



Friday Harbor School of Massage

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FridayHarborMassageSchool.Biz

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Mission Statement

The Friday Harbor School of Massage was founded in 2017 as a way to provide a close-to-home, comprehensive massage therapist training program for local residents of the San Juan Islands, Anacortes, and nearby communities. Located in a working massage center environment, our class size is small and led by instructors that are knowledgeable and experienced in the field of Massage Therapy. Each student will graduate with the tools necessary to start their massage career.

Owner: Richard Davenport, LMT

Instructors and Summary of Qualifications:

Richard Davenport, LMT, teaching Deep Tissue, Shaitsu, Chair & Practice Management

- *Practicing massage therapist since 2009, Owner of Lavendera Massage.*
- *BA in Accounting from the University of Puget Sound*
- *Graduate from the Northwest Academy of the Healing Arts*

John Jacobson, M.D, teaching Advisor.

- *With 44 years experience as a Surgeon, administrator and teacher.*
- *Graduate from the Loma Linda University school of Medicine.*

Jill Patten, LMT, teaching Anatomy and Physiology.

- *Practicing massage therapist SINCE 1978.*
- *BA from Antioch University in Integrated Bodywork*
- *Graduate of Acadia School of Massage.*

Tamara Dean, Reiki Master. Teaching Reiki levels 1 & 2 and concepts of energy.

Melissa Wickey, LMT teaching Kinesiology & Pathology

- *Practicing LMT/CMT since 2009*
- *BS in Health, Exercise Science, and Lifestyle Management*
- *MS of Science in Acupuncture and Oriental Medicine*

Beth Drake, LMT Structural Relief Therapy

- *Practicing massage therapist for since 2003*
- *Graduate Port Townsend School of Massage*

Cammille Layton, LMT teaching Deep Tissue

- *Practicing massage therapist for since 2008*
- *Graduate East/West School of Massage Portland Ore.*

Licensure:

Friday Harbor School of Massage is licensed with the Department of Health Board of Massage and Workforce Training and Education Coordinating Board

Accreditation/Registry:

Friday Harbor School of Massage is not authorized to offer Federal Financial Aid.

School Calendar, Class Schedules, and Program Starting Dates:

Friday Harbor School of Massage will begin the term on the Tuesday after Labor Day, ending approximately at the end of the second week of April, with breaks for Thanksgiving week and Christmas Weeks. Classes will be Tuesday through Thursday the first two weeks, expanding Monday through Friday on the third week of school.

*Class session will be from 9 am to 1 pm each day for the **Morning Program** and 6 pm to 10 pm for the **Evening Program**, if enough interest warrants two sessions.*

*The following holidays will be observed and classes will not be held. **New Year's Day, Martin Luther King Day, Week of Thanksgiving, Week of Christmas.** Holidays are not counted as part of the contracted time schedule.*

Facilities:

Friday Harbor School of Massage will be partnered with Lavendera Massage Center. Lavendera will be providing the space to hold the classes and provide all necessary massage equipment for the school. Lavendera Massage has been in operation since 2002, with 4 treatment rooms, prep room, office, large reception/retail area and two waiting room spaces. Currently Lavendera has 8 tables, 4 chairs for chair massage, roasters and stones, Paraffin dip heater and supplies, a percussor, lotions, oils, sheets, towels, bolsters, pillows, wedges and a pregnancy bolster package. Educational equipment available includes but is not limited to: white board, projector, wifi, articulated human skeleton, charts, diagrams and a lending library of professional books and study material. The maximum class size is 10 and the student/teacher ratio is 10 to 1.

Entrance/Admission Requirements:

Students must possess a High School Diploma or a General Education Development (GED) Diploma. Students are required to submit a recent Physical or a Letter from their Doctor stating that they are physically capable of performing the tasks required of a Massage Therapist. Washington State Department of Health conducts criminal background checks on all applicants. If you have any questions about issues on your criminal history please consult with a representative of the Washington Department of Health. If you have a criminal history or are from out of state the Department of Health will require a fingerprint check against the national database which costs \$34.75.

