



SALON & INSTITUTE

**No Broken Nails Salon & Institute – 2026 Nail
Technology Policies and Procedure Manual**

Address: 4150 Jonesboro Road, Forest Park, GA 30297

Phone: 678-899-2091 | Website: www.nobroknails.com

Admission Requirements

1. Minimum Age

Applicants must be at least 17 years old to enroll in our program as required by the Georgia Board of Cosmetology and Barbers.

2. Education

Applicants must provide proof of one of the following educational qualifications:

- High school diploma from an accredited institution
- High school equivalency diploma (GED/HSE)
- Official transcripts showing equivalent secondary education

3. Application Documentation

To complete admission into our nail technology program, prospective students must submit:

- Fully completed school agreement application
- Signed enrollment agreement
- A valid government issued photo ID
- Proof of age and education (diploma or GED transcript)
- Emergency contact information

4. Program Hours and Curriculum

Enrollment in No Broken Nails is contingent upon understanding the curriculum requirements set by the Georgia Board of Cosmetology and Barbers. The Board's rules require:

- A minimum of 525 clock hours of instruction to be eligible for licensure.

- All hours must be documented and verified through attendance records maintained by No Broken Nails.

Students must successfully complete both Level 1 theory hours before participating in Level 2 clinical/practical service application.

5. Academic Standards

Students must maintain satisfactory progress in both theory and practical skills.

Theory:

- Minimum passing average: 75%
- Includes written exams, quizzes, and final exams
- Students **MUST** pass required theory levels before advancing clinical floor work.

Practical:

- Demonstration of competency in required services
- Practical evaluations completed by instructors
- All required practical operations must be completed before graduation

Students must adhere to all health and safety standards, including sanitation procedures taught in early theory modules.

6. Attendance Requirements

Students must maintain 80% attendance to remain in good standing.

Excessive absences may result in:

- Probation
- Delay in graduation
- Expulsion

a) Unexcused Absence

An unexcused absence is any absence that is not approved or supported by proper documentation.

Absences considered **unexcused** include but are not limited to:

- Missing class without notifying the school
- Personal appointments not pre-approved
- Oversleeping or transportation issues
- Work schedule conflicts
- Leaving early without permission
- Taking extended breaks without approval
- Failure to provide documentation for emergency situations

1st unexcused absence: Verbal warning documented in student file

2nd unexcused absence: Written warning

3rd unexcused absence: Probation and attendance conference

4th unexcused absence: Suspension

5th unexcused absence: Dismissal from the program

b) Excused Absences

An absence may be considered **excused** if documentation is provided within 48 hours.

Excused absences may include:

- Medical appointment or illness
- Family emergency with documentation
- Court appearances
- Approved school-related activities
- Bereavement (immediate family)

c) Tardiness

Our tardy policy gives our students a 5-minute grace period before they are considered tardy.

Repeated tardiness may be recorded as partial absences and can convert into an unexcused absence if excessive.

Example: 3 tardies = 1 unexcused absence

d) Notification Procedure

If absent, students must notify the school:

- By phone, email, or approved communication method
- Prior to class start time when possible
- Provide documentation for excused absence within 48 hours

7. Enrollment Acceptance

Acceptance into No Broken Nails is contingent upon:

- Meeting minimum age and education eligibility
- Submission of all required documentation

Applicants will receive written confirmation of acceptance and a program start date after all requirements are met.

8. Academic Probation

A student will be placed on academic probation if:

- Theory average drops below 75%
- Practical progress is not satisfactory
- Attendance falls below required percentage

Students on probation must improve within a set evaluation period or risk dismissal.

9. Grading System

Common grading scale used:

- 90% - 100% = Excellent
- 80% - 89% = Good
- 75% - 79% = Satisfactory/Passing
- Below 75% = Unsatisfactory

10. Completion and Graduation Requirements

To graduate, students must:

- Complete all required state hours
- Pass all theory exams
- Complete practical skill requirements
- Maintain satisfactory attendance
- Meet financial obligations

Students then become eligible for Georgia State Board testing.

