Encourage your clients to purchase and use broad-spectrum sunscreens on all their exposed skin. Some products only protect from UVA rays; broad-spectrum indicates the product will usually protect from both UVA and UVB. New requirements for the labeling of these products are being developed by the FDA.

THE BASIC MANICURE

The basic manicure is the foundation of all nail technology services; it is vital that you know and recognize all of the components necessary for making this service successful. A **manicure** is a cosmetic treatment of the hands involving cutting, shaping, and often painting of the nails, removal of the cuticles, and softening of the skin. The information you learn for the basic manicure will serve as a foundation for all of the other nail services you will perform in your career.

Work to get your basic manicure procedure, including polishing, down to 30 to 45 minutes at the most (preferably 30 minutes) before you leave your school environment, and you will be more hirable and more successful in your career. Practice until you can perform the skills automatically, without considering what is next in the protocol, and you will portray the confidence and professional aura that clients prefer in their nail technician.

CAUTION:
During a manicure, always file the nails before they are soaked as water will absorb into the nail plate and make it softer and more easily damaged during filing.

Go to Procedure 13-3 **Performing a Basic Manicure** page 244

Three-Part Procedure

It is easier to keep track of what you are doing, to remain organized, and to give consistent service if you break your nail care procedures down into three individual parts. These three parts are: preservice, actual service, and postservice.

Application Tip:
If the nails are long and need to be shortened more than the usual amount of filing, they can be cut with nail clippers (or nail nippers if they are extremely long). Clip or nip from the sides in small bits toward the center of the nails to prevent stress to the sides and possible splitting. This clipping will save time during the filing process. File the free edge after using the nail clipper to perfect the shaping.

A. Preservice Procedure

The preservice procedure is an organized step-by-step plan for cleaning and disinfecting your tools, implements, and materials; for setting up the basic manicuring table; and for meeting, greeting, and escorting your client to your service area.

Go to Procedure 13-1 **Preservice Procedure** page 239

B. Service Procedure

The service procedure is an organized step-by-step plan for accomplishing the actual service the client has requested, such as a manicure, pedicure, or nail tips and wraps.

C. Postservice Procedure

The postservice procedure is an organized step-by-step plan for caring for your client after the procedure has been completed. It details helping your client through the scheduling and payment process of the salon and provides information for you on how to prepare for the next client.

Go to Procedure 13-2 **Postservice Procedure** page 242

☑ LO4

Hand Washing

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To prevent the spread of communicable disease, it is imperative to wash your hands before and after each client and to have your clients wash their hands before they sit down at your cleaned and disinfected manicure table. Your regular clients should be so well trained in the practice of hand washing before any procedure that they go directly to the washing station before coming to your nail table.

The nail brush, which is an integral part of the hand-washing procedure, should be stored in a known location so that clients can retrieve it easily and quickly. Mark the clean nail brush container well so the client will know where to find a fresh brush. The client can bring the brush to the table for your use during the manicure or leave it in a marked "dirty brush" container.

The Manicure Consultation

The consultation with the client before the manicure, or any other service, is an opportunity for the nail technician to get to know the client and understand what his or her expectations are. Do not rush through the consultation—it is an important part of the service!

If the client is new to the salon, he or she should already have filled out the information on the consultation form in the waiting room. Use this information to perform the client consultation. Look at the forms closely for important responses from the client and then record your observations after the service.

Always check the client's nails and skin to make sure that they are healthy and that the service you are providing is appropriate. Next, discuss the service, and then, after the client has an understanding of it, discuss the shape, color and length of nails that he or she prefers. You must be careful not to diagnose a disease or disorder in any way. All information should then be recorded on the client service form. If there are no health issues observed, continue with the service.

Keep the following considerations in mind: shape of the hands, length of fingers, shape of the eponychium area, hobbies, recreational activities, and type of work. Generally it is recommended that the shape of the nail plate enhance the overall shape of the fingertips, fingers, and hands of the client.

Review the steps of the client consultation in chapter 4.

LO5

Basic Nail Shapes for Women

You should always discuss the final shape your client wants for her nails during the consultation and do your best to please her. There are five basic shapes that women most often prefer **(see Table 13-1).** LO6

Did You Know?

Although the CDC states that hand sanitizers are appropriate for use, they also note that they are to be used only when water is not available for hand washing. It is very important to remember that these products cannot and do not replace proper hand washing. Proper hand washing is a vital part of the service and it cannot be skipped or ignored. Resort to using a hand sanitizer only when it's absolutely necessary!

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Table 13–1 BASIC NAIL SHAPES

SHAPE	DEFINITION
square	The **square nail** is completely straight across the free edge with no rounding at the outside edges.
squoval	The **squoval nail** has a square free edge that is rounded off at the corner edges. If a nail in this shape extends only slightly past the fingertip, it will be sturdy because there is no square edge to break off and any pressure on the tip will be reflected directly back to the nail plate, its strongest area. Clients who work with their hands—nurses, computer technicians, landscapers, or office workers—will need shorter, squoval nails.
round	The **round nail** should be slightly tapered and usually extend just a bit past the fingertip.
oval	The **oval nail** is a conservative nail shape that is thought to be attractive on most women's hands. It is similar to a squoval nail with even more rounded corners. Professional clients who have their hands on display (e.g., businesspeople, teachers, or salespeople) may want longer oval nails.
pointed	The **pointed nail** is tapered and longer than usual to emphasize and enhance the slender appearance of the hand. Know, however, that this nail shape may be weaker, may break more easily, and is more difficult to maintain than other shapes. Rarely are natural nails successful with this nail shape, so they are usually enhancements. They are for fashion-conscious people who do not need the strongest, most durable shape of nail enhancements.

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Did You Know?

Many nail salons present their polishes in a wall display or somewhere separate from the nail stations. The technician or receptionist helps the client to choose her polish the first time she comes in, then suggests she come early to each appointment to leisurely choose her color before being seated at the nail table; the choice may even be made before she washes her hands. This saves time during the service.

Choosing a Nail Color

Polishing is a very important part of client satisfaction and in the overall success of the service and may help determine whether a client returns to you. It is the last step in a manicure and a constant visual reminder of your work for your clients between visits. When your clients look at their perfectly polished nails, they will admire your work and likely return. If the polish is not applied perfectly, they will have a constant reminder (for a week or more) of a less-than-perfect manicure and may not return.

Many clients will ask for your help when they are choosing a polish color. They may ask, "Do you like this color?" Suggest a shade that complements the client's skin tone: place hand on a white towel under your true-color light, then hold the potential polish colors over the skin on the top of the hand. It is best to allow the client to make the choice to ensure her satisfaction. If the manicure is for a special occasion, you might suggest she pick a color that matches or coordinates with the clothing she will wear; or perhaps the color can represent the holiday, the event, or the season. Some clients will request nail art or other popular nail fashion enhancements. Generally, darker shades are appropriate in

fall and winter and lighter shades are better in spring and summer, though this is no longer a hard-and-fast fashion rule. Always have a wide variety of nail polish colors available, including the appropriate colors for the French manicure polish techniques.

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▲ **Figure 13–20** Finished manicure.

Applying Polish

The most successful nail polish application is achieved by applying four coats. The first, the base coat, is followed by two coats of polish color and one application of top coat to give a protective seal. The application techniques are the same for all polishes, base coats, and top coats.