Friday Harbor School of Massage does not "discriminate against students or potential students on the basis of race, creed, color, national origin, sex, veteran or military status, sexual orientation, or the presence of any sensory, mental, or physical disability or the use of a trained guide dog or service animal by a person with a disability."

Do you have any medical, physical, or mental health issues which may influence your ability, or may require special adaptation, to complete your training or your effectiveness as a massage practitioner? These issues would include any issues that would limit your stamina, ability to stand for a long period of time, or affect your arm, hand or shoulder strength. Mental health issues would include untreated chemical dependency, the ability to be in a confined space alone with a client or your ability to handle medical issues your client may present. If you are unsure please consult with your doctor or a mental health professional. Friday Harbor School of Massage will make all efforts to accommodate any requests from a person with disabilities.

Friday Harbor School of Massage offers 668 hour Massage Professional program.

Orientation: 4 hours

Orientation for classes is a mandatory class held shortly before regular classes begin for each start date. During this time policy and procedures of Friday Harbor School of Massage are gone over as well as student expectations. The beginnings of learning the basic massage strokes will be introduced. Each student receives a Student handbook. Students will be asked to wear comfortable clothing for the hands on portion of this class.

Anatomy & Physiology: 90 hours

This is a comprehensive course in the structure and function of the human body covering ten major systems of the body with their structure and function. Also covered are related topics of massage indications and contraindications. Students learn Greek and Latin derivatives and how they combine with other prefixes and suffixes to make up the medical terminology used today. This supports the student's ability to communicate with other health care professionals.

Kinesiology: 80 hours

This course looks at the specifics of the musculoskeletal system with the student learning and gaining and understanding of various muscles, ligaments, joints and how they relate to each other in movement of the body. Also covered are pathologies, assessment of movement and range of motion.

Pathology: 50 hours

This course is designed to outline the various conditions and diseases found in each body system in relation to how massage therapist need to view them. The class integrates well with the hands-on clinical massage class. Contraindications to getting or giving a massage will be presented as part of the Pathology course. Endangerments, areas of the body that are not allowed to be massaged, require special training or informed consent to be massaged, will be presented as part of the Pathology course. Also included is the KNOWS HIV/Aids required training for health care providers in the state of Washington.

Swedish Massage Theory and Practice: 72 hours

This course introduces the student to the basics of Swedish Massage. They learn how to perform a full body massage as well as indications, contraindications and physiological effects for massage. Also covered are history of massage, hygiene, safe Draping, body mechanics, the interview process and chart noting (the basics and structure of massage documentation for insurance billing). This class lays the foundation which the advanced classes will build upon.

Deep Tissue: 76 hours

This class delves into the concepts and applications of bodywork. It looks at several applications of deeper structural work and the deeper postural muscles and fascia. Myofascial release and postural release work will be included. Also Chart Noting, Medical Terminology and Gait Analysis. Students will also learn how to focus their intention to create an overall experience as well as an effective treatment massage session.

Energy Modalities: 52 hours

The Friday Harbor School of Massage incorporates various eastern philosophies including Shiatsu and Jin Shin therapies into its program. This part of the curriculum draws on principals of Chinese medicine and utilizes the meridians of the body found in many styles of bodywork. It includes 12 of Reiki, 12 hours of Shiatsu and 12 hours of Jin Shin.

Spa (Hydrotherapy/Hot Stone): 24 hours

Hydrotherapy is a modality utilizing the therapies of hot and cold applications. Students learn the basic theory and practice, as well as indications and contraindications of this modality. Several techniques will be covered including local and contrasting applications.

Pregnancy Massage: 16 hours

This class covers the basics in giving a safe, comfortable and relaxing massage to pregnant mothers. The benefits, indications, contraindications, and specific considerations for each trimester will be covered. Students will have the opportunity to experience a massage in both sidelying and semirecumbant positions.

Seated massage: 16 hours

In this course the student will learn how to give a 15 to 30 minute on-site massage utilizing their basic Swedish massage techniques and pressure point work. Students also learn how to create a successful on-site business and have the opportunity to use their skills while working with the public, including various on-site events.