I. Professional Conduct Standards

Students are evaluated on:

- Professionalism
- Cleanliness and sanitation

- Dress code Compliance
- Client interaction
- Respect towards staff and peers

II. Dress Code Requirements

Students are required to wear clean, professional scrubs in the following approved colors only:

- Black scrubs
- White scrubs
- Pink scrubs

Scrubs must be:

- Clean and wrinkle-free
- Free of stains, tears, or excessive logos
- Properly fitted and professional in appearance

Students must arrive to class in full uniform daily.

Footwear

- Closed-toe and closed-heel shoes required
- Shoes must be clean and professional
- No slides, slippers, or open-toe shoes permitted

Personal Appearance

Students must maintain a neat professional appearance at all times.

Hair

- Cleaned and groomed
- Secured away from face during services

Nails

- Must be cleaned and maintained
- Students may wear polished or enhancements nails but must be professional length for training

Jewelry

- Minimal jewelry permitted

Prohibited Attire

- Bonnets, scarves, or head wraps (unless religious)
- Pajamas or lounge wear
- Revealing or inappropriate clothing
- Crocs, slides, or bedroom slippers
- Graphic or offensive prints

Hygiene Requirements

All students must maintain:

- Daily personal hygiene
- Fresh breath and clean hands
- Professional presentation suitable for client interaction

Non-Compliance

Students out of dress code will:

- Be required to correct attire before clocking in
- Be marked tardy or absent if not compliant
- Receive disciplinary action for repeated violations

III. Policies of the Institute / Student Conduct

The Student Conduct Policy is established to maintain a safe, professional, and respectful learning environment that reflects standards of the beauty industry and the Georgia Board of

Cosmetology and Barbers. All students are expected to conduct themselves in a manner that supports education, professionalism, and safety.

1. Professional Behavior

Students must maintain professional conduct at all times while on institute premises, in class, or representing the institute.

Students are expected to:

- Treat instructors, clients, and peers with respect
- Use professional language at all times
- Maintain a positive learning environment
- Accept feedback and instruction professionally

Unprofessional, disruptive, or disrespectful behavior will not be tolerated.

2. Classroom Conduct

To ensure a productive learning environment, students must:

- Arrive on time and prepared for class
- Follow instructor directions at all times
- Participate in theory and practical training
- Maintain a clean and sanitary workstation
- Refrain from excessive talking during instruction
- Keep phones on silent during class (unless for educational use)

Sleeping, disruptive talking, or refusal to participate may result in disciplinary action.

3. Client Interaction & Professionalism

Students providing services must:

- Treat all clients respectfully and professionally
- Follow all sanitation and safety procedures
- Avoid personal conflicts or inappropriate conversations
- Refrain from discussing personal business, pricing disputes, or negative opinions in front of clients
- Represent the institute professionally at all times

4. Prohibited Conduct

The following behaviors are strictly prohibited and may result in immediate disciplinary action or dismissal:

- Theft or dishonesty
- Fighting, threats, or harassment
- Bullying or intimidation
- Use of illegal drugs or alcohol on premises
- Smoking or vaping in the facility
- Destruction or misuse of school property
- Cheating or falsifying attendance records
- Recording instructors or students without permission
- Failure to follow sanitation and safety rules
- Repeated dress code violations
- Non-payment of tuition per agreement

5. Social Media Conduct

Students are prohibited from posting:

- Disrespectful comments about the institute, staff, or other students
- Confidential methods/techniques or client information
- Content that damages the institute's reputation

Positive promotion and professional work sharing are encouraged.

6. Bullying

No Broken Nails is committed to maintaining a safe, respectful, and professional learning and working environment. Bullying, harassment, intimidation, or disruptive behavior of any kind will not be tolerated.

