
- Special emphasis on Pet opposed to Confirmation grooming.

HERDING & TOY BREEDS

- Class on grooming Cats (evening classes only)

- Drop coated breeds and their grooming techniques with special emphasis on Pet opposed to Confirmation grooming.

Schedule of Classes during Unit #2:

- Clipper & Equipment Maintenance Class
- Class on Terriers (Long legged)
- Class on Terriers (Short Legged)
- Class on Hand stripping and Carding

Week 6 Study for Test #1 – Anatomy, breed recognition, grooming terminology

- Breed Identification and Confirmation Class
- Explanation of AKC requirements with special emphasis on AKC shows and judging.
- First Aide and Skin / Coat conditioning Class

TESTING on all subject matter covered during first 200 hours of school

Unit #3 (100 hours)

Course Code: PG103 “Poodles/Customer Relations

Introduction to Poodles including various feet and facial styles. Canine skin care, orientation to inspect and look for diseases of the skin. Introduction to office procedures and customer booking techniques.

Unit #4 (200 hours)

Course Code: PG104 “Full Scissoring/Speed Grooming”

Introduction to Poodles including various feet and facial styles- canine skin care – orientation on Inspection for animal diseases of the skin – introduction to office procedures and customer booking techniques. At this stage, (300 hrs.) the average student will be grooming 3 dogs.

Schedule of classes during Unit 4:

- Full Scissoring & Development of Speed.
- Non-Sporting breeds & their grooming
- Pet grooming techniques & shortcuts
- Creative & Corrective grooming
- Setting up shop & business management
- Interviewing for a job and asking questions
- Preparation for Certification w/NDGAA
- Preparation & training for competitive grooming



Unit #5 (100 hours)

Course Code PG 105 “Externship”

The student is now placed in an actual grooming job for the last 100 hours. The externship, which is a part of the teaching program, is a non-paid placement. This offers an on-the-job experience, whereby the student

can perform the grooming skills learned – including customer relations, time management, sales techniques, etc. At this point, the student will be grooming between 6 to 9 dogs, of various sizes per 8 hour business day. Upon completion of 600 hours, the student will be required to groom 6 dogs of various sizes in 6 1/2 hours and receive a minimum (70%) or “C” grade on the Final written test. A certificate of completion is then awarded to the graduate.

Final Test and Completion of course:

In order to graduate, students must be able to complete a hands on, practical test on the following breeds, according to breed standards set forth by the N.D.G.A.A. (National Dog Groomer’s Association of America)

Sporting Breed: (1 dog)

- 1) American Cocker Spaniel or, English Cocker Spaniel or, English Springer Spaniel.

Terrier Breed: (2 dogs)

- 2) Long Legged Terrier (such as a Schnauzer, Kerry Blue or Soft Coated Wheaten Terrier).
- 3) Short Legged Terrier (such as a Scottie or a Westie)

Non-Sporting Breed: (2 dogs)

- 4) Poodle, placed into a patter such as a Lamb..
- 5) Poodle, hand scissored into a puppy cut.

Drop Coat / Miscellaneous Breed: (1 dog)

- 6) Mixed breed or, drop coat (such as a Lhasa Apso or Shih-Tzu) put into an appropriate style, such as Teddy bear or Panda clip.

Student may take up to 50 hours to complete his/her test, breaking it up into different days.

Dogs must be approved by instructors for testing, with sufficient hair growth (at least 8 weeks) in order to be considered eligible.

Student will have 2 hours to complete each haircut, excluding bathing and prepping.

Grooming techniques shall be in compliance with NDGAA and Breed standards.

Student will be graded on proficiency, ability to set pattern as well as ability to properly execute each haircut.

Dog will be graded by no less than 2 instructors in order to meet a passing grade.

Incomplete dogs, improper brush outs, matt’s, tangles, improper basics such as long nails,

dirty ears, pads, or privates will be considered automatic failure.

