

STUDENT CATALOG

VOLUME 5

Effective January 1, 2026 – December 31, 2026



Evolve Beauty Institute, Inc.

28-B Office Park Drive
Palm Coast, Florida 32137
(386) 302-5220

evolvebeautyinstitute@gmail.com

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ID#7805

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MISSION STATEMENT

The mission of **Evolve** will always be to give each student the best education we can provide.

With our combined knowledge of the beauty industry, we are confident that we have what it takes to succeed. It is our mission to bring out the best of our students and encourage you to find your passion to continue to be your best once you have completed your perspective program.

Our mission is that with small class sizes and one on one time, students will gain exceptional confidence and the experience to carry you forward in your career. Helping to find your passion and allowing you to grow professionally is a key factor in this industry.

The goal for every student is to complete their program, receive their diploma. Become a nail specialist, esthetician or cosmetologist and succeed in the Beauty Industry.

We look forward to being your education provider.

Program Courses and Curricula

Our program is designed with smaller classroom sizes to allow our students receive the one-on-one training that is needed for students to gain the confidence and skills that are required in the Cosmetology field. Our institute is structured to allow each student to single out their strengths while actively working and demonstrating how to correct the weaknesses students may have. It is our hope that each student will find their passion within and take off running towards a bright future in the Cosmetology industry. Our classes are offered in English only, please make note of this before completing an application.

The following outline is an overview of the courses offered at Evolve Beauty Institute. Clock hours are defined as a period of 60 minutes with a minimum of 50 minutes of instruction in the presence of an instructor. Course numbers are lettered for each program. Example (CSMP is the Cosmetology program, within the program CSMP01, EST is Esthetics, NSP is Nails, which Florida Law and Statues.)

PROGRAM: Cosmetology – Total 1200 clock hours, and 610 services

DESCRIPTION:

Cosmetology is the professional skill or practice of beautifying the face, hair, skin, and nails.

This program includes the fundamentals of Cosmetology, Ethics, Sanitation, Law and Salon Management. The program is designed for all students to pass The Florida Board of Cosmetology exam and to succeed in the beauty industry. Our program is made up of eleven (11) required courses that total 1200 hours, taking 10-12 months. (Maximum time would be 1800 hours) as required by The Florida Board of Cosmetology.

OBJECTIVES: To teach students services required but not limited to the following: Hair shaping, washes, rinses, color application, facials, standard manicures, pedicures, nail extensions, roller applications, perm application, proper use of hair tools, and other techniques needed or required by The Florida Board of Cosmetology.

C01 Florida Law: 10 clock hours, no services

Objective: To teach students regulations, rules, and laws of the Cosmetology field. Upon completion of this course students will have the knowledge to understand the following qualifications for licensure, requirements to open a salon, what to expect if inspected, and to understand how to deal with complaint procedures. This objective is not limited to the above and could contain more details.

C02 Sanitation and Disinfection: 6 clock hours, no services

Objective: To demonstrate proper techniques of how equipment and other tools used to perform client services are to be disinfected, sanitized, and stored once cleaned.

C03 HIV AND AIDS: 4 clock hours, no services

Objective: To teach students the proper techniques needed to satisfy the conditions for licensing.

C04 Cosmetology Introduction: 100 clock hours, no services

Objective: To teach students about the history of the Cosmetology Industry. To demonstrate to students how to begin using their equipment, and how to prepare to be ready for each day. To help students become confident in their abilities and to show them how to build client and/or employer relations.