All individuals have the right to learn and work in an environment free from fear, humiliation, or hostility. Any behavior that interferes with a student's education, an instructor's teaching, or the professional atmosphere of the institute is strictly prohibited.

Definition of Bullying

Bullying is defined as repeated or severe behavior that intentionally harms, intimidates or humiliates another person.

Bullying may be:

Verbal

- Name-calling, insults, or teasing
- Threats or intimidation
- Gossiping or spreading rumors
- Offensive jokes or comments

Physical

- Hitting, pushing or physical aggression
- Damaging personal property
- Blocking someone's movements

Social/Relational

- Excluding others intentionally
- Public harassment or humiliation
- Encouraging others to target someone

Cyberbullying

- Harassment via social media, text or email
- Sharing private photos or information without consent
- Creating fake messages or pages to cause intentional harm to others

Investigation Process

Once a report is received:

- 1) Administration will review the complaint promptly.
- 2) Statements may be taken from all parties involved.
- 3) Evidence (messages, posts, witnesses) will be reviewed.
- 4) A determination will be made based on findings.
- 5) Appropriate disciplinary action will be enforced if necessary.

Reporting Bullying

Students and staff are encouraged to report bullying immediately.

Reports must be made to:

- Instructor
- Director

Reports may be submitted:

- Verbally
- In writing
- Via email

All reports will be taken seriously and handled promptly.

7. Non-Discrimination Policy

No Broken Nails Salon & Institute is committed to maintaining an inclusive, professional, and respectful learning environment for all students, staff, and visitors. The institution does not and will not discriminate on the basis of race, color, religion, sex, gender identity or expression, sexual orientation, national origin, age, disability, marital status, veteran status, or any other characteristic protected by federal, state, or local law.

8. Disciplinary Process

If a student violates conduct policies, the following steps may occur:

- 1) Verbal warning
- 2) Written warning
- 3) Probation
- 4) Suspension
- 5) Dismissal from program

Severe violations may result in immediate dismissal without progressive discipline.

9. Dismissal from Program

- Repeated policy violations
- Unsafe or unsanitary practices

- Threatening behavior
- Non-payment of tuition
- Failure to meet professional standards

10. Re-entry After Dismissal

Re-entry is not guaranteed and is at the discretion of the institute director. If approved, additional conditions or probation may apply.

School Hours

The school is open at 8:45AM Monday-Friday for your convenience. You are considered tardy at 9:35 and at 9:36 you will be sent home with no hours or credits given for the day unless told otherwise from the institute.

Make-Up Hours

Make-up hours provide students with an opportunity to recover missed instructional time while maintaining compliance with Georgia State Board of Cosmetology training hour requirements.

A. Scheduling Makeup Hours

- Makeup hours will be offered based on instructor availability and classroom capacity.

B. Timeframe to Complete Makeup Hours

- All makeup hours must be completed before program completion.
- Students are encouraged to complete makeup hours within the same month of absence.

C. Attendance & Conduct During Makeup Hours

- Students must clock in and out according to school procedures.
- Full uniform/dress code is required (black, white, or pink scrubs)
- Students must remain professional and actively engaged in assigned work.
- Failure to adhere to school rules during makeup sessions may result in dismissal from that session.

D. Limitations

- Makeup hours do not replace missed exams, practicals, or assignments unless approved by the instructor.
- The school is not responsible for scheduling conflicts due to limited makeup availability.

E. Fees

- A makeup hour fee of \$25 per hour may apply.
- All fees must be paid prior to attending the makeup session.

F. Completion Requirement

- Students must complete all training and makeup hours to qualify for graduation and state board eligibility.

School Holidays

The school will not be open in observance of certain public holidays. The student will be given 30 days notice of exact dates the school will be closed.