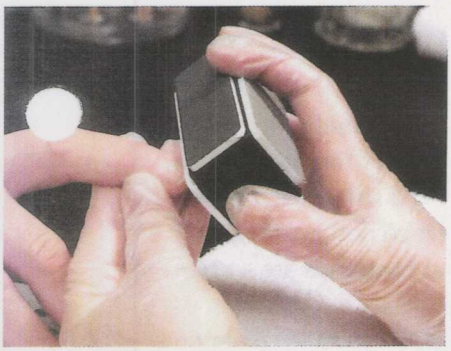
In addition to an improved appearance, the purpose of applying multiple layers of product is to improve the longevity and durability of the polish **(Figure 13–20)**. By building layer upon layer, you will improve its adhesion and staying power.

Apply thin, even coats for maximum smoothness and minimum drying time. When you have completed the polish application, the nail should look smooth, evenly polished, and shiny.

Go to Procedure 13-5 **Polishing the Nails** page 251

Did You Know?

When applying an iridescent or frosted polish, you must make sure the strokes are parallel to the sidewalls of the nail to avoid shadow lines in the polish. Never brush backward.



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▲ **Figure 13–21** Buffing a client's nails.

A MAN'S MANICURE SERVICE

Since men are becoming more and more interested in their grooming regimens, many now seek the services offered by nail professionals. A man's manicure is performed using the same procedures as described in the basic manicure, though you omit the colored polish and/or buff the nails with a high-shine buffer **(Figure 13–21)**.

Most men tend to go longer between services and will need a little more work than women on their nails and skin. A citrus- or spice-scented hand cream is recommended for the male client rather than a flowery scent.

SERVICE TIP

Do not apply polish closely to the eponychium. The natural oils will cause the polish to lift within a few days after the application if the polish is against the skin.

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▲ **Figure 13–22** Round nails—the nails most men choose.

Men's Nail Shapes

Men usually prefer their nails shorter than women do. Round nails, which are closest to their natural appearance, are the most common choice for male clients. Some men, however, prefer their nails really short, with only a small amount of free edge that is shaped according to the base of the nail plate. **(Figure 13–22).** ☑ LO7

Did You Know?

Most times, unless the hands are in really poor shape, you can offer men a longer massage since polish time is not a factor.

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▲ **Figure 13–23** Beginning a massage.

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▲ **Figure 13–24** Most men prefer buffed nails, clear gloss, or a dull clear coating.

Men's Massage

Most men enjoy the massage portion of the manicure and want a longer one! Usually they will want a firmer effleurage than women, but that does not mean you provide a deep, sports-type massage—you are not trained to perform that massage. It just means firmer finger movements on the palm and longer, firmer slides in your effleurage movements **(Figure 13–23)**.

Men's Basic Color: Clear

Men usually prefer buffed nails, clear gloss, or a dull, clear satin coating. This satin coating nail polish finish is designed especially to help men protect their nails without having nails that appear too polished or feminine **(Figure 13–24)**. A man may occasionally want a shiny top coat or colored nail polish on his nails; always discuss his preferences during the client consultation.

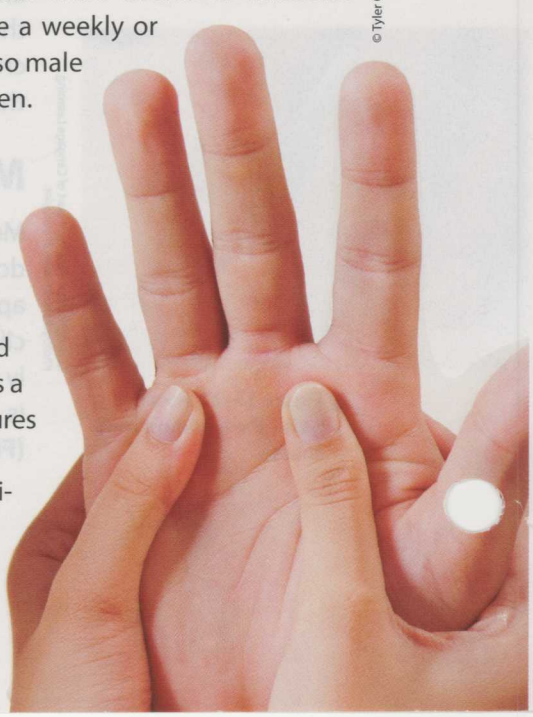
You must prepare the nails for polish (by removing oils and debris) carefully, because peeling or chipping gloss is very annoying to men. Use a base coat under clear polish to encourage staying power; clear without a base tends to peel. Apply a thin base coat, one thin coat of clear, and a quick-drying top coat or just one coat of base and a satin finish clear coat. (A satin finish is dull, not shiny.)

Always ask if he would like to make a future appointment and suggest that he gets a pedicure with the manicure. Men love pedicures!

Marketing to Men

Since most men are new to professional nail care, include a brief written description of what is included in the service and a rundown of the benefits on your service menu and your website. You may also want to distribute flyers that target men at local gyms, stores, and other places where men gather. Gift certificates sold to your female clients for their boyfriends and husbands are a great marketing tool.

To make men feel more at home in your chair, have men's magazines on hand and be careful that your decor is unisex. Staying open later or opening earlier on chosen days makes it easier for your male clients to schedule appointments. Many salons and spas also have a weekly or biweekly men's night, with no women allowed, so male clients can come in without being among women.



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Law

State Regulatory ALERT!

In a few states, a *nail technology* license does not permit you to perform a hand or foot massage. Be guided by your instructor concerning your state's mandatory requirements and procedures for massage during nail services.

MASSAGE

Massage is the manipulation of the soft tissues of the body. It is an ancient therapeutic treatment with many benefits: it promotes circulation of the blood and lymph, relaxes the muscles, and offers relief from pain. A hand and arm massage is a special service that can be offered with all manicures and can be performed on most clients.

A massage is one of the client's highest priorities during the manicure and is, often, the most memorable part of the manicure. Most clients

look forward to the soothing and relaxing effects. The massage manipulations should be executed with rhythmic, long, and smooth movements; the technician should always have one hand on the client's arm or hand during the movements and the transitions between them. Hand and arm massages are said to be optional during a basic manicure and in the shorter express or demonstration manicures. However, at least some massage needs to be designed into the protocol because the relaxation instilled by that portion of the service may be what brings the client back for a more upscale manicure.

CAUTION:

Before performing a service that includes a hand and/or arm massage, consult the client's consultation or intake form. During the consultation, acknowledge and discuss any medical condition that your client listed that may be contra-indicated for a massage. If your client has not discussed massage with their physician, encourage him or her to do so.

Many clients who have high blood pressure (hypertension), diabetes, or circulatory conditions may still have a hand and/or arm massage without concern, especially if their condition is stabilized and they are being treated by a physician. Hand and/or arm massage is, however, contraindicated for clients with severe, uncontrolled hypertension. Avoid performing vigorous or strong massage techniques on clients who have arthritis.

Do not talk to your client during the massage except to ask once whether your touch should be more or less firm. Talking eliminates the relaxation therapy of the massage.

When making decisions about whether to perform a massage on a person who has a medical condition, be conservative. When in doubt, don't include massage as part of your service.

