

WINDSOR SCHOOL OF NURSING ASSISTANTS

18780 Amar Road, Suite 203

Walnut, CA 91789

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www.windsorschoolofnursing.com

SCHOOL CATALOG

January 1, 2014 –December 31, 2014



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WELCOME LETTER

We acknowledge that the role of education is to prepare students for a rewarding future. Our mission is to raise the standard of Educational Achievement and to provide educational programs that meet the constantly changing needs of students.

The programs offered at Windsor School of Nursing Assistant are concentrated and require dedication and students efforts on your part for successful completion.

We know that you are here to pursue your interest in the Health Services and to acquire knowledge and training to improve your occupational endeavors.

Your progress as a student will be carefully monitored. The instructors and staff members will do everything to assist.

This catalog has been prepared and designed to provide you with information, procedure policies, rules and regulation to adhere, concerning the school and program or course of instruction which are likely to affect your decision to enroll.

The Board of Directors

Windsor School of Nursing Assistant

ADMINISTRATION AND THE FACULTY

MARCUS SEVILLA

Administrator

REMEDIOS E. SANTOS, RN

Program Director/ Instructor

LITTLE MOSTELLER

Administrative Office Assistant

SUE ANN GALLARDO, RN

Custodian of Records

GEORGE PINERO

Accounting & Finance

LANI U. SITCHON, RN, BSN/DSD

Instructor

PAULA HERNANDEZ, LVN/DSD

Instructor

HAYDEE VALENCIA, LVN/DSD

Instructor

MARCUS SEVILLA

Marcus Sevilla a nursing home Administrator for long term care facilities for 27 years. His leadership, expertise, and knowledge lead him to manage his own facility and responsibly organized his own task and keep things in order. His professionalism is what gives Windsor School of Nursing an excellent standard of administration.

REMEDIOS SANTOS, RN/DSD, DIRECTOR/ INSTRUCTOR

Remedios Santos graduated a 5- year degree course in Registered Nursing. She has a diverse background in nursing and acquired strong skills in acute care hospitals in various phases of care ranging from medical- surgical, ICU/ CCU, OB_GYN, labor and delivery, dialysis and or she has held positions ranging from Charge Nurse, Medicare Unit Coordinator, and Director of Staff Development. Ms. Santos OR experienced specializing in open heart surgery, neuro surgery and orthopedic surgery for three years at George Washington University Hospital in Washington, DC. She is also a Hemo-dialysis nurse at Washington Kidney Center in Washington, DC. Among other things, she enjoys being an educator and her goal to give excellent training to nurses assistant and caregivers and to uphold the highest standards in patient care.

LITTLE MOSTELLER

Ms. Mosteller graduated with the Degree of Bachelor of Science in Computer Science Major in Programming; she is also an Undergrad BSN, and took Early Childhood Education at Mt. San Antonio Community College at Walnut, California and received a level II certificate for teaching, and has 4 years experienced with Early Childhood Development in San Bernardino County. Also, she received a Certified Nursing Assistant license from the Department of Health Services in the State of California; also she is certified as Restorative Nursing Assistant.

LANI U. SITCHON, RN/ BSN/DSD

Lani Sitchon graduated with the Degree of Bachelor of Science in Nursing and received a Master's Degree in Arts in Education. Ms. Sitchon, became a Director of Staff Development at Gerontology Training Institute at Santa Ana California, and an approved Program Director for LVN course. Her 26 years experiences lead her to be one of the prestige instructors of Windsor School of Nursing and still continuing to share her knowledge for each student.

HAYDEE VALENCIA, LVN/DSD

She worked in various long term care facilities such as Hollywood Community Hospital, Victoria Care center as a charge nurse supervisor. Currently she's working as Director of staff Development for Country Villa Healthcare. She also works a Home Health Nurse for Hospice Care & Home Health Geriatric Care. Besides, being an educator for CNA, she also served as volunteer for union rescue mission. Her six (6) years of experience brings to Windsor school a qualified dedicated instructor.

PAULA HERNANDEZ -LVN/DSD

She was a Director of Staff Developer for Santa Teresita Manor and worked as a MDS coordinator for West Lake Village Health Care Center. She had 11 years of experience in long term care facilities as charge nurse and treatment nurse that requires wound care of residents.

APPROVAL AND DISCLOSURE

STATEMENT

Windsor School of Nursing Assistant is located at 18780 E. Amar Rd., Suite 203 Walnut, CA 91789, the school is a private institution and is approved to operate by the Bureau for Private Post Secondary, Education pursuant to the California Education Code.

❖ Disclosure of the Institution of the Stability to Operate

The institution has no pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five (5) years or has had a petition in bankruptcy filed against it within the preceding five years that resulted in re-organization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C sec.1101 et seq).

❖ Disclosure of the Institution as a Non-degree Program

Windsor School of Nursing is an unaccredited institution that offers non-degree program. The school issues a Certificate of Completion for the students who completed the required hours. Also, the student that receives the Certificate of Completion is eligible to take the California State Board Exam; and receives the Certified Nursing Assistant license once the students passed.

The school offers non-degree programs:

- Nursing Assistant (NA)
- Home Health Aide (HHA)
- Restorative Nursing Assistant (RNA)

❖ Reviewing the Catalog and School Performance Fact Sheet

“As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the school Performance Fact Sheet which must be provided to you prior to signing an Enrollment agreement”

Any questions or problem concerning this school which has not been satisfactory answered or resolved by the school, should be directed to the **Bureau for Private Postsecondary Education** at: 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA. 95833 www.bppe.ca.gov ,Toll free (888) 370-7589, Fax No. (916)263 – 1897.

Windsor School was approved by the California Department of Health for Nursing Assistant Course, Home Health Aide Course, and the Restorative Nursing Assistant (as a continuing education). The number of hours for Clinical & Theory set forth under the guidelines of OBRA of 1987, Title 22.

PERFORMANCE FACT SHEET
JANUARY 2012 – DECEMBER 2012

On Time Completion Rates

PROGRAMS	CALENDAR YEAR	NO. OF STUDENTS WHO BEGAN THE PROGRAM	STUDENTS AVAILABLE GRADUATION	GRADUATES	COMPLETION RATE
NA	2012	150	132	132	88%
HHA	2012	37	37	37	100%
RNA	2012	39	39	39	100%

Examination Passage Rates

PROGRAMS	NO. OF STUDENTS TAKING EXAM	EXAM DATE	NO. WHO PASSED EXAM	NO. WHO FAILED EXAM	PASSAGE RATE
NA	132	12/21/12 12/19/12 11/16/12 11/14/12 11/05/12 11/01/12 10/13/12	116	16	87.8%
HHA	37	---	37	---	100%
RNA	39	---	39	---	100%

License Examination Passage Rates

PROGRAMS	CALENDAR YEAR	NO. OF STUDENTS TAKING EXAM	NO. WHO PASSED FIRST EXAM TAKEN	NO. WHO FAILED FIRST EXAM TAKEN	PASSAGE RATE
NA	2012	132	116	16	87.8%
HHA	2012	37	37	---	100%
RNA	2012	39	39	---	100%

Student's Initials: _____ Date: _____

PERFORMANCE FACT SHEET
JANUARY 2012 – DECEMBER 2012

Salary and Wage Information

PROGRAMS	CALENDAR YEAR	GRADUATES AVAILABLE FOR EMPLOYMENT	GRADUATES EMPLOYED IN THE FIELD	STARTING SALARY	STUDENTS NOT REPORTING SALARY
NA	2012	132	116	\$10.00 - \$15.00	16
HHA	2012	37	37	\$16.00 - \$18.00	---
RNA	2012	39	39	\$10.00 – \$15.00	---

Placement Rates

PROGRAMS	Calendar Year	Number of Students Who Began Program	Graduates Available for Employment	Graduates Employed in the Field	Placement Rate Employed in the Field	Graduates Employed in the Field an average of less than 32 hours per week	Graduates Employed in the Field at least 32 hours per week
NA	2012	150	132	116	88%	28	72
HHA	2012	37	37	37	100%	8	29
RNA	2012	39	39	39	100%	0	39

PERFORMANCE FACT SHEET

This Fact Sheet is filed with the Bureau of Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law.

Any questions a student may have regarding this fact sheet that have not been satisfactorily answer by the institution may be directed to the Bureau of Private Postsecondary Education at: P.O. Box 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov, P: (888) 370-7589 or (916) 431–6959, F: (916) 263 – 1897.

If the institution participates in Federal Financial Aid programs, the recent three-year cohort default rate reported by the United States Department of Education for the institution and the percentage of enrolled students receiving federal student loans.

Student’s Initials: _____ Date: _____

CERTIFICATE PROGRAMS

Windsor School of Nursing Assistant offers 3 certificate programs. These programs are designed to prepare students in the shortest time possible for employment with the industry for which they are trained.

The class session (theory) will be held at Windsor School of Nursing, 18780 Amar Rd. Suite 203. Walnut, CA 91789. The school is open from Monday – Sunday from 7:30am to 4:00pm and Office is open Monday - Friday from 9:00am to 5:00pm. Holidays occur.