- MLK Day
- Easter Sunday
- Memorial Day

- 2nd week of August
- Labor Day
- Thanksgiving
- Black Friday
- Christmas Day through New Years Day

Field Trips

No Broken Nails may periodically offer field trips may periodically offer educational trips to enhance student learning and provide exposure to professional environments within the beauty industry. Participation is optional unless otherwise stated as part of a required instructional activity. A signed field trip permission form is required prior to attending any off-campus activities.

Nail Care Program

PROGRAM OBJECTIVE

The objective of the Nail Care Program at No Broken Nails is to provide students with the knowledge, practical skills, and professional training necessary to become competent and licensed nail technicians in the state of Georgia. The program is designed to meet the requirements of the Georgia State Board of Cosmetology and Barbers while preparing students for entry-level employment in the nail care industry. Students will receive comprehensive instruction in manicuring, pedicuring, nail enhancements, nail art, sanitation, safety, and proper infection control procedures to ensure the health and protection of both the client and technician. Emphasis is placed on professionalism, customer service, time management, and workplace readiness to support student success

in salon environments and entrepreneurial ventures. Through classroom instruction and supervised hands-on clinical practice, students will develop confidence, technical ability, and business awareness. Upon successful completion of the program, graduates will have fulfilled the required training hours and will be prepared to sit for the Georgia State Board examination and pursue careers as professional licensed nail technicians.

Clock Hours: 525 Hours

Program Description: No Broken Nails offers an exciting 525-hour nail care program for licensure where you can become a nail technician in 18 weeks.

Nail Care Program Schedule: Day Schedule – Approximately 18 Weeks

Media Books: The Pivot Point Fundamentals: Nail Course-books, My Lab

Equipment / Materials: Students will receive a rolling cart and a nail kit with all the necessary instruments and materials to perform the required services.

Graduation: After a student completes 525 hours, services, exams, and fulfills all financial obligations to the school, a certificate will be awarded.

Completion Time: Completion time depends on regular attendance by the student and signed tuition agreement.

Method of Payment:

Tuition and fee payments may be arranged by cash in full or arranged for weekly/monthly basis.

Tuition, Books, Supplies and All Fees	\$7,500
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Tuition includes kit – once you have received your kit, it is non-refundable.

Vision Statement

No Broken Nails Salon & Institute envisions becoming a premier center of excellence in nail technology education, where innovation, artistry, and professionalism meet. Our vision is to elevate the nail industry by producing knowledgeable, confident, and creative professionals who demonstrate integrity, mastery of skill, and commitment to client care.

Mission Statement

The mission of No Broken Nails Salon & Institute is to provide high quality, state board-approved education in nail technology through a combination of theory, hands-on practice, and professional development. We empower students with technical expertise, business acumen, and ethical foundations necessary for licensure and professional success.

Georgia State Board of Cosmetology and Barbers Requirements

Level 1 140 Theory hours / Required 140 Clock Hours	Level 2 385 385 Hours Required Clock / Practical
<ul style="list-style-type: none"> • Personal hygiene, professional ethics, and customer relations • Cleansing and disinfection, public health and safety, infection control and bacteriology • Aids, HIV, and other communicable diseases • EPA, OSHA, other government standards, and blood spill procedure • The art of massage and massage techniques, introduction to reflexology • Nail composition and structures , nail disorders and nail diseases • Chemistry, including product knowledge, composition, safety, and hazardous materials • Methods and procedures and implements, including usage and safety • Salon business • Georgia State Board of Cosmetology laws and rules, a copy of which shall be provided to students. 	<ul style="list-style-type: none"> • Sanitizing and Disinfecting of the Implements and Equipment • Manicure with hand and forearm massage • Pedicure with foot and leg massage • Nail Sculpting • Artificial tip application with overlay • Nail wraps (silk, linen, etc) • UV Gel Nails • Fill-In Application • Artificial nail removal/nail repair • Artificial nail drill usage • Nail art techniques • Airbrush nail art • Paraffin Wax on hands and feet • Student Competition • Advanced techniques



NO BROKEN NAILS SALON & INSTITUTE

525 – Hour Nail Technology Curriculum

This curriculum meets the Georgia State Board of Cosmetology and Barbers requirements for Nail technician training. It integrates the Pivot Point International ‘Fundamentals: Nails’ Curriculum framework (latest edition) to prepare students for licensure and professional excellence.