SERVICE TIP

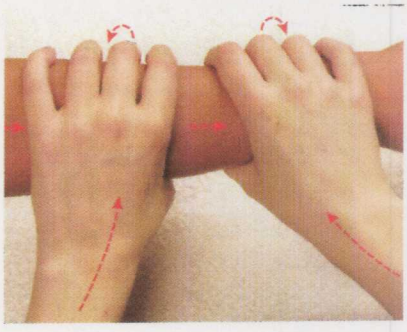
Before performing a hand and arm massage routine, make sure that you are sitting in a comfortable position and not stretching or leaning forward toward your customer. Your posture should be correct and relaxed, and your feet parallel and flat on the floor. Sitting or working in an uncomfortable or strained position can cause back, neck, and shoulder injuries.

General Movements

In general, massage is a series of movements performed on the human body that, in combination, produce relaxation or treatment.

The following massage movements are usually combined to complete a massage:

1. **Effleurage** (EF-loo-rahzh) is a succession of strokes in which the hands glide over an area of the body with varying degrees of pressure or contact.
2. Pétrissage or kneading is lifting, squeezing, and pressing the tissue.
3. Tapotement is a rapid tapping or striking motion of the hands against the skin.
4. Vibration is a continuous trembling or shaking movement applied by the hand without leaving contact with the skin.
5. **Friction** incorporates various strokes that manipulate or press one layer of tissue over another. The hands are placed around the arm, with the fingers pointing in opposite directions, and are then gently twisted in opposite directions on the arm, as one would wring out a washcloth. Perform the movement up and down the forearm, sliding to the new position three to five times **(Figure 13–25)**.



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▲ **Figure 13–25** Friction.

Application Tip:

Firm, gentle, slow, and rhythmic movements in a predictable routine are the key to a relaxing massage. Moving quickly sends the message to the client that you are hurrying to get the massage over and do not care about providing a good service.

CAUTION:

The pressure and manipulation of the tissues and muscles vary with each type of movement. Keep in mind that pétrissage and friction are movements that massage therapists combine for therapeutic purposes. These movements require in-depth training for their safe and comfortable application. Sometimes these movements can be painful, even dangerous, when performed by someone without the proper training. They may not be relaxing for the client. For example, a poorly performed friction movement can remind the client of the "burn" teenagers gave their friends' or enemies' arms during high school. Remember, the purpose of massage during a manicure is to induce relaxation. For that reason, effleurage is the movement that nail professionals should perfect, vary, and expertly use in services; the others should be used less and with gentle care. Effleurage is relaxing and calming and meets the overall purpose of massage in manicures and pedicures.

In the traditional manicure, the massage is performed after the basic manicure procedures, just before the polish application. After performing a massage, it is essential that the nail plate be thoroughly cleansed to ensure that it is free from any residue such as oil, cream, wax, or lotion. You can use alcohol, acetone, or nail polish remover to perform this task.

Go to Procedure 13-4 **Hand and Arm Massage** page 248

BUSINESS TIP

A "dry manicure" eliminates the soak, using lotion and heated mitts instead to soften the skin and cuticles. Many clients prefer this manicure, believing that it is more relaxing and produces better results than the traditional fingertip soak manicure. Many technicians prefer it because it doesn't require getting water when it is inconveniently available. All manicures (basic, spa, scrub, etc.) can be performed using the dry manicure techniques.

LO8

SPA MANICURES

Spa manicures, a step beyond basic manicures with added specialty techniques and skin treatments, are fast becoming much-requested and desired salon services; however, they do require more advanced techniques than basic manicures. Nail professionals who advance their education and knowledge of spa manicures and their specialized techniques will not only make their clients happy, but their manicures will be very lucrative as well.

True spa manicures encompass not only extensive knowledge of nail care but skin care as well. Many spa manicures are exceptionally pampering, while others target specific results through the use of advanced skincare-based methods. Most include a relaxing massage and all contain some form of exfoliation for not only polishing and smoothing the skin, but also for enhancing penetration of professional products.

Spa manicures designed for relaxation may have unique and distinctive names that describe the treatment. For example, the "Rose Garden Manicure" may incorporate the use of rose oils in the products and rose petals for ambiance.

The results-oriented spa manicures, sometimes called "treatment manicures," may have names that closely represent their purpose, such as the "Antiaging Manicure," which may incorporate the use of an alpha hydroxy acid–based product for exfoliation and skin rejuvenation; or a "Scrub Manicure" to exfoliate

callused skin or remove dry skin cells. Many may have more imaginative names, such as "Spot-Be-Gone," for lightening age spots. Treatment manicures require further training to produce safe and obvious results.

Many clients now base their cosmetic and service decisions around lifestyle choices. These clients will seek out spas and nail salons that have manicures that meet their personal requirements and may ask about the products you are using before making an appointment.

For example, some clients may ask for products that are chemical-free; others will insist on "all-natural products" **(Figure 13–26)**. To attract this clientele, you must be prepared to provide products that will meet their requirements and to describe the products and their benefits.

The reality is, despite what product marketing implies, few truly all-natural products are commercially available due to their short shelf life. Virtually none are chemical free—even air and water contain chemicals! When faced with clients who feel strongly about their beliefs—whether their information is based on truth or not—know about your product line and its claims, offer the information to your clients, and then allow them to make an informed decision concerning their service or home care.

Additional techniques that may be incorporated into a spa manicure include aromatic paraffin dips; hand masks; a warm stone massage, and warm, moist towel applications. When performing any advanced procedures that include oils or cosmetics, always check with your client regarding aroma preferences and allergies. LO9

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▲ **Figure 13–26** "All-natural products" are products made from only natural resources.

Theme Manicures

Many salons and spas have developed services based on themes. The entire service contains products that support the chosen theme: from lotions to oils to masks. Some salons even serve refreshments during the service that supports the theme **(Figure 13–27)**.

Examples might include the "Chocolate Wonder Manicure and Pedicure" for a Christmas or Valentine's Day theme, or the "Pumpkin Festival Manicure and Pedicure" in a region that has a pumpkin festival or is known for growing pumpkins. The names and themes of these services are limited only by your imagination. Let yours go wild and have fun developing these well-received manicures and pedicures. Clients love them!

fyi

One alternative that pleases clients interested in all-natural products is when you create your own products from fresh ingredients. Make a small batch for each procedure or enough to last only one day, as these combinations spoil very quickly. You must have refrigeration in your salon.

▼ **Figure 13–27** A relaxed client during a spa manicure.

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▲ **Figure 13–28** Essential oils are used in manicure products.

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AROMATHERAPY

In the 1870s, a French scientist and professor named René Maurice Gattefossé discovered the therapeutic use of **essential oils**. Now inhaled or applied to the skin **(Figure 13–28),** these oils are used in manicures, pedicures, and massages to induce such reactions as relaxation or invigoration or simply to create a pleasant fragrance during the service. Many clients enjoy the various aromas, so when it is appropriate, incorporate aromatherapy into your nail services.

The practice of **aromatherapy** involves the use of highly concentrated, nonoily, and volatile essential oils that are extracted using various forms of distillation from seeds, bark, roots, leaves, wood, and/or resin. Each part of these resources produces a different aroma. For instance, the needles, resin, and wood of a Scotch pine tree yield their own aroma and, therefore, elicit a different response from the client. The use of essential oils is limited only by the knowledge of the person responsible for their application.

