



# *School of Floral Arts & Design*

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## **School Of Floral Arts & Design Administrators and Instructors**

*The School of Floral Arts & Design is owned and operated by David Potosnak*

### Administration:

David Potosnak

owner/operator

Joan Potosnak

administrator/Registrar

### Instructors:

David Potosnak

Comprehensive  
Floral design  
certification program

Admissions and Placement, job placement assistance, and  
Other administrative matters are handled by David Potosnak.

## School Calendar

The following holidays will be observed by the school and classes will not be held. Holidays are not counted as part of the contracted time schedule.

Holidays:

Independence Day, Labor Day, Thanksgiving Day, Christmas, New Year's Day, Martin Luther King Day, President's Day, Memorial Day

### Program Start Dates and Daily Class Schedules

Note: Each course is 80 instructional hours in length. Observed holidays may cause program completion dates to vary. Each day session is five (5) hours per day, five (5) days per week, and each evening session is three (3) hours per day, three (3) nights per week.

Day session runs Monday through Friday, 9:30am to 2:30pm  
Evening session runs Tuesday, Wednesday, and Thursday, 6:15pm to 9:15pm.

#### Program dates:

Session 42:	Tue/Wed/Thur	Feb 17 <sup>th</sup> – Apr 16 <sup>th</sup>	6:15 pm to 9:15 pm	9 weeks
Session 43:	Mon – Fri	May 4 <sup>th</sup> – May 29 <sup>th</sup>	9:30 am to 2:30 pm	4 weeks
Session 44:	Mon – Fri	Jun 1 <sup>st</sup> – Jun 26 <sup>th</sup>	9:30 am to 2:30 pm	4 weeks
Session 45:	Tue/Wed/Thur	May 5 <sup>th</sup> – Jul 2 <sup>nd</sup>	6:15 pm to 9:15 pm	9 weeks
Session 46:	Mon – Fri	Aug 3 <sup>rd</sup> – Aug 28 <sup>th</sup>	9:30 am to 2:30 pm	4 weeks

### Registration for courses:

Students may register for courses anytime up to the day before the class begins, space permitting. Students may register in person, through the mail, e-mail or by fax with a registration form. A \$75 registration fee is required to formally register, and hold a seat in the class. Use of a credit card is required when registering via e-mail and fax.

On the first day of school, students will be asked to provide the following:

- Identification (driver's license, birth certificate or passport)
- High school diploma or GED certificate
- Initial payment for tuition (we accept cash, checks and Visa/Mastercard.)
- Students receiving financial aid from an outside source must provide documentation at least one week prior to the start of class.

## **School Policies**

### Entrance Requirements:

1. Students must be at least 17 years of age on or before the first day of class.
2. Students must possess a High School Diploma or General Education Development Certificate (GED).
3. The minimum educational requirement for enrollment is the Ability to Benefit which is defined as:
  - a. Ninth (9<sup>th</sup>) grade reading and math level as measured by the Tests of Adult Basic Education (TABE).
  - b. An interview with the admissions officer to review the TABE scores of the student and to discuss any prerequisites needed for enrollment.

### Leave of Absence Policy:

Students will be granted a leave of absence upon request. The following guidelines must be adhered to:

1. A request for a leave of absence must be submitted in writing to the School administrator.
2. The request must have the date that the student will begin the leave and the expected date of return to class.
3. Leave of absences will be honored within this bulletin year (February 2009-January 2009.) Should the request take the student beyond this contracted bulletin, they may be subject to reentry

under a new contract. If the student does not reenter within the bulletin year and has not notified the school, the student's contract will be terminated and he/she will be granted a refund according to the Refund Policy of this bulletin.