- NURSING ASSISTANT: 160 Clock Hours (4) Weeks
- HOME HEALTH AIDE: 40 Clock Hours (5) Days
- RESTORATIVE NURSING ASSISTANT: 24 Clock Hours (3) Days

NURSING ASSISTANT	HOME HEALTH AIDE	RESTORATIVE NURSING ASSISTANT
<u>Registration</u> - \$ 100.00 <u>Tuition Fee</u> - \$ 1,300.00 <u>STRF</u> - \$ 0.50 <i>STRF is Non-refundable</i> <i>The week class is Monday to Friday 7:30 am- 4pm for full time students. (20 Days)</i> <i>The weekend class is every Saturday & Sunday, 7:30am- 4pm. (2 ½ Months)</i> <i>The evening class is Monday to Friday 5pm- 9pm. (40 days)</i>	<u>Registration</u> - \$ 100.00 <u>Tuition Fee</u> - \$ 395.00 <u>STRF</u> - \$ 0.50 <i>STRF is Non-refundable</i> <i>Week day class is Monday to Friday 7:30am- 4pm</i> COMPLETION: (5 Days)	<u>Registration</u> - \$ 100.00 <u>Tuition Fee</u> - \$ 395.00 <u>STRF</u> - \$ 0.50 <i>STRF is Non-refundable</i> <i>Week class is Monday to Friday 7:30am- 4pm</i> COMPLETION: (3 Days)

****Registration fees & STRF are non-refundable.**

Class Session (Theory)

Windsor School of Nursing
 18780 E. Amar Rd., Suite 203
 Walnut, CA 91789
 (626) 810 – 0058

Class Session (Clinical)

Ramona Nursing & Rehab. Center
 11900 Ramona Blvd.
 El Monte, CA 91732
 (626) 442 – 5721

Class Session (Clinical)

Glendora Grand Care
 805 W. Arrow Hwy.
 Glendora, CA 91740
 (626) 331 – 0781

Class Session (Clinical)

Park Ave. Healthcare & Wellness Ctr.
 1550 N. Park Avenue
 Pomona, CA
 (909) 623 – 0791

Requirement for Eligibility for Certification to become Certified Nursing Assistant (CNA), Certified Home Health Aide (CHHA), and Certified Restorative Nursing Assistant (CRNA) in the State of California:

❖ ***Eligibility for Nursing Assistant Certification***

1. Criminal check background clearance, Live Scan or finger printing.
2. Complete 105 hours of clinical and 55 hours of theory and successfully passed the competency exam given by the school. The student will receive the Certificate of Completion and will qualify them to take the California State Board Exam.
3. The students have met financial obligation to the school.
4. Passed the written and skill test. A competency evaluation program given by American Red Cross for nursing assistant required a valid social security and identification cards.
5. Initial application (283B – Form) filed to the California Department of Health by the school.
6. California Department of Health issues the certification for nursing assistant.

❖ ***Eligibility for Home Health Aide***

1. Student has active certification for Nursing Assistant in the State of California.
2. Initial Application for Home Health Aide certification filed to California Department of Health to be filed by the school.
3. Student successfully completed the 40 hours for Home Health Aide and successfully passed the competency exam for HHA given by the school.
4. The student had met financial obligation to the school to receive the certificate of completion.
5. California Department of Health issues certificates for Home Health Aide that expires every 2 years.

❖ ***Eligibility for Restorative Nursing Assistant***

1. Student must have an active certification for Nursing Assistant in the State of California.
2. Student had completed the required 24 hours for Restorative Nursing Assistant and successfully passed the competency exam for RNA given by the school.
3. The student had met financial obligation to the school to receive certificate of completion for the school.
4. The California Department of Health does not issue the certification for RNA, but the school issue Certificate of Completion. The Restorative Nursing Assistant certificate is active if certification for Nursing Assistant is not expired.

STATEMENT OF COMPLIANCE

Windsor School of Nursing Assistant complies with all applicable State and Federal Laws.

Every effort has been made to assure the accuracy of the information in this catalog. Students and other who use this catalog should familiarize themselves with all the information, procedure policies, rules and regulations.

For more information, visit the school website www.windsorschoolofnursing.com or drop by to the school to pick up a catalog at its location:

Windsor School of Nursing
18780 E. Amar Rd., Suite 203
Walnut, Ca. 91789
Contact No. (626) 810- 0058
Fax No. (626) 810 – 0086
www.windsorschoolofnursing.com

- A. Any questions a student may have regarding this **catalog** that have not been satisfactorily answered by the institution may be directed to **the** Bureau for Private Postsecondary Education **at** 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov , Toll free (888) 370 – 7589 Fax No. (916) 263 – 1897.
- B. As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.
- C. A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370 – 7589 toll – free or by completing a complaint form, which can be obtained on the bureau’s internet website www.bppe.ca.gov.

The students assume the risk for all theft or vandalism if their property on the facility and clinical sites where instruction occurs. Windsor School is not an insurer of the safety of persons or property. By acceptance the students releases Windsor School of Nursing Assistant from any liability for any accidents, occurrences, claims or responsibility.

MISSION AND OBJECTIVES

Windsor School of Nursing Assistant has been personally engaged in stimulating young adults who are either out of work or just beginning to enter the job market. It is also designed to address the need of growing shortage of certified, trained, qualified nursing assistants. We believe that education is a lifelong continuing process which enhances the quality of life of the individual. Windsor School is committed in contributing to this process through its Nursing Assistant, Home Health Aide, and Continuing Education towards LVN's and RN courses.

Windsor School has the following objectives:

These objectives identify minimal performance of graduates upon successful completion of the program:

1. Provide basic nursing assistant care to clients in all age group in the health/home care setting.
2. Perform comfort and personal care measures in the health/home care setting.
3. Provide basic emotional, physical, psychological, and spiritual support to clients in the health/home care settings.
4. Cooperate with the health care team members to coordinate delivery of nursing assistant care and seek guidance when necessary.
5. Exhibit professional conduct, appearance, and ethical behavior when providing nursing assistant care.
6. Demonstrate skills which provide for the restorative needs of clients.
7. Demonstrate effective written/oral communication in maintaining relationship with clients, families, and other health care members.
8. Maintain the rights of clients.
9. Perform nursing assistant care with regard to the principles of infection control.
10. Perform basic emergency procedure for all aged clients.
11. Demonstrate procedures in a safe therapeutic manner in the health/home care setting to meet federal/state mandates.
12. Demonstrate defensive driving techniques.
13. Conduct a self-inventory of personal strengths for the purpose of improving performance.
14. Identify the similarities/differences in the role of the nursing assistant in the health care setting and the role of the health nursing aide in the home care setting.

DESCRIPTION OF COURSES

There are only three (3) courses that our school offers; Nursing Assistant (NA), Home Health Aide (HHA), and Restorative Nursing Assistant (RNA).

➤ NURSING ASSISTANT TRAINING PROGRAM COURSE SYLLABUS

Subject Description: This course meets California Department of Health requirements for a training course for Nursing Assistant.

The course includes classroom and clinical instruction in the following areas:

Communication and interpersonal skills, infection control, safety and emergency procedures, including the Heimlich maneuver, promoting residents' independence, respecting residents' rights, personal care skills, basic nursing skills, mental health and social service needs, care of cognitively impaired residents, basic restorative services, and residents' rights.

Subject Hours: 160 clock hours (55 hours lecture, 105 hours lab)

Required Textbooks: Mosby's Textbook for Nursing Assistant 8th Edition by Sheila A. Sorrentino, PhD, RN and Leighann N. Remmert, MS, RN

Instructional Methods:

1. Lecture
2. Laboratory
3. Simulated Workplace
4. Audio Video
5. Power Point Presentation
6. Anatomical Mannequins

NURSING ASSISTANT TRAINING PROGRAM

This 160 hour – 20 day course is designed to introduce student to the functions and roles of the Nursing Assistant (NA). The Nursing Assistant course has two components: theoretical portion 55 hours and clinical portion 105 hours to make a total of 160 hours. The training will be conducted from Monday to Friday. The instructor will deliver the course content through lectures and demonstrations and exposure of the students to actual nursing procedures and techniques while in the clinical setting. Knowledge validation is evaluated on an ongoing basis through tests and quizzes. It consists of 16 modules focused on all aspects of resident care, including residents' rights, body mechanics, taking vital signs and rehabilitative nursing, among others.

The book *Mosby's Textbook for Nursing Assistant 8th Edition* by Sheila A. Sorrentino, PhD, RN and Leighann N. Remmert, MS, RN will be the official textbook for the course. A nursing assistant may be defined as an individual trained to give personal care and assistance, determined by the facilities' policies, under the supervision of a Licensed Vocational Nurse or by a Registered Nurse. Upon completion of the program, the student will receive a Certificate of Completion and be eligible to take the written and practical examination required by the State of California Department of Health Services to obtain a certificate of Nursing Assistant, and seek employment in hospitals and long-term care facilities.