- C05 SCALP TREATMENTS AND HAIR CARE RINSES: 120 clock hours with 45 services**
Objective: For students to be able to contribute to a healthy scalp and select specific treatments and use stimulation if needed to improve the appearance of client's hair. This course requires 45 services to be completed by the student.
- C06 SHAMPOOS AND RINSES: 180 clock hours with 50 services**
Objective: To teach students how to use shampoos, chemicals, and other supplies to cleanse the scalp and prepare hair for additional services if needed. This course requires 50 services to be performed by student.
- C07 HAIR ARRANGING (STYLING): 120 clock hours with 300 services**
Objective: To prepare students to perform a choice of style that a client wants. Students should be able to identify and perform finger waves, comb, and set hair with rollers, perm rods, etc. use curling irons, dryers, and other equipment necessary. This course requires 300 services to be performed by student.
- C08 HAIR COLOR: 180 clock hours with 45 services**
Objective: To learn how to apply color by using semi-permanent, permanent, and lightening products using the safeguards learned to give the desired effect clients seek. This course requires 45 services to be performed by student.
- C09 CHEMICAL WAVING AND RELAXING/STRAIGHTENING: 120 hours with 65 services**
Objective: To learn the techniques and procedures required to apply basic chemicals, chemicals for weaving, straightening, relaxing, and neutralizers for long and short hair, virgin hair, retouch hair and other skills needed. This course requires student to complete 65 services.
- C10 Hair Shaping: 120 clock hours with 75 services**
Objective: To teach hair-shaping techniques that demonstrates how to use the correct tools, Shampoos, Conditioners, Colors, and other items, or products that may be used on a client after consultation with client. This course requires 75 services to be administered by student.
- E11 FACIALS (Including Skin Care and Hair Removal): 120 clock hours with 10 services**
Objective: To gain knowledge and information needed to perform facials, facial massages, use oils, creams, lotions, or other treatments a client may need. To be able to identify damage to a client's hair from chemicals, or other products and to use techniques for hair removal of the face. This course requires 10 services performed by student.
- N06 MANICURE/PERDICURING/NAIL EXTENSION: 120 clock hours with 20 services**
Objective: To use proper techniques, procedures and be able to recognize nail structures, irregularities, and diseases of the nails. To learn how to properly give a manicure, pedicure, and apply nail extensions if desired by a client. This course requires 20 services performed by student.

PROGRAM: NAIL SPECIALIST – 240 clock hours

DESCRIPTION: The Program is set to teach students how to perform basic manicures to the most intricate nail extensions with embellishments. To ensure each student can perform pedicures and nail wraps as well as removal of artificial nails. To help each student pass The Florida Board of Cosmetology exam. This program is 240 hours, taking 5-6 weeks, as required by The Florida Board of Cosmetology. (Nail Specialist) licensing through the Florida DBPR and the Board of Cosmetology.

OBJECTIVES: To teach all aspects of Nail Specialists. Consisting of manicures, pedicures, tips with overlay, sculpting, nail wraps, nail fill-ins, artificial nail removal, polishing and nail art, gel techniques, nail filing, cuticle removal, and other techniques required by The Florida Board of Cosmetology.

Courses taught within Nail Specialist Program:

N01 FLORIDA LAW: 5 clock hours with no services

Objective: To give students the knowledge of Florida Law and what is required to maintain licensure after it is received.

N02 SANITATION AND DISINFECTION: 4 clock hours with no services

Objective: To teach students how to properly store and disinfect all tools required by Nail Specialist. To give students the knowledge how to maintain a clean and sanitized work area.

N03 HIV AND AIDS: 4 clock hours with no services

Objective: To teach students the proper techniques needed to satisfy the conditions for licensing.

N04 ETHICS: 2 clock hours with no services

Objective: To give students the knowledge to develop a healthy working relationship with employers, clients and to have pride in their own work.

N05 NAIL THEORY PRACTICE AND RELATED SUBJECTS: 225clock hours

Objective: To give students the ability to perform all task needed to be a Nail Specialist. These skills are as follows but are not limited to the ones listed, basic manicures and pedicures, nail extensions, gel applications, dipping powder application, nail extension removal, basic polishing, intricate designs. This course requires students to provide 95 services.

PROGRAM: ESTHETICS – 260 clock hours

DESCRIPTION: The Esthetics Program is designed to teach students how to perform facials, waxing, make up techniques, facial manipulation techniques, chemical peels, exfoliations, anatomy and other fundamentals of Esthetics. To ensure that students can pass The Florida Board of Cosmetology exam. This program is 260 hours, taking 6-7 weeks as required by The Florida Board of Cosmetology. (Facial Specialist) licensing through the Florida DBPR and the Board of Cosmetology.

OBJECTIVES: Services are required but not limited to the following: Standard Facials, Eyebrow Shaping, Moisturizing, Exfoliating, Makeup Application, Removal of Makeup, Hand and Arm Massage, Chemical Peels, and other techniques required by The Florida Board of Cosmetology.