LEVEL ONE – ONLINE THEORY (140 Hours)

Area of Study	Hours	Pivot Point - Area of Study Title
Infection Control and Sanitation	15	102N Science
Orientation, Professional Image and Ethics	15	101N Life Skills 103N Business

Nail Composition and Structure	20	102N Science
Anatomy & Physiology of the Nails, Skin, and Hands	20	102N Science
Nail Disorders and Diseases	20	102N Science
Manicuring/Pedicure; Massage	15	105N Natural Nails
Safety, State Laws , Salon Regulations ; Client Consultation / Record keeping	15	104N Client Centered Experience
Theory Review and Assessment	20	All Chapters

LEVEL TWO – PRACTICAL TRAINING ON CAMPUS (385 HOURS)

Theory Topic	Hours	Pivot Point Chapter Reference
Manicure w/ hand massage	70	Chapter 105N – Natural Nails
Pedicure w foot and leg massage	60	Chapter 105N – Natural Nails

Nail wrapping (silk, linen, etc)	20	Chapter 105N – Natural Nails
Artificial tip application with overlay	60	Chapter 105N – Natural Nails
Fill-In application	40	Chapter 105N – Nail Enhancements
Nail Sculpting	60	Chapter 106N – Nail Enhancements
UV Gel Nails	20	Chapter 106N – Nail Enhancements
Artificial nail removal/nail repair	10	Chapter 106N – Nail Enhancements
Electric Filing Techniques	5	Chapter 106N – Nail Enhancements
Nail Art Design	5	Chapter 107N – Nail Art
Airbrush Nail Art	5	Chapter 107N – Nail Art
Paraffin on hands & feet	5	Chapter 105N – Natural Nails
Student Competition	20	Chapter 104N – Client-Centered Experience
Mock State Board Preparation & Evaluation		All Chapters

No Broken Nails Salon and Institute – 2026 Nail Technology Schedule

Level	Component	Hours
1	Theory (online)	140
2	Service Application	385

Program Schedule (Daytime)

Days: Monday – Friday

Time: 9:30 a.m – 3:30 p.m

Hours per day: 6 hours

Hours per week: 30 / week

- (1) Theory Hour = (1) Clock Hour for the first 140 hours
- (2) All Level 2 Hours are completed on campus at the No Broken Nails Institute, using Pivot Point International Fundamentals: Nails practical curriculum as the instructional framework.

Weekly Breakdown:

Week 1

Monday	Tuesday	Wednesday	Thursday	Friday
WELCOME Orientation Online Set Up Navigating Pivot Learning Board of Cosmetology	Theory: Chapter 102N.1 – Transmission of Infection (1.5 hours) Prep mannequin hand	102N.11 Nail Theory (3 hours) OPEN 102N.12 Nail Diseases, Disorders, and Conditions (3 hours)	Theory: 102N.3 Safety and First Aid Continued (1 hour) 105N.1 Natural Nail Theory (2 hours)	105N.5 Examine Natural Nails Skills Workshop (1 hour) 105N.6 Shape Free Edge Skills Workshop (1 hour)

	102N.1 Transmission of Infection continued (.5) 102N.2 Infection Control (2 hours) 102N.3 Safety and First Aid (1 hour) Assignments: Complete chapter assignments	Demo: Polish Application Practice: Polish Technique	105N.2 Natural Nail Products, Tools, Supplies, and Equipment (.5 hours) 105N.3 Natural Nail Skills (2 hours) Introduce basic table set up and arm massage techniques Assignments: Barbicide Certification	105N.7 Remove Cuticles Skills Workshop (1 hour) 105N.8 Nail Treatments Skills Workshop (1 hour) 105N.9 Massage Skills Workshop (1 hour)
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Week 2