Performing aromatherapy requires training from expert aromatherapists and cautious use of the knowledge gained. The oils are very powerful and can produce actual changes in the client; each has its own benefits and cautions. In some countries, the oils are considered medicines and are only prescribed by physicians. Therefore, unless a nail technician is prepared to study these volatile oils in depth, he or she should use blended oils and lotions, those that are already mixed into safe formulations and tested, and apply them only as directed. LO10

Did You Know?

Blended oils are available from aromatherapy product companies in products that aim for a particular response from the client, such as relaxation or an increase in energy. These products are safe and easy to use by people who haven't studied aromatherapy in depth. They are usually added into such products as soaks, massage oil or lotion, body lotion, and masks. These aroma products are designed to provide maximized results for clients and a greater enjoyment of services without the negative responses that some aromatherapy oils might incur if used by an untrained person. Spas and salons design services with targeted responses in mind using these blended products and have great results.

PARAFFIN WAX TREATMENT

Paraffin wax treatments are designed to trap moisture in the skin while the heat encourages skin pores to accept its benefits. The heat from the warm paraffin increases blood circulation to the skin. This is considered a luxurious add-on service and can be safely performed on most clients **(Figure 13–29)**. Be certain to examine the client's intake form during the client consultation to identify any contraindications to wax or the heat involved.

Read and follow all operating instructions that come with your paraffin heating unit and keep these cautions in mind:

- Avoid paraffin treatments on anyone who has impaired circulation or skin irritations such as cuts, burns, rashes, warts, or eczema.
- Senior citizens and chronically ill clients may be more sensitive to heat because of medications or thinning of the skin. Ask these clients to bring a written physician's permission prior to having a paraffin treatment.
- A test for heat tolerance is performed on all clients the first time they have the service. Drop a patch of wax about 1" (2.5 cm) in diameter on the client's skin to see if the temperatures can be tolerated.

▼ **Figure 13–29** Paraffin treatment is a luxury service as well as a treatment for dry skin.

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Here's a Tip:

If a client is uncomfortable about dipping her hands into the wax bath, there are ways to apply paraffin wax:

- Plastic bag application. Place about a half cup of paraffin in a thin plastic bag and insert the client's hand. Move the wax around the hand through the bag, covering the surface.
- Cheesecloth or paper towels application. Dip each paper towel or cheesecloth into the paraffin by holding it by the corners and then raise it up out of the paraffin and let it drip. Do this three times. Now, move the client's hand over the tub and press each piece of cheesecloth or paper towel around his or her hand. (Optional: Now dip the covered hand into the paraffin.) Next, cover the client's hand with a plastic cover or plastic wrap and place in a terry cloth or electric heat mitt. Perform on the other hand.
- Spray paraffin. Paraffin is sprayed on the hands with special equipment, and then the client's hand is placed in plastic mitts or plastic wrap. Insert into terry cloth or electric mitts.
- Purchase one-time-use commercial gloves that have paraffin encased in them and heat up. Insert the client's hands, and the paraffin heats to become a paraffin mitt. Follow the manufacturer's directions.

Law

State Regulatory ALERT!

Once paraffin wax is used on a client it becomes contaminated and must never be reused!

Paraffin is a petroleum by-product that has excellent sealing properties (barrier qualities) to hold moisture in the skin. Special heating units melt solid wax into a gel-like liquid and maintain it at a temperature generally between 125 and 132°F. (Any temperature over 140°F may burn the skin.)

If proper procedures are followed, paraffin will not adversely affect nail polish, enhancements, or natural nails. A paraffin wax treatment may be offered before or during a manicure or as a stand-alone service. Be guided by your instructor and your state regulations: some states require the service to be performed before the manicure.

Go to Procedure 13-6 **Paraffin Wax Treatment** page 253

CAUTION:

When performing a paraffin treatment, only use the equipment that is designed specifically for this use. Never heat the wax in anything other than the proper equipment. This can be very dangerous and may result in painful skin burns or a fire.

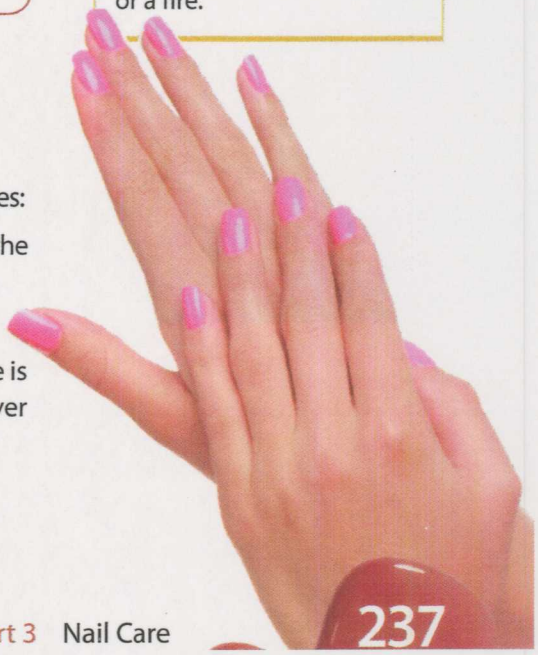
LO11

Before a Manicure

Performing a paraffin wax treatment before performing a manicure has advantages:

- It allows the client to have her nails polished immediately at the end of the manicure service.
- It is a way to soften rough or callused skin.

The biggest disadvantage to performing a paraffin treatment before a service is that it cannot be used to hold moisture in the skin through its application over lotions and masks during the treatment section of the manicure.



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Nails by Massimiliano Braga.

▲ **Figure 13–30** Complex nail art (by Massimiliano Braga).

During a Manicure

Many salons and spas have developed manicures that include specialized and additional treatments, such as paraffin wax over a mask or lotion, that are performed after the massage and before polishing.

Stand-Alone Service

Many clients enjoy a paraffin treatment; they like the way it makes their skin feel. You can include this service on the menu with its own price. The benefits must be marketed for the service to be desired. For example, the heat provides pain relief for those with arthritis. And when the temperature is cold outside, many clients remember the warm feeling the paraffin provides. Encourage your clients to book an appointment or drop in for a dip.

Emilio's Airbrush Studio at http://www.emilio-online.com.

▲ **Figure 13–31** Airbrush nail art (by Emilio's Airbrush Studio).

NAIL ART

Many clients love the application of artistic designs on their nails (nail art). The techniques are fun for the technician to apply and are limited only by your imagination. Techniques range from freehand designs to complex nail art **(Figure 13-30)** and airbrushing **(Figure 13-31)**, and from 3D nail art **(Figure 13-32)** to portrait and modern designs. See Chapter 19, The Creative Touch.

Nail Art by Alisha Rimando Botero.

▲ **Figure 13–32** 3-D nail art (by Alisha Rimando Botero).

BUSINESS TIP

It is important that you never stop learning about new innovations and continue to seek out information about your industry. Things change, and the wise nail technician studies and keeps apace with the world to remain on the cutting edge.