Program Reviews: 8 hours

These classes include a review of the coursework in Kinesiology, Anatomy & Physiology, Massage Practice, Clinical Massage, & Pathology; with the emphasis on preparing the student for their final examinations and successfully graduating the massage program.

NCBTMB Review: 8 hours

This 4 hour class is designed to review the Candidate Handbooks and policies for taking either of the accepted licensure exams by the State of Washington. Information on both the NCBTMB and the MBlax exams are covered and the students finish this class with all the needed paperwork to apply for their examination.

Practice Management: 56 hours

Students will learn the basics in planning, building, managing, and growing a successful massage practice. Included are marketing strategies, basic accounting, resume writing, insurance billing, presentation, interview process, and building a clientele. Ethics, This class covers the Washington State Law for Massage Therapy and its licensing standards. The student will also learn theories of ethical principals and standards that apply to practicing massage therapy.

First Aid/CPR: 6 hours

This course is Red Cross certified in the current first aid and CPR training methods. It is a requirement by the state of Washington for all massage therapists to be certified in first aid/CPR.

Student Clinics: 74 hours

The Student Clinic provides each student with supervised hands-on experience with volunteer patients in a working setting. Students are given the opportunity to utilize their marketing, assessing and charting skills as well as addressing massage and Hydrotherapy techniques. Each massage session is done in a professional clinic with private treatment rooms.

Electives: 36 Hours

Electives use various therapists on or visiting San Juan Island to demonstrate modalities or techniques geared to the interest of the current year's students of Friday Harbor School of Massage. This may include addition hours in a class already offered.

Possible options for Electives

- Structural Relief Therapy (SRT) 8 Hours*
- Craino Sacral (CST) 8 Hours*
- Visiting Therapists*

Tuition and Additional Costs:

Total cost of training including tuition, fees, deposits, and other charges necessary to complete the program.

- *Tuition for the 668 hours Massage Professional program is \$8,900.00*
- *Non- Refundable Registration fee is \$100*
- *Textbooks and workbooks included*
- *Supplies and materials included*

Licensing/testing fees are the student’s responsibility.

*Students who withdraw from the program may receive the cost of their textbooks in their reimbursement if the textbooks are in like-new condition. Students will need to meet all financial responsibilities **before** a Certificate of Completion will be issued.*

Friday Harbor School of Massage does not currently offer financial aid. You can pick from the following 4 payment options: Payment plans must be approved at time of enrollment.

- *Pay in full*
- *Payment Plan*

<i>Deposit with Enrollment</i>	<i>\$100</i>
<i>Tuition:</i>	
<i>July 31st for Books</i>	<i>\$400</i>
<i>August 15th Initial Payment</i>	<i>\$1,500</i>
<i>September 15th</i>	<i>\$1,000</i>
<i>October 15th</i>	<i>\$1,000</i>
<i>November 15th</i>	<i>\$1,000</i>
<i>December 15th</i>	<i>\$1,000</i>
<i>January 15th</i>	<i>\$1,000</i>
<i>February 15th</i>	<i>\$1,000</i>
<i>March 15th</i>	<i>\$1,000</i>

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Student Evaluation Techniques

Grades are the determination of a student's performance, effort and understanding of a specific course or component of the program. The learning objectives of each class are spelled out and must be met. Mastery of the subject matter will be evaluated through quizzes, tests, more complex exams, as well as class participation and demonstration of skills. Our grading is percentage based with 100% being the highest achievable grade and below 75% being unacceptable. Students need to maintain a minimum of 75% average, overall in each course. Grades will be communicated to the student on an ongoing basis throughout each course, with the final overall grade for each course given out at its conclusion. Students will also receive ongoing feedback, both written and oral from the instructors, their fellow students and their student clinic clients.