GOALS AND OBJECTIVES

Overview of Title 22. Nursing Assistant Training is aimed at developing nursing care skills within the roles of responsibilities required by law. The State of California has a code of regulations that all nursing facilities must follow. This includes both Federal and State laws, called Title 22, Division 5, and California Code of Regulations. The State has delegated these compliance responsibilities with the Department of Health Services. Title 22 is the guide that facilities use to set up their own policies and procedures to meet the requirements of the law. These state regulations contain specific rules about licensing, required services, and standards of care.

The instruction will prepare students to meet licensure requirements. Each student will be assisted in applying for the State Board Examination. A review class will be conducted to assist graduates in preparing for the written and clinical competency examination required by the State of California. Clinical experience and certification will be very helpful certified Nursing Assistants who go on to LVN, RN, and other nursing certificates or degree programs.

Course Syllabus: Nursing Assistant Training Program

The Nursing Assistant Training consists of 160 clock hours of training. The following course syllabus shows how the 160 hours of training is broken down as follows:

Content		Theory hours	Clinical hours
Module 1	Introduction	2	0
Module 2	Patient's Rights	2	1
Module 3	Interpersonal Skills	2	0
Module 4	Prev. Mgmt of Catastrophic & Unusual Occurrences	1	1
Module 5	Body Mechanics	3	6
Module 6	Medical & Surgical Asepsis	2	8
Module 7	Weights and Measures	1	1
Module 8	Patient Care Skills	16	44
Module 9	Patient Care procedures	8	23
Module 10	Vital Signs	3	6
Module 11	Nutrition	2	6
Module 12	Emergency Procedures	2	1
Module 13	Long-term care patients	2	0
Module 14	Rehabilitative Nursing	2	4

Module 15	Observation and charting	4	4
Module 16	Death and Dying	3	0
	TOTAL (hrs.)	55	105

Statement of Philosophy

The Nursing Assistant has one of the most important role in a care facility. Each resident in a facility is cared for by a health care team. The Nursing Assistant is a member of this care team and is one who provides the most hands-on care to the resident. As result of this, the Nursing Assistant has great influence on the resident's sense of well-being as well as the resident's physical health. The Nursing Assistant is the most important link between the resident and the facility.

The role of the Nursing Assistant can be broken down into the four specific areas:

1. Providing a safe environment for the resident. Using facility equipment (such as a wheelchair) in a safe manner, knowing and following the proper use of protective devices such as restraints and side rails; Being aware of potential hazards such as liquid spills an obstruction; and practicing personal hygiene, cleanliness and infection control.
2. Meeting the resident's physical needs. This includes assisting with all the activities of daily living, such as bathing, oral hygiene, grooming, dressing, toileting, feeding, as well as medical and rehabilitative activities (vital signs, turning, collecting specimens, exercises, range of motion, and ambulation). It is important to note here that the Nursing Assisting is to encourage the resident to be as independent as possible.
3. Meeting the resident's psychosocial needs. This requires skills and sensitivity to understand these needs in individual residents and to meet them, such as (1) To be recognized as an individual; (2) To love and be loved; (3) To feel a sense of accomplishment; (4) To be treated with dignity and respect; (5) To feel secure; (6) To feel good about them. The Nursing Assistant should treat the resident the same way he/she wants to be treated.
4. Fulfilling responsibilities to the employer. Reporting to work on time and reliability fulfilling his/her assignments, conserving supplies and equipment, are among the responsibilities of a Nursing Assistant.

➤ HOME HEALTH AIDE TRAINING PROGRAM COURSE SYLLABUS

Subject Description: The Home Health Aide training program is for student who has an active certification or currently certified nursing assistant. It is designed to expand the role of a Nursing Assistant to provide quality care to client in a home-care setting, home health aide agencies and other private entities, under the supervision of a Case Manager or a Registered Nurse.

The training consists of 40 clock hours (5- day) course. Upon successfully completing this course and passed the competency exam given by the school. The student will receive certificate of completion. The school will process the home health aide application form to the California Department of Health. Once California Department of Health received and reviewed and all requirements for Home Health Aide (HHA) are met, certification for Home Health Aide will be issued. Stating Certified Home Health Aide that is renewed every 2 years with 48 hours of In-service offered by the employer or Continuing Education Unit (CEU) that can be taken in school, university, or college.

Subject Hours: 40 Hours (20 Hours theory, 20 hours Clinical)

Required Textbook: A textbook entitled “Mosby Text book for the Home Care Aide by Joan Birchen all and Eileen Steight will be the official textbook for the course.

Instructional Methods:

1. Lecture
2. Laboratory
3. Simulated Workplace
4. Audio Video
5. Power Point Presentation
6. Anatomical Mannequins

Course Syllabus: Home Health Aide Training Program

The course syllabus was developed following the Department of Health Services guidelines for the training of Certifies Nursing Assistants to become Certified Home Health Aides. Section 484.36 of the Health Care Financing Administration regulations (Omnibus Budget Reconciliation Act), OBRA for short, and Title 22 were used to develop the appropriate units of the curriculum. The following course content required by Title 22 was included in the 40 hour curriculum:

Content	Theory hours	Clinical hours
1. Introduction to Aide and Agency Role	2	0
2. Interpretation of Medical & Social needs for Clients	5	0
3. Personal Care Services	5	15
4. Nutrition	5	3
5. Cleaning and Care Tasks in the Home	3	2
TOTAL	20	20

Statement of Philosophy

The intent of this curriculum is threefold: To promote quality of care in the home care setting, to provide entry-level skills for employment as a home health aide and to extend the role of the Certified Nursing Assistant as a paraprofessional. To achieve its threefold purpose, the Home Health Aide curriculum is based upon the following beliefs:

1. Individuals have the right to receive optimum health care delivered in a home care setting by competent caregivers.
2. The Home Health Aide is an important member of the health care. The Home Health Aide, supervised by licensed professional personnel, provides direct and supportive care to the client promote comfort measures, and collects, records, and reports data in the home care setting.
3. A significant amount of home care is given by non-professionals. Therefore, the HHA must respect and interact effectively with clients, families, and other personal and professional caregivers.
4. Learning occurs in a atmosphere of mutual respect, where questioning is welcomed, problem solving is encouraged, and opportunities for guided practice are provided.
5. Individuals have the right to the fulfillment of their basic physical, psychosocial, and spiritual needs.

GOALS and OBJECTIVES

The Home Health Aide curriculum prepares the Certified Nursing Assistant for certification as a Home Health Aide by the State of California. This certification allows the Home Health Aide to function as an entry-level worker on a health care team in a home health agency. The curriculum is structured to provide theory and practical application of knowledge and skills needed to function as a Home Health Aide. The curriculum is designed to achieve the following goals:

1. Implement a curriculum that meets Federal and State regulation and promotes safe and quality care in home care settings.
2. Promote consistency and equity between different teaching environments.
3. Promote consistency in training that responds to current home care practice.
4. Focus on the needs of learners and society at large by:
 - a. Providing diverse learning experiences that respond to the needs of the learner
 - b. Promoting clarity and understanding of the larger world

- c. Providing opportunities to develop learners' feelings of self-understanding and personal worth
- d. Fostering the development of abilities to function in and contribute to society

The conceptual framework upon which Maslow's hierarchy of needs is unified is as follows: Physiological, Safety and Protection, Love and Belonging, Self-Esteem, and Self-Actualization. In addition, the following organizing principles have been integrated in the curriculum:

Caring

The demonstration of empathy and concern for the client's comfort and well-being.
Respecting the client's lifestyle, personal beliefs, environment, and personal property.
Recognizing the importance of the client's family, caregivers, and other relationships.

Critical Thinking / Problem Solving

When given a problem or situation, the identification and collecting of relevant information and collaboration with others to address the situation.

Team Building

Interacting effectively with members of the health care team, family, or others involved in the case of the client. Demonstrating accountability and loyalty to the team.

Ethics

The demonstration of honesty, confidentiality, and integrity. Recognizing the need for separation of the Home Health Aide role from one's personal life.

Cultural Sensitivity

The awareness of and respect for various cultural, ethnic, and religious beliefs and practices.

➤ **RESTORATIVE NURSING ASSISTANT TRAINING PROGRAM COURSE** **SYLLABUS**

Subject Description: The RNA program is critical to assuring that residents maintain their highest practical level of functioning in long term care. RNA's provide specific treatments to residents so to restore and maintain the strength, coordination and skills to ambulate and perform functional activities of daily living.

The RNA (Restorative Nursing Assistant) program at Windsor School of Nursing provides NA's (Nursing Assistants) knowledge and skills to advance their career in long term care. The nursing assistants will receive training in theory and practical application of restorative techniques. Restorative Nursing Assistants can find employment in nursing homes, assisted living communities and long term care facilities.

Requirements

Active certification as a Nursing Assistant
Good understanding of the English language
Healthcare uniform/Scrubs, athletic shoes and gait belt

RNA Course Agenda

- Restorative Nursing Program
- Medical Overview
- Cognition, Communication & Hearing
- Dysphasia & Restorative Dining
- Joint Mobility
- Ambulation
- Documentation

Subject Hours: 24 hours (16 Hours Theory, 8 Hours Clinical)

Required Textbook: Hands outs and pamphlets

Instructional Methods:

1. Lecture
2. Laboratory
3. Simulated Workplace
4. Audio Video
5. Power Point Presentation
6. Anatomical Mannequins

Course Syllabus: Restorative Nursing Assistant

The course syllabus is aimed in enhancing and developing skills in the area of rehabilitation. It is a three (3) day course 24 hours and designed for Nursing Assistant who is actively certified.