Student Grades

Hands on Learning, evaluated by instructor	60% of Grade
Written tests	20% of Grade
Attendance	20% of Grade

Grading Scale:

A	93-100
B	84-92
C	74-83
D	70-73
F	69-BELOW

Explanation of Satisfactory Progress

Each unit is graded along with each pet groomed. At the halfway point in the unit, if the student is not progressing with at least a 70% cumulative grade, then academic probation will occur. This will mean that the student will meet with the instructor after each class and discuss the way to improve on the course objectives and to help the student get back to at least a 70% grade within a 4 week time period. At that point, the student will be removed from probation.

If improvement does not happen, then a 2 week suspension will occur. If after re-admittance and if the student still shows unsatisfactory improvement, then it will be a final dismissal.

Awarding of Diplomas

Diplomas are awarded when the student successfully completes all 5 units of the program. The tuition must be paid in full.

Fees and Charges

Tuition	\$ 7,500.00 (includes deposit fee)
Textbooks	\$ 49.81
<u>Equipment*</u>	<u>\$ 520.00</u> Approximately
Total Cost	\$ 8,069.81

At the time of enrollment, a \$100 deposit toward the tuition cost is required. If for any reason the enrollment is rejected, the student will be refunded all monies on deposit with the school within 30 days. Equipment should not be purchased until the student is approved for admissions. Tuition is due in full on or before your start date.

* Equipment is not sold by the school, but by special agreement that wholesale prices will be honored from area distributors to our enrolling students.

Financing



There are various finance plans available to qualifying students. An independent finance company is in contract with the school to provide financing to those students who qualify. It is not a government sponsored entitlement. Eligibility for the loan is solely at the discretion of the lender and the school has no influence on the loan application whatsoever. 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.

Cancellation and Refund Policy

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 the following schedule:

1. Cancellation must be made in person or by certified mail.
2. All monies will be refunded if the applicant is not accepted by the school or if the student cancels within 3 business days after signing the enrollment agreement and making the initial payment.
3. Cancellation after the third business day, but before the first class, will result in a refund of all monies paid, with the exception of the equipment because it is purchased from outside vendors.
4. Cancellation after attendance has begun, but prior to 50% completion of the program, will result in a Pro Rata refund computed on the number of hours completed to the total program hours.
5. Cancellation after completing 50% of the program will result in no refund.
6. Termination date is the last day of actual attendance, unless earlier written notice is received.
7. Refunds will be made within 30 days of termination or receipt of cancellation.
8. Equipment purchased from an outside vendor is not refundable by the school.

Termination Policy

A student may be dismissed by the Director of Operations of the Merryfield School of Pet Grooming prior to completion of the program for the following reasons and are not limited to only those reasons:

1. Insufficient academic progress as previously stated.
2. Failure to comply with rules outlined in the catalog covering the Code of Conduct.
3. Nonpayment of the tuition balance before the first day of class.

Graduation



A diploma will be given to each student who successfully completes the program and satisfies all requirements.

Employment Assistance

When the student successfully completes the program, the school will assist the graduate with job placement at no additional charge. Please understand that this is not a job guarantee.

There is not a direct or indirect guarantee implied.

Student Services

The school will provide a list of realtors who may assist with weekly/monthly apartment rentals.

There are also extended stay hotels within a few miles of the school.

Library

The school library is located within the computer lab room. It consists of periodicals and books related to our field.

Student Conduct

Students are expected to conduct and dress themselves in a professional manor at all times. Foul language, possession of unprescribed drugs, alcoholic beverages, being disrespectful are all considered to be unsatisfactory conduct that may be grounds for dismissal. A student who conducts her/himself in a manor that's 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 along with prosecution.

Student Grievance Policy

Students are encouraged to voice their grievances with the school in writing to school directors.

We will make every attempt to rectify legitimate problems. If you are unable to resolve the problem with the school, you may seek further assistance by contacting:

Commission for Independent Education
Executive Director
325 West Gaines Street
Suite 1414
Tallahassee, FL 32399-0400
(850) 245-3200 or toll free (888) 224-6684