<i>Grade:</i>	<i>Percentage:</i>
<i>A</i>	<i>90+%</i>
<i>B</i>	<i>80+%</i>
<i>C</i>	<i>75+%</i>
<i>Failing</i>	<i><75%</i>

Incomplete Grades

Incomplete grades are given when a student is unable to complete a course because of illness or other serious problems. An incomplete grade may also be given when students don't turn in work or don't take tests. If a student does not make arrangement to take missed tests, a failure grade will be given. A student who misses a final test must contact the instructor within twenty-four hours of the test to arrange for a make-up examination.

Probation For Below Average Grades

Students who fail to maintain the minimum grade point average of 75 percent required for graduation will need to enter a probation period. The student will be scheduled for in-school instructor-led assistance. Students unable to increase their grade point averages may be dismissed from the program. Refunds will be given in accordance with the school's refund policy.

Final Examination:

Grade must be at least 75% and attendance must be complete to be eligible to take the final exam and graduate.

Attendance Requirements:

Friday Harbor School of Massage records the daily attendance of each student. Records are available for student review. Absenteeism for more than 20 percent of the total program constitutes cause for dismissal. A student who has greater than 20 percent absences will have his or her case reviewed by the school director with the likelihood of being dropped from the program.

All hours of this program must be completed. Missed hours can be made up by extra homework, intense tutoring with the instructor or a hands on session with the instructor. It is at the instructor's discretion which method is needed.

Make-up Work:

Students must work with the instructor and/or the director to make up the missed hours, and complete the requirement of the program. Lessons and/or assignments missed due to absences must be made-up within five business days of returning to school. Students should meet with their instructors to get missed assignments. Make-up work is required to complete the approved hours of the program.

Tardiness:

Developing a good work ethic is an important part of the training at Friday Harbor School of Massage. Students arriving late for class are interrupting the instructor and other students. The following recording system will be used for tardiness.

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

Withdrawing from School:

Students must prepare a written notification and submit it to the school director. This document must contain the student's name, address, and date. All financial obligations on the part of the school and the student will be calculated using the last recorded date of attendance.

Student Records and Transcripts:

Instructors and administration have access to student files. Students who wish to see the contents of their file should submit a written request/email request to the administration and make an appointment to review the file in the office. Student records are confidential and will only be released at the written request of the student. If a third party requires a copy of a student file then the student needs to provide the third party with a signed request from. Please send your written request to the school director at the school's address. The school will provide a transcript to the National Licensing Examination Board and the State of Washington Department of Health within ten working days from the date of completion.

Code of Conduct:

The following conduct is unacceptable and will not be tolerated:

- 1. All forms of bias including race, religion, ethnicity, gender, disability, national origin, veteran status, and creed as demonstrated through verbal and/or written communication and/or physical acts.*
- 2. Sexual harassment including creating a hostile environment and coercing an individual to perform sexual favors in return for something.*
- 3. All types of proven dishonesty, including cheating, plagiarism, knowingly furnishing false information to the institution, forgery, and alteration or use of institution documents with intent to defraud.*
- 4. Intentional disruption or obstruction of teaching, administration, disciplinary proceedings, public meetings and programs, or other school activities.*
- 5. Theft or damage to the school premises or damage to the property of a member of the school community on the school premises.*
- 6. Student acts of criminal behavior that place any person in imminent danger are prohibited on all school grounds.*
- 7. Violation of the law on school premises. This includes, but is not limited to, the use of alcoholic beverages or controlled dangerous substances.*

Conditions for Dismissal:

Students may be dismissed from the school for the following reasons (without proper explanation of these, the students will not know and the school will not be able to dismiss on these grounds.)

- 1. Not adhering to the school's rules, regulations, policies, and code of conduct*
- 2. Missing more than 20 percent of instruction time*
- 3. Not maintaining the minimum grade point average*
- 4. Not meeting financial responsibilities to the school*

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

Re-entry Policy:

Students dismissed from the school who request re-entry must put the request in writing to the school director. In cases where the student was dismissed for excessive absences (greater than 20 percent) or financial concerns, it may be possible to re-enter within the same school term. In cases where the student was dismissed due to failure to maintain the minimum grade point average, it may be possible for the student to receive private tutoring and then reenter the school. In cases where the student was dismissed due to unacceptable conduct, the student may have to meet with the director before re-entering the school. The decision of the director is final and the student will receive a letter within five business days stating the decision.