Content	Theory Hrs.	Clinical Hrs.
1. Restorative Nursing Program and Exercising	2 hrs.	1 hr.
2. Range of Motion	2 hrs.	1 hr.
3. Contracture Prevention and Management of Fractures	2 hrs.	1 hr.
4. Positioning & OBRA	2 hrs.	1 hr.
5. Care of Fracture/ Hip Surgery and Precautions	2 hrs.	1 hr.
6. ADL Program	2 hrs.	1 hr.
7. Documentation Skills	2 hrs.	1 hr.
8. Feeding Program/Restorative Dining	2 hrs.	1 hr.
TOTAL (hrs.)	16 hrs.	8 hrs.

STATEMENT OF PHILOSOPHY

Restorative and Rehabilitation contributes to improve the quality of residents. The RNA certification will provide an advanced learning and rehabilitation and Certified Nursing will the prevention that will arise out if immobility of residents. Such complications of deformity, such as contracture atrophy and decubitus ulcer formation for residents who are bed bound, comatose and debilitated.

GOALS and OBJECTIVES:

The student:

- is trained to use different types of assistive devices and adaptive equipments.
- will be able to recognize medical emergencies and any change of conditions.
- will be able to learn the use of braces and application of Splints.
- will be able to work with other disciplines such as Nursing, Physical Therapist (PT), Occupational Therapist (OT), and Speech Therapist (ST).

COURSE OBJECTIVES

Upon completion of lectures, discussions and assigned reading the student will achieve the following objectives and also upon completion of the program, the student will receive a Certificate of Completion and be eligible to take the written and practical examination required by the State of California Department of Health and Services.

1. Identify qualities, such as being patient, respectful, etc., required for a nurse assistant to work in a long term - care facility.
2. Describe areas of responsibility and give examples of each.
3. Provide a safe environment; meet the patients' physical needs through activities such as feeding, bathing, dressing and toileting.
4. Meet the psycho-social needs of the long-term resident with normal function and cognitive challenges.
5. Identify ways to prevent or control the spread of infection.
6. Identify resident rights and appropriate procedures for abuse prevention and reporting.
7. And lastly upon completion of the program, the student will receive a Certificate of Completion.

CLINICAL OBJECTIVES

The student will be able to:

1. Accurately demonstrate performance of skills and procedures prior to resident contact, providing for safety and general principles of patient care standard.
2. Develop skills necessary for health care provider applications.
3. Observe procedures common in health care environments and apply knowledge in simulated situations.
4. Use equipment and supplies as appropriate.
5. Describe and demonstrate knowledge of principles of observation and documentation, including subjective and objective data observations rather than judgment.
6. Demonstrate correct style of charting for the facility, clarity, conciseness and using appropriate medical terminology/ abbreviation.

METHODS OF INSTRUCTION

1. Lecture- includes skills demonstration/ practice, discussion
2. Clinical- Skills practice/ performance mastery.

* Review and practice specific nursing, behavioral science, Health occupation, skills, i.e., bed baths, vital signs, measuring food and liquid intake and output. Observe patient condition and view related media (CD ROMS DVD's) Use if special medical equipment and supplies.

The above instructional method may also be used as tools for evaluation of the students' cognitive and or psychomotor performance.

TUITION AND FEES

The following show the breakdown of tuition and fees for each of the program:

NURSING ASSISTANT COURSE

TUITION FEE

COURSE FEE:	\$1,300.00	Tuition Fee
	\$100.00	Registration Fee (Non-Refundable)
	<u>\$0.50</u>	(STRF) Student Tuition Recovery Fund (Non-refundable)
TOTAL TUITION FEES:	\$1,400.50	

Please be aware that all textbook supplies and equipment acquired or purchased from Windsor School are non-refundable, once the student pays for the equipment it belongs to the student without further obligation.

Itemization of all institutional charges and fees including, as applicable:

1. Tuition Fee	\$1,300.00
2. Registration Fee (non-refundable)	\$100.00
3. Gait belt, stethoscope with sphygmomanometer	\$70.00
4. Notebook and Pens (black only) - <i>OUTSIDE THE SCHOOL</i>	\$10.00
5. Mosby's Textbook for Nursing Assistant 8 th Edition (By Sheila A. Sorrentino, PhD, RN and Leighann N. Remmert, MS, RN)	\$80.00
6. Uniform (1 set) with Windsor School Logo (school only)	\$25.00
7. In-resident housing (the school does not provide any housing assistance)	N/A
8. Tutoring (<i>if applicable</i>) (per hour)	\$10.00
9. Assessment for transfer of credit	(No charge)
10. Fees to transfer Credit	(No charge)
11. Student Tuition Recovery Fund	\$0.50
12. Physical/ PPD test	\$70.00
13. Chest X-ray (if positive for PPD test)	\$65.00
14. Uniform (1 set) with Windsor School Logo (school only)	\$25.00
15. White Duty Shoes/White Rubber shoes– no open toe, clogs, or canvas • Not provided by school	\$25.00
16. Live scan (Criminal check background clearance)	\$65.00
17. CPR (BLS for Health Care Provider (AHA))	\$65.00
18. Schedule for make-up class (<i>if applicable</i>) (per hour)	\$10.00
19. CNA state board exam (Money order/ Check payable to American Red Cross)	\$90.00

TOTAL ESTIMATED COST FOR NURSING ASSISTANT **\$1,920.50**

The above requirements are made available at the school. However, the prospective student has the option to obtain it outside the school at his/her discretion.

PAYMENT PLAN AVAILABLE for NA TUITION FEES:

(Based on 4 weeks class period)	\$ 100.00	upon registration
	\$ 500.50	1 ST week of the class + (STRF)
	\$ 400.00	2 nd week of the class
	\$ 400.00	3 rd week of the class

Steps for payment: Week-1 to Week-3

Needed items on the 1st day of the class: Week – 1

- | | |
|---|----------|
| 1. Tuition fee (1 st payment) | \$500.00 |
| 2. Textbook | \$80.00 |
| 3. Uniform | \$25.00 |
| 4. Live Scan fee | \$65.00 |
| 5. TB test or Chest X-ray and Physical Clearance | |
| • (Completed by the Physician or Nurse Practitioner) | |
| • Chest X-ray if positive for PPD test | \$65.00 |
| 6. All white rubber shoes or uniform shoes (non-skid, no open toes) | |

Needed items on the 1st day: Week – 2

- | | |
|--|----------|
| 1. Tuition fee (2 nd payment) | \$400.00 |
| 2. CPR | \$65.00 |
| 3. State Board Exam fee (Cash or Money Order ONLY) | \$90.00 |
| 4. Gait Belt, stethoscope, & sphygmomanometer | \$70.00 |

Needed items on the 1st day: Week – 3

- | | |
|--|----------|
| 1. Tuition fee (3 rd payment) | \$400.00 |
|--|----------|

There is a \$5.00 assessed fee for credit and/or debit card transactions; personal check is acceptable as mode of payment. Returned check is assessed \$25.00.

The Nursing Assistant Program is the only course offered on a 3payment plan. A student who does not stay in compliance with the payment plan will be given a chance to pay the balance(s) in full before the ending date of the course without interest or penalty.

However, on the day after the ending date of the course, 10% interest per month for unpaid balances accrued. Certificate of Completion and Form283-B to take the State Certification Exam will be withheld for not meeting students' obligation.

Legal fees and interest are the student's responsibilities should collection process for unpaid fees are initiated.

The period covered by the enrollment agreement is twenty (20) days from the first day of the class session to the last day of the program; students who are eligible for leave of absence are exempted.

HOME HEALTH AIDE COURSE

TUITION FEE

COURSE FEE:	\$ 395.00	Tuition Fee
	\$ 100.00	Registration Fee (Non-Refundable)
	<u>\$ 0.50</u>	(STRF) Student Tuition Recovery Fund (Non-Refundable)
TOTAL TUITION FEE for HHA	\$ 495.50	to be paid in full amount

Please be aware that all textbook supplies and equipment acquired or purchased from Windsor School are non-refundable, once the student pays for the equipment it belongs to the student without further obligation.

Itemization of all institutional charges and fees including, as applicable:

1. Tuition Fee		\$395.00
2. Registration Fee		\$100.00
3. Student Tuition Recovery Fund		\$0.50
4. Physical/PPD test		\$70.00
5. Chest X-ray (if positive for PPD test)		\$65.00
6. Uniform (1 set) with Windsor School Logo		\$25.00
7. Housing/Dormitory		N/A
8. Tutoring (<i>if applicable</i>) (per hour)		\$10.00
9. Schedule make-up class (<i>if applicable</i>) (per hour)		\$10.00
10. Current ACTIVE NA License		
11. Home Health Aide textbook(HHA)		\$80.00
12. Assessment fees for transfer of credit		(No charge)
13. Fees to transfer Credit		(No charge)

TOTAL ESTIMATED COST FOR HOME HEALTH AIDE \$755.50

There is a \$5.00 assessed fee for credit and/or debit card transactions; personal check is acceptable as mode of payment. Returned check is assessed \$25.00.