Monday	Tuesday	Wednesday	Thursday	Friday
Test 102N.1, 102N.2, and 102N.3 Demo: No Broken Nails Manicure 102N.12 Manicure Workshop (2 hours) 102N.9 Skin Theory	102N.10 Skin Diseases and Disorders (3 hours) 105N.13 Pedicure Workshop (2.5 hours) Demo: No Broken Nails Pedicure	Test 105N.1, 105N.2 and 105N.3 106N.1 Nail Enhancement Theory (2 hours) 106N.2 Nail Enhancement Products, Tools, Supplies and Equipment (.5 hours)	106N.4 Nail Enhancement Maintenance, Repair and Removal Skills (2 hours) 106N.6 Nail Plate Preparation Skills Workshop (1 hour)	102N.5 The Skeletal System (2 hours) 106N.10 Dip Powder Skills Workshop (1.5 hours) 106N.11 Nail Enhancement Removal Skills

		106N.2 Nail Enhancement Products, Tools, Supplies and Equipment continued (1.5 hours) 106N.3 Nail Enhancement Skills (2 hours)	106N.12 Nail Tips Skills Workshop (1 hour) 106N.7 Wrap Overlay Skills Workshop (1 hour) 102N.4 Building Blocks of the Human Body (1.5 hours)	Workshop (1.5 hours) 102N.6 The Muscular System (1 hour)
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Week 3

Monday	Tuesday	Wednesday	Thursday	Friday
Test 102N.9 and 102N.10 105N.11 Gel Polish Skills Workshop (1 hour) 105N.14 Gel Polish French Manicure Workshop (1.5 hours) 102N.7 The Circulatory System (2 hours) 102N.8 The Nervous System	102N.8 The Nervous System (1.0 hour) 106.8 Gel Overlay Skills Workshop (1 hour) 106N.14 Hard Gel Overlay with Tips Workshop (3.5 hours)	Test 102N.11 and 102N.12 102N.13 Chemistry in Nails (2.5 hours) 102N.14 Electricity in Nails (2 hours)	106N.16 Hard Gel Maintenance Workshop (3 hours) 106N.9 Liquid and Powder Overlay Skills Workshop (3 hours)	106N.13 Sculptured Nails Skills Workshop (2 hours) Guest Speaker 106N.15 Liquid and Powder Sculptured Nails (French) Workshop (3.5 hours)

(1 hour)				
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Week 4

Monday	Tuesday	Wednesday	Thursday	Friday
Test 102N.4, 102N.5, 102N.6, 102N.7, and 102N.8 107N.1 Nail Art Theory (2 hours) 107N.2 Nail Art Products, Tools, Supplies and Equipment (1 hour) 107N.3 Nail Art Skills (2 hours)	Test 102N.13 and 102N.14 107N.5 Freehand: Dotting and Marbling Skills Workshop (1 hour) 107N.6 Freehand: Painting and 3-D Sculpting Skills Workshop (1 hour) 107N.7 Embellishment: Glitter, Foil and Striping Tape Workshop (1 hour) 107N.8 Embellishment: Pigment, Charms and Rhinestones Skills Workshop (1 hour) Final Exam Study	107N.9 Ombré Skills Workshop (1 hour) 107N.10 Inlay/Encapsulation Skills Workshop (1 hour) Guest Speaker 107N.11 Nail Art Workshop (3 hours)	105N.04 Nail Care Experience (2 hours) 106N.05 Nail Enhancement Guest Experience (1 hour) 107N.4 Nail Art Guest Experience (2 hours) Test 106N.1, 106.2, 106N.3, and 106N.4	Practical Final Exam Written Final Exam (All Areas of Study)