*Note: Each individual situation will be handled privately. The school will make every effort to help students meet their educational goals. Because tuition costs and other elements of the program may change with each new term, it will be necessary for the student to meet with the administrator before entering a new class session.*

#### Absences:

The School of Floral Arts & Design records the daily attendance of each student in accordance with state guidelines. Records of student attendance will be kept on file and are available for student review. Unexcused absences for more than 20 percent of the total class time constitutes cause for dismissal. Completion of the program requires that the student be present for at least 80 percent of the instructional time. Excused absences are permitted for illness or any unavoidable circumstances. Please notify the School by 8:00am if you will be absent from class. Unexcused absences are absences where the student has failed to notify the School and/or extend beyond the 20 percent allowance without arranging for an official leave of absence.

Since the day course is 20 days long, each student is required to be present for a minimum of 16 days. Since the evening course is 27 nights, the student is required to be present for 22 nights.

#### Class Cuts and Absences:

Each instructional day is 5 hours long, and each evening class is 3 hours long. Hours lost due to class cuts will be recorded as unexcused absences. Therefore, the student is responsible for making up time lost, class work and assignments. Time and lessons missed must be made up in order to meet the minimal attendance and completion requirements. Students will need to meet with the administrator before returning to class.

#### Make-up Work:

In order for students to meet their educational goals, they must receive instruction in all aspects of the course. If work is missed due to excused absences or a leave of absence, then the student will be offered 1) private instruction, or 2) the opportunity to join another class when the missed lessons are being taught. Private instruction, if given outside the normal

instructional day, will incur additional fees at the rate of \$35 per hour. Private instruction that is able to be scheduled within the normal instructional day is offered as part of the tuition package. Should the student desire to wait until the lesson is offered in another class, the student should be aware that this will impact upon their completion date.

Tardiness:

Students arriving late for class are disruptive to the student and the rest of the class. The following system will be used for recording tardiness:

- 1 to 15 minutes late will be counted as 15 minutes late
- 16 to 30 minutes late will be counted as 30 minutes late
- 31 to 60 minutes will be counted as 1 hour late

Since tardiness is counted as an unexcused absence, it is the responsibility of the student to make up lost time and classroom instruction. The School encourages students to arrive 10 minutes before the start of class time.

## Code of Conduct

The following are unacceptable and will not be tolerated.

1. All forms of bias including race, ethnicity, gender, disability, national origin, sexual orientation and creed as demonstrated through verbal and written communication and physical acts.
2. Sexual harassment including hostile environment and quid pro quo forcing an individual to perform sex acts in exchange for something.
3. All types of dishonesty, including cheating, plagiarism, knowingly furnishing false information and forgery, use of institution documents of identification with intent to defraud.
4. Intentional disruption or obstruction of teaching, research, administration, disciplinary proceedings, public meeting and programs or other school activities.
5. Physical abuse of any person on school premises or at functions sponsored by or supervised by the School.
6. Theft or damage to the School premises or damage to the property of a member of the School community on the School premises.
7. Failure to comply with directions of institutional officials acting in the performance of their duties.
8. Violation of the law on school premises in a way that affects the School community's pursuit of its proper educational objectives. This includes, but is not limited to, the use of alcoholic beverages and/or controlled or dangerous substances on School premises.
9. Fighting or verbal abuse directed towards the instructor, staff or other students.

### Conditions for dismissal:

Students may be dismissed from the School for the following reasons:

1. Not adhering to the school's rules, regulations, policies and code of conduct.
2. Missing more than 20 percent of instruction time that is recorded as unexcused absences.
3. Not maintaining minimum skill level standards.
4. Failing to meet financial obligations to the School.

The School director will notify the student in writing should it become necessary to dismiss the student. The dismissal letter will contain the date and the reason for dismissal. It is the responsibility of the dismissed student to notify the appropriate institution should the student be receiving financial aid. Prepaid tuition will be refunded according to the School's refund policy.

### Reentry Policy:

Students that have been dismissed from the school and are requesting reentry must put the request in writing to the School's director. Depending on the reason for dismissal, the student may be able to reapply to the School for re-admission. In cases where the student was dismissed for unexcused absences or financial concerns it may be possible to reenter within the same school term. In cases where the student was dismissed due to failure to maintain the minimum skill level, it may be possible for the student to receive private tutoring and then reenter the School. In cases where the student was dismissed due to unacceptable conduct, the student will have to meet with the administrator before reentering the School. The decision of the administration is final and the student will receive a letter from the School stating the administrator's decision.