ONLY THE BEGINNING

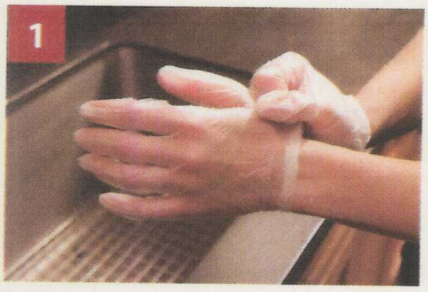
During your time in school it is important that you learn and practice the basic procedures of nail technology, proper cleaning and disinfecting protocols, and other skills necessary for ensuring client safety and enjoyment during nail services. You must make the commitment to continue to learn and grow as a nail technician if you want to remain competitive in today's marketplace. The "real world" requires you to perform at a very high level; you will be expected to have a great deal of knowledge and skill upon graduating from school, far beyond the basics.

You may learn advanced techniques in manicuring from your instructor, through attending advanced nail care seminars, reading trade magazines, and attending beauty shows.

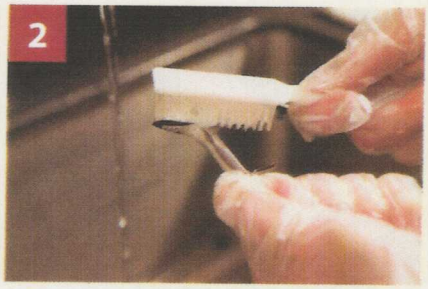
Procedure 13-1

Preservice Procedure

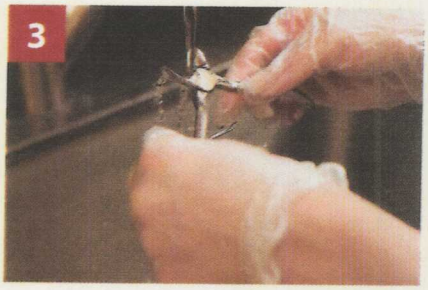
A. Cleaning and Disinfecting



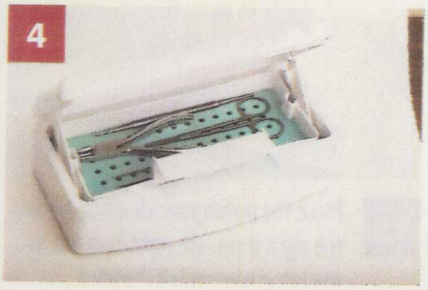
1 It is important to wear gloves while performing this preservice procedure to prevent possible contamination of the implements by your hands and to protect your hands from the powerful chemicals in the disinfectant solution.



2 Rinse all implements with warm running water, and then thoroughly wash them with soap, a nail brush, and warm water. Brush grooved items, if necessary, and open hinged implements to scrub the area.



3 Rinse away all traces of soap with warm running water. The presence of soap in most disinfectants can cause the disinfectant to become inactive. Soap is most easily rinsed off in warm, but not hot, water. Dry implements thoroughly with a clean cloth towel or a disposable towel. Your implements are now properly cleaned and ready to be disinfected.



4 It is extremely important that your implements be cleaned before placing them in the disinfectant solution. Otherwise, your disinfectant may become contaminated. Before immersing the cleaned implements, open any hinged implements to the open position. Immerse cleaned implements in a disinfection container holding an EPA-registered disinfectant for the required time (usually 10 minutes). Change the disinfectant solution daily or sooner if the disinfectant becomes visibly dirty during the course of the day. Avoid skin contact with all disinfectants by using tongs or by wearing disposable gloves.

5 Remove implements, avoiding skin contact, and rinse and dry tools thoroughly.

6 Store disinfected implements in a clean, dry container until needed.

7 Remove gloves and thoroughly wash your hands with liquid soap. Rinse and dry with a clean fabric or disposable towel.

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Procedure 13-1 Continued

Preservice Procedure (continued)

B. Basic Table Setup

8 Following the directions on the product label, clean and then disinfect the manicure table and drawer with an EPA-approved disinfectant. Be sure to leave the disinfectant on the table for the amount of time specified on the product label.

9 Position the cushion on the edge of the table in front of the client. Next, place a lint-free disposable cloth in front of you to work from. This cloth can be replaced as needed throughout the service.

10 Place the abrasives and buffers of your choice on the table to your right (or to the left if you are left-handed). Many technicians wrap them neatly in a towel to ward off dust and potential contaminants.

11 Before, your client arrives, set out your tools and implements. Then, fill a fingerbowl with warm water and place it on the left or right of your table. Place the manicure brush next to the fingerbowl. You will need to bring the fingerbowl to the middle of the table, when needed.

12 Tape or clip a plastic bag that can be closed securely to the side of the table if a metal trash receptacle with a self-closing lid is not available. This is used for depositing used materials during your manicure. These bags must be sealed and thrown away after each client to prevent product vapors from escaping into the salon air.

13 Place the polish your client chose to the right if you are right-handed, to the left if you are left-handed.

☑ LO12

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14 The drawer can be used to store the following items in clean, covered containers for immediate use: extra cotton or cotton balls, abrasives, buffers, nail polish dryer, and other supplies. Never place used materials in your drawer. Only completely cleaned and disinfected implements in a clean, covered container (to protect them from dust and recontamination) are stored in the drawer; extra materials or professional products are also placed in a clean, covered container in the drawer. Your drawer should always be organized and clean.

C. Greet the Client

15 Greet your client with a smile, introduce yourself if you've never met, and shake hands. If the client is new, ask her for the consultation card/sheet she filled out in the reception area.

16 Escort your client to the hand-washing area and demonstrate the hand-washing procedure for her on your own hands. Once you have completed the demonstration, hand your client a fresh nail brush to use and ask her to wash her hands.

17 Hand your client a fresh towel for drying her hands. Be sure that your towels are clean and are not worn. A dirty towel can cause a client to not come back or to report the salon to the state board.

18 Show your client to your manicure table and make sure he or she is comfortable before beginning the service.

19 Discuss the information on the consultation card and determine a course of action for the service.

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Procedure 13-2

Postservice Procedure

A. Advise Clients and Promote Products

1 Proper home maintenance will ensure that the client's nails look beautiful until he or she returns for another service (polish should last 7 to 10 days).

2 Depending on the service provided and the condition of your client's hands, there may be a number of retail products that you should recommend for the client to take home. This is the time to do so. Explain why they are important and how to use them.

B. Schedule the Next Appointment and Thank the Client

3 Escort the client to the front desk to schedule the next appointment and pay for the service. Set up the date, time, and services. Write the information on your or the salon's appointment card and give it to the client.

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4 Before the client leaves the salon, thank her for her business and mention that you will be looking forward to her next visit.

5 Record service information, products used, observations, and retail recommendations on the client service form or computer record.

C. Prepare the Work Area and Implements for the Next Client

6 Remove your products and tools, dispose of all used materials, and then clean and disinfect your work area.

7 Follow the steps for disinfecting implements in the Preservice Procedure as discussed in Chapter 5, **Procedure 5-1**. Reset the work area with disinfected tools.