COURSES TAUGHT WITHIN THE ESTHETICS PROGRAM

E01 FLORIDA LAW AND RULES: 5 clock hours

Objective: To have students gain the information and knowledge needed to obtain licensure and how to obtain employment.

E02 SANITATION AND DISINFECTION: 6 clock hours

Objective: To give students the ability to properly sanitize equipment used, linens used, and how to dispose of waste materials properly.

E03 HIV AND AIDS: 4 hours with

Objective: To teach students the proper techniques needed to satisfy the conditions for licensing.

E04 ETHICS: 2 clock hours

Objective: To have students acquire the knowledge to have self confidence in their work and appearance. To have them learn how to have an ethical working relationship with an employers and clients.

E05 SKIN THEORY, DISORDERS, AND DISEASES: 146 clock hours

Objective: For students to learn how to identify skin diseases, disorders, and to be able to suggest proper treatments to clients after initial consultation. Students to acquire the ability to perform suggested treatments.

E06 PRODUCT CHEMISTRY: 8 clock hours

Objective: To teach students which products work on specific skin types once the skin type has been determined of a client.

E07 FACIAL TECHNIQUES AND CONTRAINDICATIONS: 65 clock hours

Objective: To demonstrate to students how to perform facials, mechanical and manual, including but not limited to facial masks, packs, treatments, that will be administered on various skin types such as oily, dry, combination, etc. To give students the knowledge to do manual extractions. This course requires students to perform 45 services.

E08 BASICS OF ELECTRICITY: 8 clock hours

Objective: To teach proper technique and set up and maintenance of electrical devices. This course requires students to perform 5 services.

E09 HAIR REMOVAL: 5 clock hours

Objective: To teach students how to remove hair using different techniques such as but not limited to tweezing, waxing, threading, wax peels, and other techniques. This course requires students to perform 20 services.

E10 MAKEUP AND ARTIFICIAL EYELASH APPLICATION: 11 clock hours

Objective: To teach students how to apply makeup and/or artificial eyelashes after initial consultation with client to achieve desired look. This course requires students to perform 20 services.

Throughout the programs our educators will be giving one-on-one attention to the students to make sure that each technique is done properly and in a timely manner.

There will be tests administered throughout the program. All classes are taught in English only. Please be aware of that before applying for admission.

ADMISSIONS POLICY:

All classes offered are taught in English only. Please be aware of that before applying for admissions. It is each applicant's responsibility to answer each question truthfully and not omit any answers.

NAIL TECHNICIAN AND ESTHETIC COURSE:

Each applicant must be at least 16 years of age or have High School Diploma/GED to be considered for admission. Any applicant under the age of 18 years of age will require parental signature on all documents. No admissions tests or fees are required. It is the sole responsibility of each applicant to provide the administration with documentation proving all facts stated in application for admission.

COSMETOLOGY COURSE:

Each applicant must be at least 16 years of age AND have a High School Diploma/GED to be considered for admission. Any applicant under the age of 18 years of age will require parental signature on all documents. No admissions tests or fees are required. It is the sole responsibility of each applicant to provide the administration with documentation proving all facts stated in application for admission.

There is no discrimination based on color, race, sex, marital status, age, religion, sexual orientation, national origin, or any other factor prohibited by law.

TUITION AND FEES:

All fees listed below are subject to change due to increase of product cost. School Administrator can confirm tuition prices prior to application. All tuition must be paid according to the following:

1. A deposit, determined at signing, with the balance due at predetermined clock hours prior to graduation.

2. Deposit of up to 50% tuition upon signing Student Enrollment Agreement, with a preset weekly payment arrangement determined at signing. Full balance must be paid in full one (1) week prior to program completion.
3. Deposit of up to 50% tuition upon signing Student Enrollment Agreement, with a preset monthly payment arrangement determined at signing. Full balance must be paid in full one (1) month prior to program completion.

There is no fee to apply to the school. Starter kits are included in the price of tuition. Students are responsible for purchasing the textbook needed for program of choice. There are two options for purchasing textbooks; purchase actual hardcover book or digital version from Amazon. Currently, we do not accept Federal Financial Aid.