### Credit for Previous Training:

The School of Floral Arts & Design does not give credit for previous training.

### Student Complaint/Appeal Process/Resolution Policy:

Students who have a complaint or who would like to appeal a dismissal must make an appointment for an interview with the School director. The written request should include the following information:

1. Student's full name, social security number, and current address and phone.
2. State the concern including dates, times, instructors, and other students involved.
3. The letter must be dated and signed by the student.
4. Times the student is available for a meeting with the School director.

The School director will notify the student in writing of the appointment date in which the concerns will be addressed. Every effort will be made to bring an amicable closure to the concern. The decision of the director on how to handle or resolve the concern will be final.

## Grading System

The skills taught by the School of Floral Arts & Design will be evaluated through daily coursework and a final written exam. The score of the exam, plus a coursework grade, will constitute the student's grade for the course.

Letter Grade	number grade	description
A	90-100	Excellent
B	80-90	Above average
C	70-80	Average
D	60-70	Below average
F	Below 60	failure
Inc		incomplete
W		withdrawal

### Incomplete Grades:

Incomplete grades are given only when a student is unable to complete a course because of illness or other serious, unavoidable problems. An incomplete grade is given when through negligence or procrastination students fail to complete assigned projects or take the examination. A student who misses the final examination must contact the instructor within 24 hours. If the absence is excusable, the student will be given an incomplete and will have the opportunity to make up the work or take the test within a reasonable amount of time. If the student fails to make up the work or take the exam, the student will receive a failing grade, and will not be awarded the certificate of completion.

### Probation for Below Average Grades:

If the student fails to complete projects, or is struggling with meeting skill requirements, the opportunity will be offered to have tutoring or private help. Extra help sessions may be offered by the teacher, or requested by the student. Depending on the circumstances, for example, if a number of projects have been missed and materials must be re-ordered to catch up, there may be an additional fee. The student may be removed from probation if skills have been mastered and projects are made up.

### Withdrawing from school:

Students who withdraw from the School must do so in writing. Students who withdraw are not entitled to receive their certificate of completion. Tuition will be refunded according to the School's refund policy.

### **Student Records**

Student records are maintained on site. Students will receive their graded final exam. Written evaluations of the student's work will be given upon request.

The School will maintain:

1. attendance records and final grades.
2. financial records
3. placement data
4. enrollment agreements
5. TABE scores (where applicable)
6. records of meetings, appeals, or disciplinary actions

Students are encouraged to submit changes to their data to the school, including name, address and phone number changes.

### **Tuition and Refund Policy**

Students who register for classes will be given a copy of this bulletin, a tour of the facilities if requested, and a letter of acceptance. All necessary documents will be completed during the first class session. A non-refundable fee of \$75.00 is due with the registration form.

The tuition cost for the comprehensive floral training program is \$2,300.00

The registration fee is non-refundable and due upon submission of the registration forms.

Tuition may either be paid on the first session of class in full, or may be divided up into equal payments. The day session class must be paid in three payments, each due on the first day of each of the first three weeks. The night session class must be paid in seven weeks, each payment due on the first night of the first seven weeks of class.

Students who damage or destroy School property will be required to pay the repair or replacement before further instruction is provided. If a student fails to pay, and is therefore suspended from instruction, the

missed time and projects must be made up by the student, including \$35 per hour for teacher time given outside the regular class hours.

### Refund Policy

Should the student's enrollment be terminated, or should the student withdraw for any reason, all refunds will be made according to the following refund schedule.

If a student is denied a certificate for failure to perform, it does not entitle him/her to a refund of the tuition beyond the standard refund schedule.