The period covered by the enrollment agreement is five (5) days from the first day of the class session to the last day of the program; students who are eligible for leave of absence are exempted.

RESTORATIVE NURSING COURSE

TUITION FEE

COURSE FEE:	\$ 395.00	Tuition Fee
	\$ 100.00	Registration Fee (Non-Refundable)
	<u>\$ 0.50</u>	(STRF) Student Tuition Recovery Fund (Non-refundable)
TOTAL TUITION FEE:	\$ 495.50	to be paid in full amount

Please be aware that all textbook supplies and equipment acquired or purchased from Windsor School are non-refundable, once the student pays for the equipment it belongs to the student without further obligation.

Itemization of all institutional charges and fees including, as applicable:

1. Tuition Fee		\$395.00
2. Registration Fee		\$100.00
3. Student Tuition Recovery Fund		\$0.50
4. Physical/PPD test		\$70.00
5. Chest X-ray (if positive for PPD test)		\$65.00
6. Uniform (1 set) with Windsor School Logo		\$25.00
7. Housing/Dormitory		N/A
8. Tutoring (<i>if applicable</i>)	(per hour)	\$10.00
9. Schedule make-up class (<i>if applicable</i>)	(per hour)	\$10.00
10. Current ACTIVE NA License		
11. RNA manual		\$60.00

TOTAL ESTIMATED COST FOR RESTORATIVE NURSING ASSISTANT

\$735.50

There is a \$5.00 assessed fee for credit and/or debit card transactions; personal check is acceptable as mode of payment. Returned check is assessed \$25.00.

The period covered by the enrollment agreement is three (3) days from the first day of the class session to the last day of the program; students who are eligible for leave of absence are exempted.

STUDENT TUITION RECOVERY FUND (STRF)

***The current STRF assessment is \$ 0.50 per each \$1,000 of institutional charges.**

“You must pay the State-imposed assessment for Student Tuition Recovery Fund (STRF) if all of the following applies to you:” “The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents; or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.” All updates should apply throughout the entire catalog.

(A) A qualifying institution shall include the following statement on both its enrollment agreement for an educational program and its current schedule of student charges:

"You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party."

(B) In addition to the statement described under subdivision (a) of this section, a qualifying institution shall include the following statement on its current schedule of student charges:

"The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency programs attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.

3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau for Private Postsecondary Education.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act."

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

Note: Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Section 94923, Education Code.

ADMISSION PROCEDURES AND SCHOOL

POLICIES

ADMISSION POLICIES:

Regarding acceptance of Credit earned at other Institution

The Institution does not accept credits earned at other institution through a challenge examinations and achievement test. Any enrollee who wants to enroll in any course will have to take the whole course. In line of a High School Diploma/GED as one of admission requirements, the verification of High School Completion or Equivalency or other documentation that will establish the student's ability to do college level work such as successful completion of ability to benefit test will be copied and be a part of students record.

Policy and Procedure for the award of credit for prior experiential learning

The institution does not award credit for prior experiential learning. The students' experiences can be an advantage mostly when it is related to nursing; however, he or she will still have to take the whole course and meet the required theory and clinical hours, and pay the scheduled fees for whatever course the student wants to enroll.

Admission of Student from other Countries

The school does not participate in Visa Services to gain legal status. The student must have a valid social security card and identification as these are the requirements to take the competency examination to become certified. Method of instruction is in English language. Proficiency in reading and documentation is needed. The school does not offer English Language Services. High School Diploma or equivalency is required. The student has to take the comprehension test prior to enrollment without charge or fees.

ADMISSION REQUIREMENTS

1. Each student admitted to an undergraduate degree program or Diploma program shall possess a High School Diploma or its equivalent, or otherwise, successfully take and pass the relevant examination or GED equivalent.

This verification of High School completion or equivalency or other documentation that will establish the students ability to do college level work, such as successful completion of Ability to-benefit Test will be copied and be a part of student's record.

Windsor School of Nursing has not been entered into an articulation or transferred agreement with any other college or university.

The student has an option to get admitted in the school by following the link of *United States Department of Education Approved Ability-To-Benefit Test* below, if he/she have not met the requirement for enrolling in the program.

http://www.bppe.ca.gov/schools/ability_exam.shtml

For example, if the student used the “ASSET program: Basic Skills Test (Reading, Writing, Numerical) – Forms B2, C2, D2, and E2”, we go by the passing scores of/for Reading – 35, Writing – 35, Numerical – 33.

2. Eighteen (18) years of age and above.
3. Physical capable without restriction to perform all skills in the course as evidenced by a signed, physical examination by a physician or by a Nurse Practitioner.
4. Be in good health, and able to bend, twist, lift at least 50lbs. and be free from a communicable disease.
5. Complete live scan and criminal background screening. A complete HS 283B application form.
6. Must be able to communicate and understand instruction in English.
7. Valid Identification with picture and social security number.
8. The school enrollment and registration agreement must be completed.
9. Minimum payment paid. See Schedule of Installment Plans on page 8 of Student Registration & Enrollment Agreement.
10. Pass the comprehension test of at least 75% grade.
11. Physical & TB Test screening or chest X-Ray.

POLICY RELATED TO PROVIDING **ENROLLMENT AGREEMENT**

The agreement was written in English. If English is the second language of the student that means the student is unable to understand the terms and condition of the agreement. The student has the right to obtain a clear explanation of the terms and condition and also the cancellation and refund policies in his/her primary language.

However, Windsor School does not provide English as a second language institution.

Prior to signing the Enrollment Agreement, one admission requirement is the student must understand and communicate in English and pass the comprehension test.

“STUDENT’S RIGHT TO CANCEL”

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day (7) after enrollment, whichever is later.

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

Students may not cancel the agreement by calling the school phone number or by not attending the class. The cancellation form must be filled up, signed and turned in to the school. Notice of cancellation must be received prior to or on the first day of class, or on the seventh (7) day after the enrollment, whichever is later.

Refund Information:

- **If the school cancelled due to low enrollees prior to or on the day of scheduled class, the student is given an option to use the fees for the other class scheduled or obtain a full refund of the registration fees or if any tuition fees paid. The student does not have to complete cancellation form and not subject to 45 days refund.**
- The student will not be required to purchase instructional supplies, books and tools until such time as these materials are required. Books and uniforms are not obtained until the first day of the class. Books and uniforms cannot be refunded once purchased from the school.
- If the student has received Federal Financial Aid funds, the student is entitled to a refund of moneys not paid from Federal Student Financial Aid Program Funds.
- If a student obtains a loan to pay for an educational program, it is the student responsibility to repay the full amount of the loan plus interest, less the amount of refund.
- If a student is eligible for a loan guaranteed by Federal or State government and the student defaults on the loan, both of the following may occur.
 - “The Federal or State government or a loan agency may take action against the student including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.”
 - The student may not be eligible for any federal student financial aid at another institution or other government assistance until the loan is re-paid.

Any student who had completed 60% of instruction cancelled or withdraw and had paid the full amount of tuition fee of \$1,300.00, the student will receive a pro rate refund.

For example: The student completes 96 hours out of a 160 hours CNA course paid \$1,300.00 tuition.

Step 1:

\$1,300.00	(tuition fee paid)
x 96	(60% of clock hours of instruction attended)
124,800	
/160	(Amount for 160 clock hours of instruction for which the student has paid Refund Amount.)
\$ 780.00	(calculated amount for hours attended)

Step 2:

\$1,300.00	(course fee)
-\$780.00	(calculated amount for hours attended)
\$520.00	(REFUND to the student)

*However, if the student completed 55% of instruction cancelled or withdraw, and only had paid \$500.00 tuition fee, the student will owe the institution.

For example: The student completes 88 hours of a 160 hours CNA course paid \$500.00 tuition.

Step 1:

\$500.00	(tuition fee paid)
x 88	(55% of clock hours of instruction attended)
44,000	
/160	(Clock hours of instruction)
\$275.00	(amount of hours attended, but school not received)

Step 2:

\$500.00	(student tuition fee paid)
+\$275.00	(amount of hours attended, but school not received)
\$775.00	(Total amount of the student owed to the school)

A refund will be paid within 45 days of the cancellation date.

“A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll free or by completing a complaint form, which can be obtained on the bureau’s internet website www.bppe.ca.gov.”

“Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at:

Bureau for Private Postsecondary Education
2535 Capitol Oaks Drive, Suite 400
Sacramento, CA. 95833
P.O. Box 980818, West Sacramento, CA 95798- 0818
www.bppe.ca.gov
Toll free (888) 370-7589 / (916) 431 -6959
Fax No. (916)263 – 1897

“Prior to signing this enrollment agreement, you must be given a catalog or brochure and a School Performance Fact Sheet, which you are encourage to review prior to signing this agreement. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, and salaries or wages prior to signing this agreement”

Student Initial: _____ **Date:** _____

“I certify that I have received the catalog, School Performance Fact Sheet, and information regarding completion rates, placement rates, license examination passage rates, and salary or wage information included in the School Performance Fact Sheet, and I have signed, initialed, and dated the information provided in the School Fact Sheet”

Student Initial: _____ **Date:** _____

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

“I understand that this is a legally binding contract. My signature below certifies that I have read, understood and agreed to my rights and responsibilities, and that the institution’s cancellation and refund policies have been clearly explained to me.”