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Procedure 13-3

Performing a Basic Manicure

IMPLEMENTS AND MATERIALS

You will need these basic materials on your manicuring table:

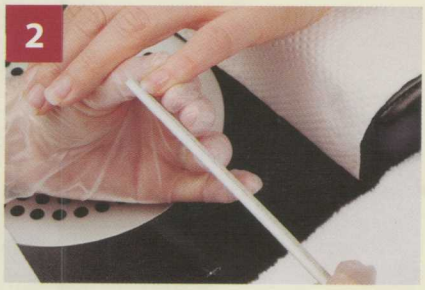
- Gloves
- Fingerbowl
- Client's arm cushion
- Service cushion
- Gauze and cotton wipe container
- Trash containers
- Supply tray (optional)
- Ultraviolet or electric nail polish dryer (optional)
- Electric hand/foot mitts (optional)
- Terry cloth mitts (optional)
- Wooden pusher
- Abrasive nail files and buffers
- Disposable or cloth towels
- Polish remover
- Nail creams, lotions, and penetrating nail oils
- Cuticle removers
- Nail bleach
- Colored polish, enamel, lacquer, or varnish
- Base coat
- Nail hardener
- Top coat
- Nail polish dryers
- Hand creams and lotions

Preparation

Refer to **Procedure 13-1**, Preservice Procedure

Procedure

1 Begin with the little finger of your client's left hand. Saturate a cotton ball, gauze pad, or plastic-backed cotton pad with polish remover. Hold the saturated cotton on each nail while you silently count to 10. The old polish will now come off easily from the nail plate with a stroking motion, moving toward the free edge. Use a confident, firm touch while removing the polish. If all polish is not removed, continue until all traces are gone. The complete removal of the old polish is important to client satisfaction. It may be necessary to wrap cotton around the tip of a wooden pusher and use it to clean polish away from the nail fold area. After removal, look closely at the nails to check for abnormalities that could have been hidden by the polish.



2 Using your file, shape the nails as you and the client have agreed. Start with the left hand, little finger, holding it between your thumb and index finger. Do not use less than a medium-grit (180) abrasive file to shape the natural nail. File from one side to the center of the free edge, then from the other side to the center of the free edge. Never use a sawing back and forth motion when filing the natural nail, as this can disrupt the nail plate layers and cause splitting and peeling. To lessen the chance of developing ingrown nails, do not file into the corners of the nails. File each hand from the little fingernail to the thumb.

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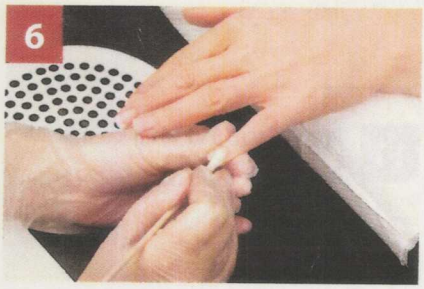
3 After filing the nails on the left hand, and before moving on to the right hand, place the fingertips of the left hand in the fingerbowl to soak and soften the eponychium (the living skin on the posterior and sides of the nail) and cuticle (the dead tissue adhered to the nail plate) while you file the nails on the right hand. File the right hand nails the same as you did the left, from the little finger to the thumb.

4 After you file the right hand, remove the left hand from the fingerbowl and brush the nails with a nail brush. Holding the left hand above the fingerbowl, brush the fingers with your wet nail brush to remove any debris from the fingertips. Use downward strokes, starting at the first knuckle and brushing toward the free edge.

5 Dry the hand with a towel designated as this client's service towel. As you dry, gently push back the eponychium with the towel. Now place the right hand into the fingerbowl to soak while you continue with the next step on the left hand.



6 Use a cotton-tipped wooden or metal pusher or cotton swab to apply cuticle remover to the cuticle on each nail plate of the left hand. Do not apply this type of product on living skin, as it can cause dryness or irritation. Spread evenly on the nail plate. Cuticle removers soften skin by dissolving skin cells, so they are inappropriate for contact with the living skin of the eponychium. Typically, these products have a high pH (they are caustic) and are irritating to the skin.

Application Tip:

To ensure the stability of your hand holding the pusher, place a finger of that hand on a finger of the hand being worked on to perform as a fulcrum (stabilizer) **(Figure 13–34)**.

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▲ **Figure 13–34** Correct hold.

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Procedure 13-3 Continued

Performing a Basic Manicure (continued)

7 After allowing the cuticle remover to set on the nail for the manufacturer's recommended length of time, the cuticle will be easily removed from the nail plate. Use your wooden pusher or the inside curve of a metal pusher to gently push and lift cuticle tissue from each nail plate of the left hand.

8 Use sharp nippers to remove any loosely hanging tags of dead skin (hangnails). Never rip or tear the cuticle tags or the living skin, since this may lead to infection.

9 Carefully clean under the free edge using a cotton swab or cotton-tipped wooden pusher. Take care to be gentle, as cleaning too aggressively in this area can break the hyponychium seal under the free edge and cause onycholysis.

10 Brush the left hand with the nail brush over the finger bowl one last time to remove bits of debris and traces of cuticle remover. (The client can be sent to the sink to wash the nail plate with a nail brush.) It is important that all traces of cuticle remover are washed from the skin, as remnants can lead to dryness and/or irritation. Then, instruct the client to rest the left hand on the table towel.

11 Repeat Steps 5 to 10 on the right hand.

12 If the client's nails are yellow, you can bleach them with a nail bleach product designed specifically for this purpose. Apply the bleaching agent to the yellowed nail with a cotton-tipped orangewood stick. Be careful not to apply bleach on your client's skin because it may cause irritation. Wear gloves while bleaching the nails. Repeat the application if the nails are extremely yellow. You may need to bleach certain clients' nails several times during several services as all of the yellow stain or discoloration may not fade after a single service. If this is true, inform the client so he or she will not be disappointed in your work; suggest a series of treatments to address the problem. Surface stains are removed more easily than those that travel deep into the nail plate. Know that yellow discoloration that penetrates deep into the nail plate will never be completely removed by nail bleaches. The yellowing can be improved, however. These products work best for surface stains (e.g., tobacco). Inform the client if this is true for his or her nails.

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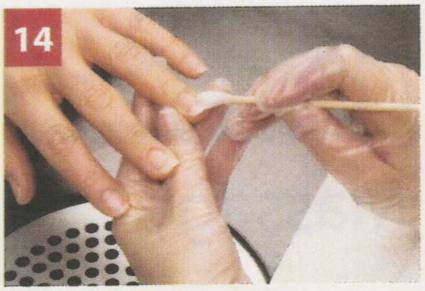
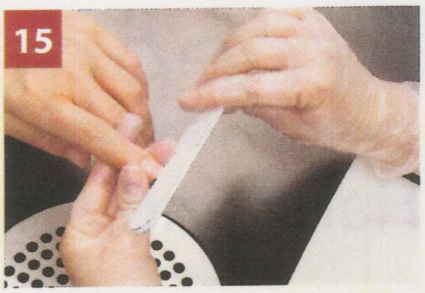
13 Use a three-way or four-way buffer to smooth out surface scratches and give the natural nail a brilliant shine.



14 Use a cotton-tipped wooden pusher, a cotton swab, or an eyedropper to apply nail oil to each nail plate. Start with the little finger on the left hand and massage oil into the nail plate and surrounding skin using a circular motion.



15 To remove any rough spots on the free edges, bevel (BEH-vel) the underside of the nail. Hold a medium-grit abrasive board at a 45-degree angle to the underside of the nail and file with a gentle side to side stroke. This removes any rough edges or cuciticle particles. A fine-grit abrasive board or buffer may be preferred for weak nails.