CSMP – COSMETOLOGY Tuition \$ 9,000.00
 State HIV Exam \$14.99*
 Licensing Fee \$75.00*
 Total Cost \$9,089.99

NSP – NAIL SPECIALIST Tuition \$3,000.00
 State HIV Exam \$14.99*
 Licensing Fee \$75.00*
 Total Cost \$ 3,069.99

EST – ESTHETICS Tuition \$4,000.00
 State HIV Exam \$14.99*
 Licensing Fee \$75.00*
 Total Cost \$4,069.99

*These fees are paid to third party businesses

CANCELLATION AND REFUND POLICY:

Should enrollment be terminated or canceled for any reason, the following procedures are as follows:

1. All monies will be refunded if the school does not accept the applicant or if the student cancels within three (3) business days after signing the enrollment agreement and making the initial payment, minus registration fee.
2. Cancellation after the third (3rd) business day, but before the first class, results in a refund of all monies paid, less the cost of student kit and registration fee (Not to exceed \$150.00).
3. Cancellations can be made in person, by electronic mail, by Certified Mail or by termination.
4. Cancellation after attendance has begun, up and through 40% completion of the program, will result in a pro-rated refund computed by the number of hours completed to the total program hours, less the cost of student kit and registration fee.
5. Cancellation after completing more than 40% of the program will result in no refund.

6. Termination Date: In calculating the refund due to a student, the last date of actual attendance by the student is used in the calculation unless earlier written notice is received.
7. For perspective students wishing to postpone enrollment to a later class after initial registration for selected start date, administration will consider if space is available. Your deposit will carry over, but an additional registration fee may be required. This will only be considered once, as you are holding a spot that could otherwise be occupied by another perspective student. This request must be received in writing at least two (2) weeks prior to the start date of class giving ample time for your spot to be filled.
8. Refunds will be made within thirty (30) days of termination of students' enrollment or receipt of cancellation notice from student.

GRADING POLICY:

The following is our grading criteria for all programs offered:

- 100-90 – EXCELLENT AND “A”**
- 89-80 – PASSING AND “B”**
- 79-70 – GETTING BY “C”**
- 69-60 – BELOW AVERAGE “D”**
- 60 AND BELOW IS FAILING “F”**

Grades will be written on transcripts and according to the letter that corresponds with the numerical grade. At any time, a student receives a below average grade, the student may request to have additional time with an educator to discuss given grade and if any test can be given again. It is the student's sole responsibility to contact the educator to discuss any options to bring up his/her grade. For each Program, students will be allowed to retake a test twice. After the second retest is administered the final grade will be issued according to the grades received at time of second test. A minimum grade of 70% is required to successfully complete the program by The Florida Board of Cosmetology. An incomplete grade constitutes that the student did not finish the program or decide to finish the program with the school administrator. A withdrawal constitutes that the student had to physically withdraw from school and followed the correct procedures with the school administrator. Upon completion of all required classes, students will submit application to take Florida Board of Cosmetology Test to become a Cosmetologist, Nail Specialist, or Esthetician. Students must pass this exam to become licensed. Students who complete all required programs are still not a cosmetologist until the Florida Board License Test is taken and passed.

Students that take only **Specialty Programs** (IE: Esthetics and/or Nail Specialist) to become efficient in those fields must pass all requirements that the Florida Board of Cosmetology requires as well as Evolve Beauty Institute.

Cosmetology

Students must maintain a 70 “C” grade at the end of the complete program. A “C” grade of 70 is acceptable to be able to register with the Florida Board of Cosmetology to take the certification test.

Nail Specialist

Students must maintain a 70 “C” grade at the end of the complete program. A “C” grade of 70 is acceptable to be able to register with the Florida Board of Cosmetology Special Licensing to take the certification test.

Esthetics

Students must maintain a 70 “C” grade at the end of the complete program. A “C” grade of 70 is acceptable to be able to register with the Florida Board of Cosmetology to take the certification test.

ATTENDANCE POLICY:

All students are required to come to class each day at appointed times as stated for each program. Any students that cannot attend class on a specified date must contact the administration office within two (2) hours of start time of stated program. The following are required times for each program:

CSMP – Cosmetology

All courses taught for Cosmetology start and end at the times listed:

Monday – Friday, 9:00 a.m. – 5:00 p.m.