Student’s Name (Printed Name)

Date

Student’s Signature

Date

Signature of School Official

Date

ATTENDANCE

Students must abide by Patient Rights as defined by Title XXII of the California Department of Health Regulations. Any verbal, physical abuse or neglect of resident will not be tolerated.

ABSENCE POLICY

1. It is extremely important that you make every effort to attend ALL lectures and clinical days. Please be sure you have transportation and child care arrangements made prior to the start of class.
 - a. Absenteeism in excess of ONE (1) lecture or ONE (1) clinical day will result in removal from the program.
 - b. Lecture class will begin promptly. Clinical days will begin promptly. **YOU MUST BE ON TIME.** Three (3) tardiness in excess of ten (10) minutes will count as one (1) absence.
 - c. Repeated tardiness and absence from theory/clinical class without prior notification to instructor/administrator and leaving the clinical and theory class without permission causes dismissal.
2. If you are ill or unable to attend theory or clinical class, you must call Windsor School of Nursing (626) 810 – 0058 prior to the start of class and leave a message for your instructor. Any message left should include date/time; your full name, the class name, instructor name, and a return phone # with area code in case we need to reach you.
3. Off-site lunch periods during clinical days are **NOT** permitted.

It is necessary for health care workers to be reliable and dependable employees. The patient's welfare is dependent on the worker being in the right place at the right time. We believe that is essential within the curriculum to teach employability skills as an integral part of the education program.

Make up hours for the excused absence is still required for an additional fee of \$10 per hour. Arrangement for makeup session must be arranged with the instructor or maybe done with the next schedule of nursing assistant class at the discretion of the school program director.

READMISSION AFTER TERMINATION FOR UNSATISFACTORY ATTENDANCE

It is the policy of this school that a student may be granted readmission privileges after termination for unsatisfactory attendance if the following criteria is/are met:

- 1) The student has rectified the issue causing the attendance problem to begin with. (i.e. not having transportation, illness, etc.)

- 2) The student commits to arriving on time to classes.
- 3) If the student was terminated due to repeated absences and/or tardiness after makeup arrangement has been done, and continues to miss classes, arrangement for makeup is forfeited and the student maybe considered to be readmitted and enroll for future courses, such as Nursing Assistant, Home Health Aide, and Restorative Nursing Assistant. A new enrollment agreement will be done including the registration, STRF, and tuition fee. (Applicable fee varies, depending on what the persons' course is taking).

LEAVE OF ABSENCE

The school reserves the right to place a student on a leave of absence for no disciplinary reasons when it concludes that a leave is in the best interest of the student due to personal or health-related conditions that apparently have not or cannot be resolved in a timely fashion, or if it deems such a leave necessary due to a threat to the student's or others students' health or safety. The student may register again upon satisfaction of such terms as the school determines are appropriate to the situation.

Students may be considered for a leave of absence under the following circumstances:

1. Medical or Extended Illness – students will be considered for a leave of absence due to extended illness and pregnancy.
5. Military – a leave of absence will be approved for employees/students to perform military service or receive military training.

PROCEDURE FOR A REQUEST FOR LEAVE OF ABSENCE

- A student will submit a signed request for a leave of absence to the Program Director.
 - For a medical leave of absence, the student request must be accompanied by a letter from a physician, physician's assistant or nurse practitioner. The letter must be on official letterhead and must include the diagnosis, the limitations it imposes on the individual and an estimation of the time required for recovery. Windsor School of Nursing reserves the right to verify qualification of the certifying professionals.
- The Program Director, in consultation with the Administrator, will decide whether to grant the leave, and will notify the student.
- Once approved by the school representative, with the maximum of fifteen (15) days from the time, the leave of absence form has been filed. The student is given a chance to come back into the program and resume the missed hours and meet the financial obligation, if there's any. If the student fails to make up the missed hours after fifteen (15) days, the agreement will be no longer active and has to restart the whole program (including the fees).

- Absences with health-related (ex. pregnancy), the student has to provide a clearance from her attending Physician, physician's assistant or nurse practitioner. The letter must be on an official letter head and must indicate or include the diagnosis, the limitations it imposes on the individual and an estimation of the time required for recovery.

CONDUCT

It is the policy of this school to require students to use professional, courteous behavior in the classroom and in the field.

1. Students are expected to have the necessary materials and be punctual at all times.
2. When participating in class, only ONE student should talk at a time.
3. The school encourages friendliness, but NEVER familiarity with staff or patients.
4. In the lab, there will be no playing with equipment or lying or sitting on the beds except in mock clinical practicum.
5. Students that harass, threaten, or use inappropriate language with fellow students, staff, or patients shall be terminated from the school immediately.

GRADING SYSTEM

Student work will be graded with the following system:

Theory:

A	95-100%
A-	93-94%
B+	91-92%
B	89-90%
B-	87-88%
C+	85-86%
C	83-84%
C-	80-82%
D	60-79%
F	0-59%
FAIL	

Eighty percent (80%) is a passing grade. Anything below 80% is NOT passing. The student must make a minimum of 80% to receive a Certificate of Completion. There will be a number of examinations, quizzes, tests, written assignments and presentations in the lecture and clinical areas. The comprehensive final exam score needs to be 80% or greater to pass the course and receive the Certificate of Completion.

The student must pass a lab skills test with a Satisfactory (S) or Unsatisfactory (U), complete the vital signs log sheet and skills booklet (signed by instructor), complete all clinical hours

satisfactorily, in order to complete the class, pass the course and receive the Certificate of Completion.

Clinical:

A satisfactory level must be attained at the completion of the designated hours in the clinical setting according to the course curriculum and the Department of Health Nursing Assistant Performance Record evaluation tool.

GRADING POLICY

Theory:

Any student that fails the theory portion, a counseling meeting with the student along with the Instructor to discuss about remedial and fill up applicable forms; the School allows them to review and take another exam.

If tutoring is recommended and will benefit the student, the instructor and the student will arrange a time after class and \$10.00 (per hour) will apply.

Clinical:

If the student fails their clinical, the student is required to attend at least four (4) to eight (8) hours of clinical in the facility with the current students or any upcoming class. A fee of \$10.00 (per hour) will be charge.

DISMISSAL POLICIES

The following constitute grounds for dismissal from the training:

1. Repeated tardiness and absence from class/clinical without prior notification to instructor/administrator and leaving the clinical and theory class without permission.
2. Failure to make up for excused absence.
3. Disruptive behavior, use of foul language, possession of not prescribed drugs, intoxication and sleeping in class.
4. Theft of property from the school, clinical area, staff or other students.
5. Failure to report to clinical training in appropriate uniform after receiving proper warning.
6. Failure to pay tuition as scheduled in the payment plan.
7. Failure to observe the school course and or affiliation policies.
8. A student who does not actively participate in scheduled clinical experiences.
9. Absenteeism; in excess of one lecture or one clinical day will result in removal from the program.
10. A student who demonstrate poor professionalism.

PROBATION POLICIES

ACADEMIC/CLINICAL PROBATION

- a. Any student who was dismissed from the program is given the right to appeal.
- b. A student is placed on academic probation as a result of a failure to meet academic standards.
- c. Academic probation places the student in jeopardy of dismissal from the program.
- d. Academic probation can be identified at midterm or any point in the course if a student has less than 70% grade average.

A probation form will be filled up about the reasons. If it is academic or clinical the student will be cancelled or arrangement with the instructor for extra time to improve the weakness of the student. If it fails, and no show of improvement on the part of the student then he or she will be dropped from the program.

Any student who are dismissed by the school after several warnings and written notice, the student will lose all the paid fees.

Any students who are dismissed from the program and willing to re-enroll, at the school discretion, she will be considered for re-enrollment depending on the nature of the cause of dismissal. The student has to start the whole program and pay the applicable registration and tuition fees.

However, any intoxication or use of illegal drugs in clinical site or school premises, violation of Residents Right such as abuse in any form constitute dismissal of a student and cannot be re-enrolled in any future class. Any action taken on a student, dismissal or probation will be a part of students file.

PREGNANCY

A student who becomes pregnant during her enrollment must present a written statement from a physician. The statement must indicate the approval for continuation of the students' course without limitations. A student who is unable to meet the requirement may take a leave of absence.

DROP OUT/REFUND POLICY

- All fees will be refunded if the school does not accept the applicant.
- The student has a right to a full refund of all charges less than \$100.00 non-refundable registration fee if he/she cancels this agreement at least 5 business days prior to orientation (first day of the class).
- The student may withdraw from a course after instruction has started and receive a pro rata refund minus the non-refundable registration cost.
- The termination date to determine the refund is the last date of actual attendance by the student. Refunds will be made within forty-five (45) days of receipt of cancellation notice.
- There is no refund for termination of class due to violations of the code of conduct or dress code.