NO BROKEN NAILS SALON AND INSTITUTE: NAILS
Curriculum Flow Chart Weeks 5-18 Weeks

Week 5

Monday	Tuesday	Wednesday	Thursday	Friday
104N.1 Connect Service Essential (1.5 Hours)	104N.2 Consult Service Essential (1.5 Hours)	104N.3 Create Service Essential (1.5 hours)	104N.4 Complete Service Essential (1.5 hours)	Student Salon
Student Salon	Student Salon	Student Salon	Student Salon	

Week 6

Monday	Tuesday	Wednesday	Thursday	Friday
Test 104N.1, 104N.2, 104N.3, and 104N.4	101N.1 Health, Body, and Mind (1.5 Hours)	101N.2 Ergonomics (1.5 Hours)	101N.3 Basic Communication (1.5 Hours)	Student Salon
Student Salon	Student Salon	Student Salon	Student Salon	

Week 7

Monday	Tuesday	Wednesday	Thursday	Friday
101N.4 Communicate with Confidence (1.5 Hours)	101N.5 Human Relations (1.5 Hours)	101N.6 Resilience (1.5 Hours)	Test 101N.1, 101N.2, 101N.3, 101N.4, 101N.5, and 101N.6 (1.5 Hours)	Student Salon
Student Salon	Student Salon	Student Salon	Student Salon	

Week 8

Monday	Tuesday	Wednesday	Thursday	Friday
103N.1 Goal Setting (1.5 Hours)	103N.2 Jib Search (1.5 Hours)	103N.3. Professional Relations (1.5 Hours)	103N.5 Nail Salon / Spa Operations	Student Salon
Student Salon	Student Salon	Student Salon	Student Salon	

Week 9

Monday	Tuesday	Wednesday	Thursday	Friday
103N.1 Goal Setting (1.5 Hours)	103N.2 Jib Search (1.5 Hours)	103N.3. Professional Relations (1.5 Hours)	103N.5 Nail Salon / Spa Operations	Student Salon
Student Salon	Student Salon	Student Salon	Student Salon	

Week 10

Monday	Tuesday	Wednesday	Thursday	Friday
102N.2 Infection Control (1.5 Hours)	102N.3 Safety and First Aid (1.5 Hours)	102N.11 Nail Theory (1.5 Hours)	Test 102N.1, 102N.2, 102N.3 and 102N.11	Student Salon
Student Salon	Student Salon	Student Salon	Student Salon	

Week 11

Monday	Tuesday	Wednesday	Thursday	Friday
Final Testing	Final Testing	Final Testing	Final Testing	Final Testing
Student Salon	Student Salon	Student Salon	Student Salon	Student Salon

Week 12

Monday	Tuesday	Wednesday	Thursday	Friday
Mock State Board (Practical)	Mock State Board (Practical)	Mock State Board (Practical)	Mock State Board (Practical)	Mock State Board (Practical)
Student Salon	Student Salon	Student Salon	Student Salon	Student Salon

Week 13

Monday	Tuesday	Wednesday	Thursday	Friday
Mock State Board (Theory)	Mock State Board (Theory)	Mock State Board (Theory)	Mock State Board (Theory)	Mock State Board (Theory)
Student Salon	Student Salon	Student Salon	Student Salon	Student Salon

Week 14

Mock State Board (Practical)	Mock State Board (Practical)	Mock State Board (Practical)	Mock State Board (Practical)	Mock State Board (Practical)
Student Salon	Student Salon	Student Salon	Student Salon	Student Salon

Week 15

Monday	Tuesday	Wednesday	Thursday	Friday
Mock State Board (Theory)	Mock State Board (Theory)	Mock State Board (Theory)	Mock State Board (Theory)	Mock State Board (Theory)
Student Salon	Student Salon	Student Salon	Student Salon	Student Salon

