



## WELCOME TO COSMETOLOGY



## **ENROLLMENT INFORMATION PACKET**

The student and parent/guardian must review the attached information. There is a signature sheet at the end of this packet that must be signed and returned to school by the first day. Any student who does not return this signature sheet will not be allowed to participate in class until he/she does so.

Please keep this information available as it pertains to the student time spent at WMCTC. If you have any questions now or at any time throughout the year, please contact the Cosmetology Department at 610-489-7272.

Thank you,

Angela Reichert  
Cosmetology Instructor  
ext. 108  
[areichert@westerncenter.org](mailto:areichert@westerncenter.org)

Jenni King  
Cosmetology Instructor  
ext. 105  
[jking@westerncenter.org](mailto:jking@westerncenter.org)

## **EXPECTATIONS**

### **STUDENT:**

- Students are representatives of the Cosmetology Program, and are expected to exhibit professional behavior at all times.
- Students are expected to have mutual respect for all students and faculty.
- Students are expected to refrain from gossip, as this would not be tolerated in a work environment.

### **PARENTS/GUARDIANS:**

- Parents/Guardians are expected to take an active part in student learning and all other aspects of Cosmetology.
- Parents/Guardians are expected to encourage and support punctuality and attendance.
- Parents/Guardians are expected to maintain communication with the instructor as necessary.

### **TEACHERS:**

- We will provide thorough and specific instruction in all areas of Cosmetology.
- We will provide an environment conducive to learning academically and professionally.
- We will be available for all students and parents/guardians to address any concern at any time.

## **STUDENT KIT POLICY**

Each student enrolled in the Cosmetology Program is required to purchase a kit and textbooks. The cost breaks down as follows:

Pivot Point Fundamentals Textbooks and Study Guide: \$175.00

Cosmetology Kit: \$500.00

**THE FIRST YEAR KIT MUST BE PAID IN FULL TO THE BUSINESS OFFICE BY THE FIRST DAY OF SCHOOL OR THE STUDENT WILL NOT RECEIVE A KIT; THEREFORE, THE STUDENT WILL NOT BE ABLE TO PARTICIPATE IN CLASS.**

**Additionally, if subsequent kits are not purchased each year, students will be unable to complete competencies and consequently, will not successfully complete the program.**

**A deposit of \$250.00 will be due by Friday, July 18, 2025. Checks are to be made payable to WMCTC and mailed to:**

**WMCTC  
77 Graterford Road  
Limerick, PA 19468  
Attention: Business Office**

**Credit Card payments can be made by visiting WMCTC during business hours. Convenience fees may apply.**

**Visa/MC/AMEX/Discover accepted.**

Students will use this kit and textbooks throughout all years at WMCTC and in the salon. The fees are as follows:

Deposit:	\$250.00	due	7/18/2025
First Year Balance:	\$300.00	due	8/25/2025
Second Year:	\$125.00	due	8/2026

Students are responsible to have a complete kit in class each day.

The student kit contents will be reviewed on the first day of school. Kit checks will be made periodically thereafter. Students are required to replace any missing items.

The State Board of Cosmetology may enter WMCTC at any time and request an inspection. This also includes inspection of student kits. If items are missing, the State Board can impose a fine to the student. If this occurs, the student is solely responsible for that fine.

**\* WMCTC IS NOT RESPONSIBLE FOR ANY ITEMS LOST OR STOLEN \***



77 Graterford Road  
Limerick, PA 19468

[www.westerncenter.org](http://www.westerncenter.org)

Phone (610) 489-7272 • Fax (610) 489-8778

**COSMETOLOGY PROGRAM**  
**COURSE REQUIREMENTS**  
**2025-2026**

The uniform policy for the Cosmetology Program is as follows:

- Student ID Badge **MUST** be visibly worn.
- Black WMCTC scrubs only. The WMCTC Cosmetology uniform will be available for purchase on our school website.
- Aprons are provided as needed for chemical services. Students may choose to purchase an apron on their own.
- A **solid black leather SNEAKER** or **NURSING SHOE** only. This shoe is necessary for safety and comfort.
- Socks must be worn at all times.
- **NO** jackets or sweatshirts will be allowed over or under the uniform. Students may wear a **black** t-shirt or turtleneck (during colder months) under the scrub top. OR, the crewneck black WMCTC logo sweatshirt available in the uniform store.
- Please be aware that students are not permitted to alter their uniforms in any way. This includes cutting them and writing on them.
- Students are expected to be in uniform on the first day of school.