16 Apply massage lotion or oil and follow the massage procedure 13-4.

17 After the massage, you must remove all traces of lotion or oil from the nail plate before polishing or the polish will not adhere well. Use a small piece of cotton saturated with alcohol, acetone or polish remover as though you were removing a stubborn, red nail polish. Do not forget to clean under the free edge of the nail plate to remove any remaining massage lotion. The cleaner you get the nail plate and surrounding tissues, the better the polish will adhere.

18 Most clients should have chosen their polish already (before or during the consultation), but if they have not, ask them to choose a color.

19 Always apply a base coat to keep the polish from staining the nails and to help colored polish adhere to the nail plate. Nail strengthener/hardener is an option you may recommend for a treatment if the client's nail plates are thin and weak. Apply this before the base coat if the client requests this treatment. See Procedure 13-5, Polishing the Nails.

20 You've performed a beautiful, finished manicure. Now perform Procedure 13-2, Postservice Procedure.

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Procedure 13-4

Hand and Arm Massage

IMPLEMENTS AND MATERIALS

In addition to the basic materials on your manicuring table, you will need the following supplies for the hand and arm massage:

- Massage lotion, oil or cream

Preparation

Complete **Procedure 13-3**, Performing a Basic Manicure.

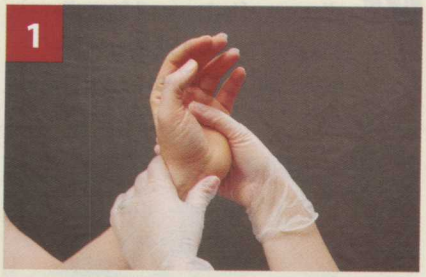
Procedure for Hand Massage

Preparation. Apply the massage lotion, oil, or cream and distribute to the client's arm. Apply enough to allow movement across the skin without resistance (skin drag). Skin drag is not comfortable for the client.

Be sure to hold the client's hand and arm loosely without too much restraint during the massage.

Application Tip:

When more cream, oil, or lotion is needed during the massage, always leave one hand on the client's hand or arm and retrieve more product with the other. Having your product in a pump container facilitates this important massage technique.



1 **Relaxer movement of wrist.** At the beginning of the hand massage, place the client's elbow on a cushion covered with a clean towel or on a rolled towel. With one hand, brace the client's arm in the wrist area with your nondominant hand. With your other hand, hold the client's wrist and bend it slowly and gently—but with a firm touch—fully back until it stops, and then forward until it stops, 5 to 10 times, until you feel that the client has relaxed.

2 **Joint movement of fingers.** Lower the client's arm, brace the arm at the wrist with the left hand, and with your right hand (or dominant hand) start with the little finger, holding it at the base of the nail. Gently rotate fingers to form circles. Work toward the thumb, about three to five times on each finger.

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3 **Circular movement on palm.** This is effleurage, a light stroking motion that relaxes and soothes. Place the client's elbow on the cushion or towel near the center of the table and your elbows on the table at the sides of it. Put your thumbs in the client's palm and rotate them in a circular motion up the center, over to and down the sides, moving in opposite directions. The circular movements should start from the bottom center of the hand and move out, up, across the underside of the fingers, and back down to the bottom, center, in a smooth pattern of altering movements of each thumb over the palm. This pattern becomes rhythmic and relaxing. You can feel the client's hands relax as you perform these movements. Effleurage movements must be smooth and gentle, even predictable, to induce relaxation. After performing the relaxation movements, move to the following effleurage movements.

4 **Circular movement on wrist.** This is a form of friction massage movement that is a deep rubbing action. It is very stimulating. Hold the client's hand with both of your hands, placing your thumbs on top of the client's hand and your fingers below. Move your thumbs in a circular movement in opposite directions from the client's wrist to the knuckle on back of the client's hand. Move up and down, three to five times.

5 The last time you rotate up, wring the client's wrist by bracing your hands around the wrist and gently twisting in the opposite directions. This concludes the hand massage usually performed in the Basic Manicure.

Arm Massage Techniques

Preparation: Distribute lotion or cream. Apply lotion or cream to the client's arm.

6 **Effleurage of the arm.** Holding the wrist firmly but gently, glide your hand up the arm from wrist to elbow with your palm and fingers on the skin; make sure there is enough lotion on the skin to allow a smooth glide of the hand. Cup your movement fingers around the arm, moving up with slight pressure on the skin with your fingers, thumb, and palm to induce relaxation, and then move back to the wrist area with a lighter pressure on the skin. Perform this gliding several times. When finishing a movement each time at the top of the arm, rotate the hand to the underside of the arm while pulling the hand back toward you. Now move to the underarm and perform the same movement. Press forward, then at the end, release the pressure, gently rotate the hand to the top of the arm, and pull it lightly back toward the hand.

7 **Friction movement on the arms.** A friction massage involves rubbing the muscles against each other. Put the client's arm on the table, palm up with fingers toward you. Your fingers should be underneath the arm, stabilizing it. Rotate your thumbs in opposite directions, starting at the client's wrist and working toward the elbow. When you reach the elbow, slide your hand down the client's arm to the wrist and rotate back up to the elbow three to five times. Turn the client's arm over and repeat three to five times on the top side of the arm.

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Procedure 13-4 Continued

8 **Wringing/friction movement.** Place the arm horizontally on the towel in front of you, with the back of the hand facing up. Place your hands around the arm with your fingers facing the same direction on the arm and gently twist in opposite directions, as you would wring out a washcloth, from wrist to elbow. Do this up and down the forearm three to five times.

9 **Kneading movement.** Kneading (pétrissage) is a squeezing motion that moves flesh and muscles over the bones beneath in opposite directions, stimulating and increasing blood flow. Place your thumbs on the top side of the client's arm so that they are horizontal. Move them in opposite directions, from wrist to elbow and back down to the wrist. Do this three to five times.

10 **Rotation of elbow.** This is a friction massage movement. Brace the client's arm with your left hand and apply lotion. Cup the elbow with your right hand and rotate your hand over the client's elbow. Do this three to five times. Take care to be very gentle and not to hit the nerve in the elbow that often is referred to as "the funny bone"—this can be very painful to the client. To finish the elbow massage, move your left arm to the top of the client's forearm. If the elbow condition shows that it needs exfoliation, it must be done after the massage. Apply a scrub and rotate it around the elbow, remove, and then apply lotion to remoisturize.

11 **Finger pulls.** Gently slide both hands down the forearm from the elbow to the fingertips, as if climbing down a rope. Then, holding the hand with your nondominant hand, move to the finger tip, and with your thumb on top and your pointer finger arched below, gently grab and pull the finger down to the tips. Perform on each finger, little finger to thumb. Perform the movement down the forearm and do finger pulls three to five times on each arm and hand. Understand that this movement should not be performed on clients who have severe arthritis. If elbow exfoliation is needed, perform it now, then perform the final movement below after remoisturizing the elbow. Slide the moisturized hands toward the hands and perform the final movement.