SUBSTANCE ABUSE

Any student attending class who is suspected for being under the influence of drugs or alcohol may be asked to leave at the discretion of the instructor. Students will be required to submit to a drug test at the student's expense whenever actions, statements or appearance cause reasonable suspicion that the student is under the influence of illegal drugs, controlled substances or alcohol. Reasonable suspicion would occur when one of the following factors are noted: odor of alcohol, psychotic, irrational behavior, over-aggressive behavior. Other factors may cause the instructor to suspect alcohol or drug abuse and the instructor will call the Program Coordinator in these cases. When reasonable suspicion occurs, the student will be asked to leave the class or clinical and obtain a drug screen immediately in the Emergency Department of a local hospital. The instructor will report observations to the Program Coordinator immediately by phone and follow up with written documentation later the same day. The documentation will be placed in the student's file. The student is suspended from class and clinical until the results of the drug screen are obtained and reported to the Program Coordinator. The student has the right to refuse testing. If this occurs, the student will be asked to leave the class or clinical immediately. The Program Coordinator will be notified of the refusal and the instructor will document interactions with the student leading up to the conclusion.

DRESS CODE

The students are required to wear white uniform with Windsor School logo that can be purchased at the school for \$25.00 a set (top & bottom). A non-skid white rubber shoes or uniform shoes clean, no open toe footwear, no dangling earrings or heavy bracelets, wristwatch with a second hand and white socks.

Wearing apparel shall be such that it does not disrupt the classroom atmosphere. Short shorts, halters, or other wearing apparel with suggestive messages are not appropriate.

School uniforms with Windsor logo will only be worn in school and at the clinical site. Wearing Windsor school uniform in public places such as bars, casinos or any public places that will degrade the institution is not permitted.

Students who are coming to school for practices are oblige to wear proper clothes. Wearing shorts, mini- skirts, tank tops, mid-rib, plunging neck line and see through are strictly prohibited inside the institution. Any student who is in violation of the dress code policy will be sent home.

CLINICAL DRESS CODES:

- Name badges are part of the uniform and are to be worn on the left side of the attire.
- No jewelry is to be worn with the exception of wedding bands and non- dangling earrings.
- White, non-skid shoes and laces are to be kept clean and in good repair at all times.
- No gum chewing is allowed while in uniform
- Deodorants and anti-per spirants are to be used daily
- Hair must be neat and clean; long hair should be pulled back and/ or tied with simple barrettes.
- Make up should be used sparingly; no strong perfumes or colognes are allowed.
- Nails are to be maintained at a quarter of an inch or less without nail polish
- No textured hosiery is allowed. Plain whit nurses' stockings or white solid colored socks are recommended.

- A black ink pen and small notebook or note pad are integral parts of the uniform.

PERSONAL APPEARANCE

The well-groomed nurse aide should shower/bathe daily, shampoo hair frequently and keep it neat, use deodorant daily, and practice good oral hygiene. The instructor will do regular grooming checks.

SMOKING POLICY

Smoking will be permitted only in the designated smoking areas on campus and is restricted to lunch and break time. In the clinical area, the facility/agency's rules will apply.

EDUCATIONAL RETENTION POLICY

Educational records shall be maintained by the Custodian of Records. The custodian of records will be responsible for ensuring completeness and accuracy of the records prior to storage. The files shall be stored in filing cabinets in the school site.

A duplicate of the student records shall be stored in a flash drive and stored in a different location which is away from the school. Student records will be maintained by the school for five (5) years after enrollment. An institution shall maintain records of the name, address, e-mail address, and telephone number of each student who is enrolled in an educational program in that institution. An institution shall maintain, for each student granted certificate by that institution, permanent records of all of the following:

1. The certificate granted and the date on which that the certificate was granted.
2. The courses and units on which the certificate was based.
3. The grades earned by the student in each of those courses.

GRIEVANCE POLICY

All student grievances, issues, differences of opinion are to be resolved directly with the instructor. Should a student feel the need to discuss a grievance with the program director, the student must make an appointment to discuss the grievance. The appointment will be a joint meeting with the student, the lead and lab/clinical instructors and the program director.

Any grievance or issue unresolved by the Program Director will be turned in to the Administrator, Marcus Sevilla

STUDENT GRIEVANCE PROCEDURE

- A student may lodge a complaint by communicating orally or in writing to any teacher, administrator, admissions personnel, or counselor. The recipient of the complaint shall

transmit it as soon as possible to the person authorized to resolve complaints and shall attempt to resolve complaints related to that person's duties.

- If a student orally delivers the complaint and the complaint is not resolved either within a reasonable period or before the student again complains about the same matter, the institution shall advise the student that complaint must be submitted and shall provide the student with a written summary of the institution's complaint procedure.
- If a student complains in writing, the institution shall, within 10 days of receiving the complaint, provide the student with a written response, including a summary of the institution's investigation and disposition of it. If the complaint or relief requested by the student is rejected, the reasons for the rejection must be logged.

Mr. Marcus Sevilla, Administrator, is to receive and resolve student complaints. He will be regularly accessible by contacting the school number (626) 810 – 0058 to set up an appointment before and after school hours, address in 18780 E. Amar Rd., Suite 203, Walnut CA 91789.

The Administrator has the responsibility and the authority to:

1. Investigate the complaints thoroughly, including interviewing all people and reviewing all documents that relate or may potentially relate to the complaints.
2. Reject the complaint if, after investigation, it is determined to be unfounded or to compromise or resolve the complaint in any reasonable manner, including the payment of a refund.
3. Record a summary of the complaint, its disposition and the reasons, place a copy of the summary, along with any other related documents, in the student's file, and make an appropriate entry in the log of student complaints.
4. If the complaint is valid, involves a violation of law, and is not resolved within 30 days after it was first made by the student, and law enforcement of the complaint, investigation and resolution or lack of resolution. A person who has a duty to provide notice under this paragraph is not required to disclose any matter to the extent of that person's privilege under Section – 940 of the Evidence Code. If the authorized person does not provide all of the information required by this paragraph because of a claim of privilege under Section – 940 of the Evidence Code, the institution shall appoint another person, who may not lawfully claim that privilege, to provide the omitted information.
5. If the complaint is valid, determine what other students, if any, may have been affected by the same or similar circumstances and provide an appropriate remedy for those students.
6. Implement reasonable policies or procedures to avoid similar complaints in the future.
7. Communicate directly to any person in control regarding complaints, their investigation, and resolution or lack of resolution.

STUDENT'S RIGHTS

1. Students should be encouraged to develop the capacity for critical judgment and engage in a sustained and independent search for truth.
2. Disciplinary proceedings should be instituted only for violations of standards of conduct formulated with significant student participation and published in advance through such means as a student handbook or a generally available set of institutional regulations. It is the responsibility of the student to know these regulations. Grievance procedures should be available for every student.
3. Students have the right to personal privacy in their living space to the extent that the welfare and property of others are respected.
4. Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.

STUDENT'S WAIVER OF RIGHT IS VOID

The student's participation in the complaint procedure and the disposition of a student's complaint shall not limit or waive any of the student's right or remedies. My document signed by the student that purports to knit or limit or waive the student's right and remedies is void. The Program Director shall maintain a log the student's complaint or grievances.

FINANCIAL AID

➤ **FINANCIAL AID**

All consumer information that is requested to be disclosed to the student pursuant to Federal and State Financial Aid Programs.

- CEC 94909 (a) Prior to enrollment, an institution shall provide a prospective student, either in writing or electronically, with a school catalog containing, at a minimum, all of the following:
- The name, address, telephone number, and if applicable, Internet web site address of the institution.
 - Except as specified in Article 2 (commencing with Section 94802), a statement that the institution is a private institution and that it is approved to operate by the bureau.

No federal financial aid is offered or provided. The school does have a contract with Workforce solutions for the vocational nursing program.

Windsor School of Nursing participates in State programs through I-TRAIN ETPL System; administered by the South Bay Workforce Investment Board City of Hawthorne. Windsor School participates on one of the Regional Training Providers.

Windsor School partner with Los Angeles Work Source Center of El Monte, Goodwill Work Source Center of El Monte, and Urban League Work Source Center of Pomona.

Windsor School does not finance tuition but, they are entitled to a three (3) payment plan during the course period without interest. See page 8 for Tuition and Fees.

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.

➤ **WINDSOR SCHOOL OF NURSING FINANCIAL STABILITY**

The school is financially stable. The institution has no pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five (5) years or has had a petition in bankruptcy filed against it within the preceding five years that resulted in re-organization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C sec.1101 et seq).

➤ **NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION**

The transferability of credits you earn at Windsor School is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in Nursing Assistant, Home Health Aide and Restorative Nursing are also at the complete discretion of the institution to which you may seek to transfer. If the certificates that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution.

For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Windsor School of Nursing to determine if your certificates will transfer.

Windsor School does not accept transfer of credits and credential earn from another institution. The student is required to start the entire Windsor School approved programs that the student is seeking for to be certified such as, NA, Home Health and RNA, pay the applicable tuition fees and must meet the school admission requirements.