NSP – Nail Specialist

All courses taught for Nail Specialist start and end at the times listed:

Monday – Friday 9:00 a.m. – 5:00 p.m.

EST – Esthetics

All courses taught for Esthetics start and end at the times listed:

Monday – Friday, 9:00 a.m. – 5:00 p.m.

No student will be deterred from staying longer than the scheduled hours. Students are encouraged to stay and work on acquiring services and perfecting skills, as well as gaining hours to complete their perspective course. A minimum of 30 hours a week is the suggested hours per week necessary to complete each class in a timely fashion.

A student is allowed three (3) days of absence with a legitimate reason and may be required to provide proof of stated reason for absence per program. If a student must be absent more than the allotted days, the student must notify the school administrator before being absent if possible. A student who misses more than three (3) days may be placed on probation for a period of one week. During the week of probation, it is the student’s responsibility to attend classes, make up any test and complete any missed work. A student is only allotted one (1) probationary period per program. If said student does not fulfill their obligations, then the student will receive incomplete grades and could possibly extend the length of time to complete program with additional cost. If additional time is needed to complete stated program a student would incur additional cost. In the event a student requires a leave of absence it should be done so

in writing. Upon return, they will be admitted into the next available class. If the leave of absence exceeds six (6) months their skills and knowledge will need to be reevaluated.

Additional Time Cost

Cosmetology: \$1,500 per month

Nail Specialist: \$500.00 per week

Esthetics: \$615.38 per week

STUDENT SERVICES:

At Evolve Beauty Institute we will provide our students with academic and personal advisement when needed. It is our hope that all students would be able to communicate at all levels with our instructors, staff, owners, and administrators. At this time financial aid is not available but we will provide a financial specialist upon request to help with setting up a payment plan.

We cannot guarantee any student that he/she will be placed or hired at a salon upon completion of the program. If asked by the student, the school administrator, staff, or owner may provide a reference based upon the student's grades, attendance, and overall effort put into the program.

AT NO TIME will students be allowed to solicit services for money. A student may practice on fellow students but cannot take any money from a student/customer.

FACILITY: Our facility is located at 28 B Office Park Drive, Palm Coast, Florida 32137. Our institute is 1858sqft. Entering the facility the administration office is on the right with the Facial classroom on the left as well as waiting area, and restroom. To the left is a hallway leading to the Nail classroom as well as Cosmetology classroom.

TRANSFERABILITY OF CREDITS:

Any person wishing to transfer in to Evolve Beauty Institute or transfer out of Evolve Beauty Institute may do so if stated transferable credits are passing credits for desired program and meet Florida Board of Cosmetology standards. Any person transferring in must provide admissions office with his/her transcript from former school and complete a minimum of 25% of the program at Evolve Beauty Institute. Any person seeking to transfer out must inform the admissions office at Evolve Beauty Institute in writing two (2) weeks prior to needing said information. All credits requesting to be transferred out are at the discretion of the accepting school to accept credits or not. Before a student can request a transfer, they must complete 25% of their stated program at Evolve Beauty Institute. All credits requesting to be accepted must meet all Florida Board of Cosmetology regulations. Credits to be transferred must be of a passing grade of 75 "C"; A Student Assessment Test may be given to students who wishes to be transferred in. If an assessment test is given to students transferring in a passing grade of 75 "C" must be made on the test. The assessment test will be given by an educator to determine where placement should be. This will be a hands-on test given by educator to determine purposed student's ability. Josef Silny & Associates, Inc. will be used to transcribe any foreign transcripts.

EMPLOYMENT:

We strive at Evolve Beauty Institute to help our students reach their highest potential and be employment ready upon graduation. However, Evolve Beauty Institute cannot guarantee employment upon graduation. A student's success depends on the effort put forth and the commitment that each student demonstrates.

DISCIPLINARY ACTION AND/OR APPEALS:

At Evolve Beauty Institute we strive to ensure all enrolled students, future students, and staff be respectful of each other. There is a zero tolerance for any kind of verbal abuse or physical abuse towards faculty or students. This can result in expulsion / charges being brought against the offending student. Gossiping, along with any other type of negative behavior can result in being sent home for the day with loss of hours.