**Any student who chooses not to follow the uniform policy will be subject to penalties defined on the student work ethic sheet. These penalties include, but are not limited to, loss of points, loss of hours, and/or discipline referrals.**

- Students who are not in **proper** uniform will:
  - **Not** be permitted to work in shop or participate in theory.
  - **Not** receive hours for that day.
  - **Not** receive work ethic points for that day.
  - **Work missed due to uniform violation is considered unexcused and cannot be made up, therefore, will result in a "0" grade.**

## **COSMETOLOGY GENERAL REQUIREMENTS**

- Regular attendance is necessary to successfully complete the program and obtain a passing grade. Students are required by the State Board, to complete 1250 hours within a four-year time period. If a student fails to complete within that time, all hours earned are null and void.
- In addition to parents/guardians calling in to report their child absent, Cosmetology students are required to call off in the classroom. Students will call 610-489-7272 x105 for Miss King and x108 for Mrs. Reichert. Students may also text out on the Remind App. This requirement is in place to prepare students for future employment. Students who follow this procedure will receive 30 points for reliability/dependability. If not, the student will receive a '0' for the daily work ethic grade.
- All work missed due to an absence must be completed within the week. It is the student's responsibility to check with the teacher for work. If an absence is unexcused, the grade for work will remain '0.'
- A student who does not pass the quarter or the year may not receive hours for that time.
- Hair, make-up, and nails should be done in a professional manner. Students are not required to wear make-up or nail polish, but if worn, must look professional.
- Cosmetology is a course in which students learn to serve the public. Students are not permitted to work on themselves at any time. Failure to comply will affect the student grade.
- Students are not permitted to refuse a salon client. If a student should do so, he/she will receive a '0' for the day. The student will also lose Cosmetology hours.
- A professional salon requires a professional atmosphere. No gossiping, loud conversations, or PROFANE language will be tolerated. Cell phones are **NOT** permitted.
- Stealing is a criminal offense, and if caught, the student will be prosecuted. **ALL STUDENTS ARE RESPONSIBLE FOR PERSONAL BELONGINGS. A LOCKER IS PROVIDED FOR PURSES, ETC.; PLEASE USE IT AND LOCK IT.**
- Students will not be permitted to participate in class until the signature sheet is signed and returned to school, health forms and emergency forms are completed on Skyward. This policy is intended for the safety of the student.
- At the completion of 900 hours, students are expected to apply for licensure. Please be aware that there is a fee to do so, and students are responsible for that fee. Currently, the fees total \$141.00; however, these fees can change yearly. This fee includes a **criminal background check** (\$22.00) that is required to test and be issued a Cosmetology license.
- A student who takes and passes the written State Board exam at 900 hours will be submitted for licensure at the completion of 1250 hours and at the certification of the Cosmetology supervisor.
- Students are required to participate in the NOCTI exam during their senior year.

## **CLASS MATERIALS**

- Students are provided with a small binder. All information packets, etc. will be placed in the binder throughout all years that the student is in attendance. Students must have at least 13 dividers to separate sections.
- Students should have writing utensils and a hi-lighter on a daily basis.
- Students are expected to have all books and supplies in class at all times. Failure to do so will be reflected in student grades.

## **COSMETOLOGY FIELD TRIP REQUIREMENTS**

Students enrolled in the Cosmetology Program may be provided the opportunity to attend field trips throughout their program. In order to participate in the field trips, students must:

- Have a passing grade in all academic classes and in their technical program.
- **NOT** exceed 10 demerits.
- **NOT** have received a Level 3 misconduct.
- **NOT** exceed 10 unexcused absences.
- **NOT** exceed 3 unexcused tardies.
- Complete and submit all required paperwork and costs by the due date.
- Be appropriately dressed on the day of the field trip (students who are dressed inappropriately will not be permitted to board the bus).

Students who do not meet these requirements will not be permitted to attend the field trips.

**STUDENTS WILL STILL BE RESPONSIBLE FOR THE FINANCIAL OBLIGATION IF TICKETS HAVE ALREADY BEEN ORDERED AND THE STUDENT DOES NOT ATTEND THE TRIP.**