➤ **FOREIGN/INTERNATIONAL STUDENTS**

Windsor School does not participate in any visa services neither will vouch for student status in any associated charges. The school is not entitled to accept foreign exchange students or student visa service.

➤ **POLICY FOR UPDATING THE INSTITUTION CATALOG**

Windsor School of Nursing shall provide a catalog to prospective student which shall be updated annually. Annual updates may be made by the use of supplements or inserts accompanying the catalog.

If changes in educational programs, educational services, procedures, or policies required to be included in the catalog by statute or regulation are implemented before the issuance of the annually updated catalog, those changes shall be reflected at the time they are made in supplements or inserts accompanying the catalog, any changes will be done in the month of January. Any changes will be reflected on the website.

➤ **POLICY IN PROVIDING PROSPECTIVE STUDENT WITH SCHOOL CATALOG**

The institution's policy in providing a catalog to a prospective student is providing him/her with the website address in order to view the catalog. Anyone who does not have access in the computer can be mailed a catalog upon request. A prospective student who walks in to the school will be provided a school catalog prior to signing an enrollment agreement and have reviewed the school Performance Fact sheet.

➤ **FACILITIES AND EQUIPMENTS**

Description of the facilities and of the types of equipment & materials that will be used for instruction.

Windsor School of Nursing is located at 18780 E. Amar Rd., Suite 203, Walnut, California 91789. The school is 2,800 sq.ft. A big classroom to accommodate 25 students and two (2) laboratory rooms to practice skills, one (1) laboratory room has 15 sitting capacity. Each one has a hospital bed in place. Similar to hospital room setting and another room for library.

Below are the locations of Facilities for Theory and Clinical Practice:

Class Session (*Theory*)

***Windsor School of Nursing**
18780 E. Amar Rd., Suite 203
Walnut, CA 91789
(626) 810 – 0058

*** Glendora Grand Care**

805 w. Arrow Hwy.
Glendora, Ca. 91740
(626) 331- 0781

Class Session (*Clinical*)

*** Ramona Nursing & Rehabilitation Center**
11900 Ramona Blvd.

Class Session (*Clinical*)

El Monte, Ca.91732
(626)442-5721

***Park Ave. Healthcare & Wellness Center**
1550 N. Park Ave.
Pomona, Ca.
(909)623-0791

Class Session (*Clinical*)

The institution is using books, power point videos, and hand outs. The school maintains a good number of supplies for the theory classes. For the laboratory skills practice supplies are provided and purchased, no items is leaned or rented.

The amount of supplies is indicated below:

Thermometer (10)	Sphygmomanometer (5)	Stethoscope (5)	Gait belts
Wheelchair (1)	Shower chair (1)	Cane (3)	Walker (3)
Bedpan (5)	Urinal (5)	Bedpan commode (1)	Catheter bag (10)
Measuring container(15)	Rubbing alcohol (5)	Betadine (3)	Wipes (plenty)
Gloves (plenty)	Scale (2)	Measuring tape (3)	Bathing supplies (5)
Emesis basin (5)	Denture cup (15)	Toothbrushes (15)	Adaptive device (3)
Dental floss (5)	Plastic toothpicks (plenty)	Comb/Brush (10)	Lotions (5)
Diaper and Pads (30)	Specimen containers (15)	Enemas (5)	Dry Dressings (10)
Suppositories (5)	Bandages (plenty)	Pillows (8)	Restraint devices (3)
Mattress pads (10)	Isolation supplies (15)	Pencils (30)	Papers (plenty)
ADL forms (50)	Charting forms (plenty)	Bed (1)	Bed linens (5)
Glass thermometers (10)	Digital thermometers (3)		

Description of library & other learning resources & procedure for students to access to the resources

A library is provided for the students to access books and some learning materials such as videos and power point slides that will help them to enhance their knowledge about nursing assistant. Reference books are also available upon request and it is the students' responsibility to return and sign a waiver for the book. In case of lost, student need to replace and/or pay the amount of the book listed on the waiver. All books provided in the library are of latest edition.

The school maintains a collection of textbooks related to health care specifically related to Nursing Assistant, Home Health Aide, and Restorative Nursing Assistant.

A quiet room is made available where a student could check out the textbook to study or read. The school uses the book "Mosby's Textbook for Nursing Assistants 8th Edition by Sorrentino & Remmert" as it only textbook, the school makes available three (3) more different textbooks for Nursing Assistant as part of the school's library collection for any reference.

Videos are also available for skills. Videos and books can be checked out by notifying the secretary or the instructor by signing the forms to log out and log in.

Book check out should be returned not tampered. The student will be charge on the price of the book for unreturned and tampered books.

➤ **HOUSING INFORMATION**

The school does not provide housing or dormitory for the students. Windsor School is not responsible in finding or assisting students' housing. It is the student's responsibility.

The availability of housing located reasonably near the institution's facilities and an estimation of the approximate cost or range of cost of the housing; the school could suggest the nearby motels or room-for-rent to the student's who are in need of assistance for housing, and that range from \$49+ per day for motels, or \$500 bed space/room-for-rent per month.

****THE SCHOOL DOES NOT GUARANTEE ANY STUDENT DISCOUNTS ON HOUSING****

*****Windsor School of Nursing has no responsibility to find or assist a student in finding housing.***

➤ **EMERGENCY CLOSINGS**

In the event severe weather conditions, such as earthquake, or other acts of nature create hazardous conditions and/or extended power outages, administrators may find it necessary to close the school.

In this case, students and faculty are advised to listen to local area radio and television stations for announcements and updates. During emergencies, unexpected closings, or school holidays an emergency number will be posted on the outside door.

STUDENT SERVICES

The Student Services is committed to provide support to prospective and current students within the Windsor School of Nursing to promote academic success. In collaboration with faculty, staff, and administration. Student Services serves as an advocate for all students. Counseling is available. Also, we provide referrals for financing, such as WorkSource Solution (contact the school for more information), and job referrals as a service.

Location

Windsor School of Nursing
18780 E. Amar Rd., Suite 203
Walnut, CA 91789

Contact

Phone: (626) 810 – 0058
FAX: (626) 810 – 0086
Website: www.windsorschoolofnursing.com

GRADUATION POLICY

➤ **GRADUATION REQUIREMENTS**

Graduation from all programs of study is accomplished by satisfactory completing all requirements, maintaining satisfactory attendance, attaining the minimum grade point average in the specific course of program of study and fulfilling all financial obligations to the school.

➤ **STATE EXAMINATIONS**

In order to qualify for the State Examination, all students are required to pass the course or program. State licensing certification or process is the students' responsibility. Windsor School will provide students with information regarding test dates, test location and fees, if possible. Students should be aware that all test fees are the student responsibility. To be certified in the State of California, the students are required to pass the skills and written competency examination.

➤ **PLACEMENT SERVICES**

Windsor School of Nursing will make every effort to assist employment needs to all students and prospective graduates. It is also understood that the students will fully cooperate in the job search and will also make a good-faith effort to secure a position on their own.

Referring the students to the nursing facilities or home care who are looking for Certified Nursing Assistants that make contact with the Windsor School of Nursing is part of our service.

**NO GUARANTEES ARE MADE CONCERNING A PROFESSIONAL PLACEMENT AS AN ENTICEMENT TO ENROLL, NOR CAN THE SCHOOL PROMISE THAT PLACEMENT IS ASSURED UPON GRADUATION.

➤ **HOLIDAYS**

The following school holidays will be observed:

HOLIDAYS

- New Years Day
- Martin Luther King Day
- Presidents Day
- Good Friday
- Memorial Day
- 4th of July
- Labor Day
- Thanksgiving Day & Day After
- Christmas Eve
- Christmas Day
- New Years Eve

Students are not required to report to school on these holidays. In the event a student is scheduled for clinical training in the nursing home during one of the named holidays, see the School Director for clarification.

HOURS OF OPERATION

The school office opens on:

- Mondays through Fridays from 7:30 am – 5:00pm.
- Saturdays and Sundays from 7:30am – 4:00pm

NOTICE OF CANCELLATION

DATE OF ENROLLMENT: _____

DATE OF CANCELLATION: _____

DATE OF FIRST CLASS SESSION: _____

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day (7) after enrollment, whichever is later.

To cancel this agreement for school, mail or deliver a signed and dated copy of this notice, or any other written notice to the following address:

Windsor School of Nursing
18780 E. Amar Rd., Suite 203
Walnut, CA 91789
(626) 810 – 0058

REMEMBER:

- **YOU MUST CANCEL IN WRITING.** Cancellation by phone, not attending the class, email, or text will not consider or approve to cancel the program.
- Refer to “Student’s Right to Cancel” about the refund policy.
- Refund is within the 45 days of the date the school received the cancellation form.

Student’s Name (Printed Name)

Date

Student’s Signature

Date

Signature of School Official

Date

“Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at:

Bureau for Private Postsecondary Education
At: 2535 Capitol Oaks Drive, Suite 400
Sacramento, CA. 95833
P.O. Box 980818, West Sacramento, CA 95798- 0818
www.bppe.ca.gov
Toll free (888) 370-7589 / (916) 431 -6959
Fax No. (916)263 – 1897