Any form of sexual harassment and/or hazing will not be tolerated and will result with immediate expulsion. **NONE OF THE ABOVE WILL BE TOLERATED!**

At no time shall any student attending Evolve Beauty Institute post any photos on social media while wearing school uniforms while engaging in inappropriate behavior (ex: drinking, participating in illegal narcotics, illicit photos). Social Media accounts will be monitored by the institute staff.

If a situation arises, please immediately alert staff. Once staff is alerted, one or more of the following actions may be administered.

1. An oral reprimand for a minor infraction including but not limited to, improper uniform, bickering between students, cell phone use during class, will be provided within 24 hours of infraction occurring.
2. A written reprimand for a second offensive of the same infraction, or a more serious infraction, including but not limited to, foul language, rude behavior, and misuse of school property/equipment, will be provided within 24 hours of infraction occurring. This reprimand may also result in a two (2) day suspension.
3. Expulsion from school property and classes will be effective immediately for violent behavior, destruction of school and/or personal property belonging to students, clients, and staff, and any other action that Administration deem threatening. Expulsion will be given within 24 hours of infraction occurring.

All students will have five (5) school days to respond, in writing, concerning their reprimand if they wish to dispute it. School administration will have five (5) school days to respond to the dispute and will schedule a meeting to discuss and resolve issues. Students with three or more written reprimands may face suspension for a period of (3) to five (5) days. Classwork and tests given during the suspension period will receive a grade of 0 and can be made up at end of program. Students that are expelled will not be allowed reentry into school under any circumstances.

We feel that as a private institute we cannot discipline for poor academic advancement. If a student does not advance, complete all services, or pass all tests required in the allotted program time, additional tuition would be required to continue and complete the program.

COMPLIMENTS:

We also appreciate and welcome any compliments or suggestions from our students, clients, and staff that they may have. Please feel free to send any such correspondences to evolvebeautyinstitute@gmail.com.

COMPLAINTS:

Students, Clients, or Staff with any complaints should contact Owner/Administrator directly any day of the week during normal operating hours. The school is open five (5) days a week and will respond in a timely manner during normal hours of operation. Each complaint will be handled on a case-by-case basis. For more serious cases a in person meeting. These procedures will ensure that all complaints and disciplinary actions are not handled in an arbitrary manner but are given careful consideration by appropriate levels of administration.

Complaints can be made via email: evolvebeautyinstitute@gmail.com.

GRADUATION:

Upon successfully completing chosen program, each student will receive a Diploma from Evolve Beauty Institute.

Company Information

ADMINISTRATION:

Beth Tardiff Owner/Administrator

Beth Tardiff, Certified Admissions FAPSC2020, Student Service, Admissions, Financial Services

Donna Orlando, Certified Admissions FAPSC2022, Student Service, Admissions, Financial Services

FACULTY:

Beth Tardiff, Graduated 2016 Cindy Lee's Skin and Nail Institute, Esthetics & Nail Specialty

Donna Orlando Graduated 2023 Evolve Beauty Institute Esthetics and Nails

Amber Walker, Graduated 2006 Daytona State, Cosmetology

Licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the commission at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, toll free telephone number 1-800-224-6684.

G20000053938 under fictitious name Evolve Beauty Institute.

Evolve Beauty Institute, Inc. is an organization for profit.

Evolve Beauty Institute Inc.

P20000040057 Corporation filed with Department of State, State of Florida.

Beth Tardiff, Owner/Administrator

Evolve Beauty Institute Academic Calendar 2026

Evolve Beauty Institute
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(386) 302-5220 (Phone)
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<u>Event</u>	<u>Date</u>
Winter Registration	January 5, 2026
First Day of Winter Class	February 2, 2026
President's Day (School open)	February 16, 2026
Spring/Summer Registration	March 30, 2026
First Day of Spring/Summer Class	April 27, 2026
Memorial Day (No School)	May 25, 2026
Independence Day	July 4, 2026
Fall Registration	July 27, 2026
Labor Day (No School)	September 7, 2026
First Day of Fall Class	September 8, 2026
Columbus Day (School open)	October 12, 2026
Winter Registration	October 26, 2026
Thanksgiving Break (No School)	November 26-27 2026
First Day of Winter Class	November 30, 2026
Winter Break (No School)	December 25, 2026
Classes resume	December 28, 2026

Enrollment deadlines are one (1) week prior to each prospective class.