Credit for Previous Training:

Friday Harbor School of Massage is committed to helping students reach their educational goals as quickly as possible. However, giving credit to information that was learned in an earlier program(s) may not be allowed under current state laws for incomplete certificates and massage certificates are reviewed on a case by case basis.

Student Complaint/Appeal Process:

Nothing in this policy prevents the student from contacting the Workforce Board (the state licensing agency) at 360-709-4600 at any time with a concern or a complaint. Students who have a complaint or who would like to appeal a dismissal must request in writing an appointment for an interview with the school director. The written request should include the following information:

- 1. Student's full name and current address*
- 2. A statement of the concern including dates, times, instructors, and if applicable, other students involved*
- 3. Date of complaint letter and signature of the student*
- 4. Three dates in which the student would be available for a meeting with the school director. These dates should be within 10 business days of the complaint.*

The school director will notify the student in writing of the appointment date in which the concerns or appeal will be addressed. Every effort will be made to bring an amicable closure to the concern. Should it be necessary, a panel of instructors will hear the concerns and will be asked to assist in bringing a resolution to concerns and/or appeals. The student will be notified in writing within five business days of the outcome of the meetings. Should the contract be canceled by either the student or the school the last date of attendance will be used as the date to calculate any refund in accordance with the school's refund policy.

Cancellation and Refund Policy: (Compliance with WAC 490-105-130)

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

- 1. The school must refund all money paid if the applicant is not accepted. This includes instances where a starting class is canceled by the school.*
- 2. The school must refund all money paid if the applicant cancels within five business days (excluding Sundays and holidays) after the day the contract is signed or an initial payment is made, as long as the applicant has not begun training.*
- 3. The school may retain an established registration fee equal to 10 percent of the total tuition cost, or \$100, whichever is less, if the applicant cancels after the fifth business day after signing the contract or making an initial payment. A "registration fee" is any fee charged by a school to process student applications and establish a student record system.*
- 4. If training is terminated after the student enters classes, the school may retain the registration fee established under #3 above, plus a percentage of the total tuition as described in the following table:*

<i>If the student completes this amount of training:</i>	<i>The school may keep this percentage of the tuition cost:</i>
<i>One week or up to 10%, whichever is less</i>	<i>10%</i>
<i>More than one week or 10% whichever is less but less than 25%</i>	<i>25%</i>
<i>25% but less than 50%</i>	<i>50%</i>
<i>More than 50%</i>	<i>100%</i>

5. *When calculating refunds, the official date of a student's termination is the last day of recorded attendance:

 - a. *When the school receives notice of the student's intention to discontinue the training program;*
 - b. *When the student is terminated for a violation of a published school policy which provides for termination; or,*
 - c. *When a student, without notice, fails to attend classes for 30 calendar days.**

6. *All refunds must be paid within 30 calendar days of the student's official termination date.*

Student Records

Student records will be maintained by the school for 50 years or until the school closes. If the school closes, records may be forwarded to the Workforce Training and Education Coordinating Board. Upon graduation, each student will be given a copy of his or her transcript. These records should be maintained indefinitely by the student. Students may request copies by writing the school. Student records are available for review by the student at any time.

Placement Assistance:

Friday Harbor School of Massage does not currently offer placement assistance.

Educational Credential:

Upon graduation from the Friday Harbor School of Massage, the student will receive the Massage Professional diploma, which meets the schooling requirement to be able to apply for a Licensed Massage Practitioners license from the State of Washington.

"Nothing in the Friday Harbor School of Massage policies prevents a student from contacting the Workforce Board at [360-709-4600](tel:360-709-4600) at any time with a concern or complaint."

Licensure: *This school is licensed under Chapter 28C.10 RCW. Inquiries or complaints regarding this private vocational school may be made to:*

Workforce Training and Education Coordinating Board

128 – 10th Avenue Southwest

Olympia, Washington 98501

360-709-4600 workforce@wtb.wa.gov