12 **Final movement.** After you've performed the finger pulls, lay both of the client's hands palm down on the table, cover them with your own hands (palm down), and gently press them three times. Gently lift your palms, leaving your finger tips on the base of the hand. Then, with a light-as-a-feather touch, pull your fingers from the back of the hands down the fingers and off the tips of the fingers. Perform two to three times. The client learns quickly that this final movement, called "feathering off," is the end of the massage.

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Procedure 13-5

Polishing the Nails

IMPLEMENTS AND MATERIALS

In addition to the basic materials on your manicuring table, you will need the following supplies for polishing the nails:

- Base coat
- Colored nail polish
- Top coat
- Drying product (optional)

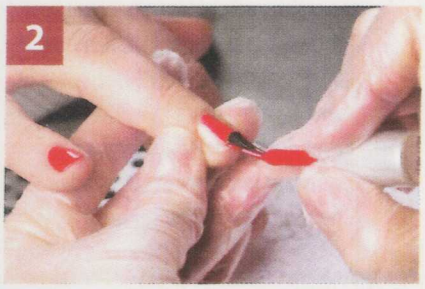
Preparation

Complete **Procedure 13-3**, Performing a Basic Manicure.

Procedure

Before applying polish, ask your client to put on any jewelry and outerwear she may have taken off before the service and to get her car keys ready for easy retrieval; this will avoid smudges to the freshly applied polish. If possible, have the client pay for services, also, at this time or have payment ready to hand to the receptionist.

1 Be certain the client's nail plates are clean of oil and other debris. Apply a thin coat of base coat on the entire plate of the nails of the dominant hand. Place the nails in a cool nail dryer while you polish the other hand. This will give the most-used, key-holding hand a head start in drying and reduce the likelihood of smudging.



2 Apply the first coat of polish on the first hand. When applying color nail polish, remove the brush from the bottle and wipe the side of the brush away from you on the inside of the lip of the bottle to remove excess polish. You should have a bead of polish on the brush large enough to apply one layer to the entire nail plate without having to re-dip the brush (unless the nail plate is unusually long or large). Hold the brush at approximately a 30- to 35-degree angle. Place the tip of the brush on the nail, 1/8″ (0.31 cm) away from the cuticle area in the center of the nail. Lightly press the brush onto the nail plate, producing a slight "fanning" of the brush, and then push the brush toward the eponychium to produce a rounded posterior edge to the polish. Leave a tiny, rounded area of unpolished nail at the back of the nail. Pull the brush toward the free edge of the nail, down the center.

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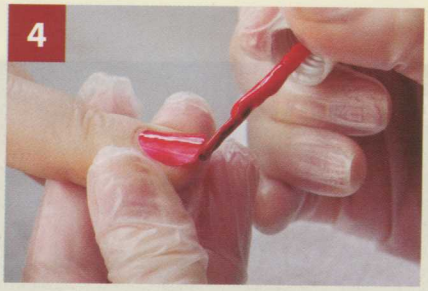
Procedure 13-5 Continued

Polishing the Nails (continued)

3 Move to each side of the nail and pull in even strokes toward the nail tip. This first color coat does not have to be perfect; it just has to establish the correct outline and cover the entire nail with some polish.



4 After finishing the first coat of each nail, move the brush back and forth on the very end of the free edge, barely touching, to apply color to it. This is called "tip sealing," or "tipping," and reduces chipping and layering on the free edges. Use the same technique for every nail while applying the first coat of color.

5 Move back to the first hand and apply the second coat of color. With the second coat, do not fan the brush or reapply to the tip. Just start at the base of the polish curve and move toward the free edge. Apply a thin, even coating on the nail that has depth of color and perfect appearance.

6 Apply a top coat to prevent chipping and to give nails a glossy, finished appearance. Be sure to coat the free edge of the nail with the top coat as well. ☑ LO14

7 If you use a polish-drying product, apply it according to the manufacturer's instructions. After the application, ask the client to take a seat at a separate table with her hands under a nail dryer or seat her comfortably away from your table. The drying time should be 10 minutes, minimum. To apply gel polish, follow the instructions of the manufacturer.

8 To produce beautifully polished nails, you must know how to polish accurately and quickly before leaving school. Many clients judge the final manicure according to the quality of the application of polish. Remember, also, that they will continue to see your finished product before their eyes during their daily lives as a constant reminder of the good or poor quality of their service.

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Procedure 13-6

Paraffin Wax Treatment

IMPLEMENTS AND MATERIALS

In addition to the basic materials on your manicuring table, you will need the following supplies for the paraffin wax procedure:

- Moisturizing lotion or penetrating oil
- Paraffin bath and heating unit
- Plastic wrap
- Plastic or terry cloth mitt, or warming (electric) mitts

Preparation

Refer to **Procedure 13-1**, Preservice Procedure.
Perform **Procedure 5-3**, Hand-Washing Procedure.

Performing a Paraffin Wax Treatment Before a Manicure

1 Check the hands and the arms carefully for open wounds, diseases, or disorders. It is not appropriate to apply heat to clients with abnormal skin conditions. If it is safe to perform the procedure, ensure the client's hands are clean and continue with the service. The client's hands must be clean before you begin.

2 Apply moisturizing lotion or penetrating oil to the client's hands and gently massage into the skin.

3 Test the temperature of the wax.

4 Prepare the client's hand for dipping into the paraffin by placing the palm facing down with the wrist slightly bent and the fingers straight and slightly apart.

5 Dip the first hand into the wax up to the wrist, for about 3 seconds. Remove. Allow the wax to solidify some before dipping again.

6 Repeat the dip process three to five times to coat the skin.

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Procedure 13-6 Continued

Paraffin Wax Treatment (continued)

7 Wrap the hands in plastic wrap or insert into one-time use plastic covers designed for this purpose and then put them into terry cloth mitts. Allow the paraffin to remain on the hands for approximately 5 to 10 minutes.

8 Repeat steps 5 through 7 on the other hand.

9 To remove the paraffin, turn the plastic cover under the paraffin at the wrist and peel away the wax from the wrist. The wax will easily come off as you gently pull the cover toward the fingertips. The paraffin removed from the hands will collect in the plastic cover of the hands.

10 Properly dispose of the used paraffin as the client watches, remove the mask (if it is present), and massage in the remaining lotion or oil. (Removal of a sticky mask will make reapplication of lotion important.)

11 Begin the manicuring procedure. For many clients who opt to have a paraffin wax treatment before the manicure, soaking is not necessary because the paraffin treatment has already softened the skin sufficiently. ☑ LO15

Performing a Paraffin Wax Treatment During a Manicure

1 Perform the basic manicure up to the completion of the massage.

2 Apply a hydrating lotion on one hand and briefly rub it into the hand.

3 Apply the paraffin with your method of choice.

4 Cover the hand with a plastic bag or wrap, then a terry cloth or heated mitt.

5 Repeat Steps 1 through 4 on the other hand. Allow the client to relax for 5 to 10 minutes.

6 Remove the paraffin mitt and rub in the remaining lotion.

7 Remove any remaining oils or lotions from the nail plate. Use alcohol or polish remover on a cotton-tipped wooden stick or a cotton ball. Do not allow the alcohol or polish remover to touch the skin or the benefits of the treatment will be lessened by the drying effects of these solvents.

8 Polish or clear coat nails, according to client's request.

Postservice

Refer to Procedure 13-2, Postservice Procedure

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