Week 16

Mock State Board (Practical)	Mock State Board (Practical)	Mock State Board (Practical)	Mock State Board (Practical)	Mock State Board (Practical)
Student Salon	Student Salon	Student Salon	Student Salon	Student Salon

Week 17

Mock State Board (Theory)	Mock State Board (Theory)	Mock State Board (Theory)	Mock State Board (Theory)	Mock State Board (Theory)
Student Salon	Student Salon	Student Salon	Student Salon	Student Salon

Week 18

Mock State Board (Practical)	Mock State Board (Theory)	Mock State Board (Practical)	Mock State Board (Theory)	Mock State Board (Practical)
Student Salon	Student Salon	Student Salon	Student Salon	Student Salon

Emergency Phone Numbers

LAW ENFORCEMENT 911

FIRE DEPARTMENT 911

AMBULANCE/MEDICAL 911

PIEDMONT URGENT CARE (404)537-1636

GRADY MEMORIAL HOSPITAL (404)616-1000

FOREST PARK FIRE DEPT.
(404)608-2383

FOREST PARK POLICE DEPT. (404)366-4141
CDC 1-(800)232-4636

POISON CONTROL (404)851-800

OWNER (678)899-2091

EMERGENCY CONTROL MEASURES

Chain of command

1. On duty supervisor should handle emergency or notify the school director immediately.
2. If emergency is a serious medical problem or fire, call 911 and notify the school director immediately.
3. For facility maintenance issues contact Juan (404)791-9831.
4. If emergency is of a severe or critical nature notify the school director.
5. After taking the appropriate action as outlined in the Safety and Emergency Procedures section of the Personnel Handbook, the supervisor must fill out an incident report and have witnesses verify situation.

EVACUATION PROCEDURES

FIRE OR IMPENDING DANGER

1. All students and staff evacuate the building by moving to the nearest exit.
2. All evacuated persons must report to the bottom parking lot by the far dumpster (away from the building to allow ambulances and or fire trucks easy access to the main entrance of building E).
3. The supervisor on duty must call 911.
4. The supervisor must take roll to account for all staff and students.
5. The school director must be called immediately to be updated about the situation.

TORNADO

1. Upon notification move all staff, instructors, and students to the bottom floor into the interior hallway.
2. Remain in interior hallways until the ALL CLEAR is given.

HURRICANE

1. The supervisor on duty will ensure that the local television station is monitored for upcoming safety announcements from the local government.
2. Staff and instructors will take necessary action to always protect students and clients.
3. Students and staff must adhere to travel warnings for driving to and from the school during inclement weather.

SEVERE WEATHER WARNING

1. The school director will notify the local TV station upon school closing due to inclement weather.
2. If power outage occurs in extreme cold/hot weather:
 - a) Staff and instructors will ensure that all windows and doors are closed to prevent heat loss in cold weather and that all doors and windows are open to allow ventilation in hot weather.

- b) If indoor temperature drops below 60 degrees F or goes above 88 degrees F, notify the school director or Juan for additional instructions.

VIOLENT ACTS BY A GROUP OR INDIVIDUAL

Senior person closest to scene will notify the school director or supervisor on duty. The supervisor on duty is to direct bystanders away from immediate area and call the police.

BOMB THREATS

1. Every threat is to be taken seriously.
2. Record the following information:
 - a) Time of call
 - b) Type of bomb
 - c) Location of bomb
 - d) Expected time of detonation
 - e) Voice (male or female)
 - f) Keep person on phone as long as possible. Ask why the bomb was placed and who the caller wishes to hurt.
 - g) Report the incident to the school director or supervisor immediately.
 - h) School director/supervisor will contact 911 for bomb squad assistance.

WEATHER AND SCHOOL CLOSURE

In the case of inclement weather or severe weather warning, check the local weather channel for No Broken Nails Salon and Institute to be listed in the school closings scroll. You may refer to No Broken Nails Salon and Institute Facebook profile for updated posts on future closings or the student portal.