1. Students who wish to cancel their enrollment must do so in writing. The request must include the date of withdrawal and must be dated and signed by the student. This letter must be received within one week of the withdrawal date. It is best to hand deliver this letter, and have a copy signed by the Administrator.
2. All monies will be refunded (except the registration fee) if the student is not accepted by the School, or if the student cancels within three business days after the enrollment agreement is signed by both parties, even if instruction has begun.
3. Cancellation after the third business day, but before the first class, will result in a refund of all monies paid, except the registration fee.
4. The school may retain the registration fee plus a pro-rata portion of the tuition calculated on a weekly basis.

Students who have a student loan or financial aid are required to notify the loan institution of their withdrawal. This should be done in writing. It should include the date of withdrawal, the student's social security number, and signature. Students should maintain a copy of this letter for their files.

### Grants, Student Loans and Scholarships

The School of Floral Arts and Design does not offer any student loan, financial aid, or scholarship programs. However, we do accept funding from outside sources, and will assist in any way necessary to help the student secure such funding.

Note: Students who have obtained a school assistance loan and withdraw from the school or have had their enrollment terminated must notify the loan institution. The School will reimburse the institution for monies due in accordance with the stated refund policy. The student will be responsible for any other outstanding balance.

It should be noted that student loans from a bank must be satisfied regardless of the success or completion at the School of Floral Arts and Design. When students are given a loan, they sign a promissory note with the bank. This loan is the same as any other loan, and the student has full responsibility for managing the loan and its repayment.

### **Courses Offered at The School of Floral Arts and Design**

The School offers a comprehensive training program for floral designers, which covers all aspects of floral design, as well as basic shop management practices. See page 14 for a list of curriculum topics.

### **Evaluation Techniques**

The instructor will use his/her discretion to evaluate the skill and talent of each student. A written exam will be given at the end of the class to assess the student's basic understanding of key curriculum points.

### **Credit Disclaimer Statement**

The School of Floral Arts and Design does not offer college credit. Many colleges offer credit for prior training, and may elect to convert this certificate program to college credit. The School, however, does not participate in this decision.

## **Facilities**

The School is a modern, well-lit facility equipped with air conditioning in the warmer months. The School trains a maximum of eight students per class, to ensure personal attention and hands-on learning.

Lighted exit signs are located beside the door for safety and security, and the School maintains a fire extinguisher.

Metered parking is available on many streets all around the School, and in a public lot 1 block away. There is also free parking within 2 blocks of the school location.

The School is accessible by public transportation from New York and most of Northern NJ. We are located 2 blocks from the Boonton train station go to [www.njtransit.com](http://www.njtransit.com), and Lakeland Bus Lines stop on the 500 Block of Main Street go to [www.lakelandbus.com](http://www.lakelandbus.com), we are also near all major highways, many shops, and restaurants.

## Course Topics

**The Course includes, but is not limited to, the following topics:**

1. The care, cleaning and storage of flowers and plants
2. Refrigeration of flowers, greenery and fruit
3. How to use round, oblong, and one sided shapes in various containers
4. Dressing flowers and plants for presentation and delivery
5. The design and use of ribbons and bows
6. Proper “greening” for all designs
7. Creating low and high centerpieces with candles
8. All forms of funeral (sympathy) designs
9. Custom designs for various civic organizations
10. Wedding designs, including bouquets, nosegays, shoulder and wrist corsages, head pieces and ring bearer pillow
11. Decorating for the reception, including altar arrangements, pew flowers and reception tables.
12. Cake decorating with fresh flowers
13. Sales techniques
14. Preparing for holidays
15. Holiday arrangements
16. Practicing copying designs from photographs
17. Preparation of fruit/gift baskets
18. Decorating the dish garden with fresh flowers
19. Enhancing floral designs with balloons
20. Care and arranging of exotic flowers
21. Understanding and using wire services
22. Merchandising and window displays
23. Visiting the wholesale florist
24. Finding wholesale suppliers and maintaining inventory
25. Using industrial publications and organizations for information and support