

Maidstone Massage School Catalog

Maidstone Massage School

713 Jadwin Ave. Richland, WA 99352

509-392-2411 phone 509-420-4019 fax

Catalog period May 2026-May 2027

Volume 1

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A Career An Education A Lifestyle

Accredited by Washington State Department of Health

This school is licensed under Chapter 28C.10 RCW.

Inquiries or complaints regarding this private vocational school may be made to the:

Workforce Board, 128 –

10th Ave. SW, Box 43105

Olympia, Washington 98504-3105

Web: wtb.wa.gov

Phone: 360-709-4600

E-Mail Address: pvsa@wtb.wa.gov

MISSION STATEMENT

It is the Mission of Maidstone Massage School to foster a transformative learning environment that empowers students to become holistic and masterful massage therapists, integrating advanced techniques with profound empathy, professional integrity, and a deep understanding of the human body and its interconnectedness. We vow to protect the public and will do no harm.

Academic calendar

Hours of operation

School Office Hours: by appointment Monday-Saturday call Tammy White, LMT
509-392-2411

Classroom Hours: Monday & Wednesday 9:30- 3:00 (May Start) Plus one Saturday a month (2nd Saturday of every month) 9:30am- 4:30pm During the 2nd six months in the program, fifty-five massages are required (variable schedule) in the student clinic that operates Monday, Wednesday, and Friday 3:30-7:30 and Saturday 9:30-6:00

Holidays & Breaks observed: Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Winter Break (2 weeks) including Christmas Eve, Christmas Day, New Years Eve, and New Years Day. Holidays are not counted as part of the contracted time schedule.

Enrollment period: June-April Enrollment Deadline April 15

Beginning and ending dates of term: May-May Term length is 52 weeks, a total of 650 classroom hours

Owner/Program Director: Tammy White, LMT

Administrative Office and facility located at:

Maidstone Massage School

713 Jadwin Ave.

Richland, WA 99352

Phone 509-392-2411

Fax: 509-420-4019

Email: maidstonemassage2@gmail.com

OWNER/ DIRECTOR Tammy White, LMT

Instructors and Qualifications:

Tammy White, LMT Licensed since 2006 and Actively practicing dba Maidstone Massage since 2013. I have given approximately 20,000 one-hour massages. I have taken Hours continuing education + hours teaching continuing education

Jennifer McEwen, LMT

Courses offered:

Anatomy & Physiology 90 Hours

This course provides a solid foundation of understanding of the human body, the body systems, and the interconnected relationships of the body functions:

This sections includes:

Introduction to the human body 5 hrs

Integumentary System	5 hrs
Skeletal System	10 hrs
Skeletal Nomenclature	10 hrs
Muscular System	15 hrs
Muscular Nomenclature	15 hrs
Nervous System	10 hrs
Endocrine glands & Hormones	5 hrs
Circulatory System	5 hrs
Respiratory System	5 hrs
Digestive System	5 hrs
Urinary System	5 hrs
Total course hours	90 hrs

Kinesiology 60 Hours

This course provides a focused study of kinesiology and the science of human movement

Total course Hours: 60hrs

Pathology 70 Hours

This course explores the common pathologies for each body system and the underlying causes for these conditions. Disease signs and systems, contraindications for massage, and injury will be covered subjects

Total course Hours 70hrs

Theory & Practice 260 Hours

These courses comprehensively cover the foundational Swedish massage strokes and their benefits to wellness and relaxation. Proper body mechanics and injury prevention for student practitioners and clients is a critical component of this training. Extensive hands-on experience provides students with the opportunity to develop a style of their own.

This sections includes:

History of Massage	5 hrs
Fundamental Massage Techniques (Swedish)	140 hrs
Massage Techniques Variations	50 hrs
Body Mechanics of the Massage Practitioner	20 hrs
Medical Treatments	10 hrs
Hydrotherapy	5 hrs
Health, Hygiene, Sanitation & Safety Standards	5 hrs
The Science of Body & Table Mechanics	15 hrs
Remedial Gymnastics	5 hrs
Asian Medicine	5 hrs
Total course hours	260 hrs

Students Clinic 55 Hours

Students will give 55 one-hour massages to the public in the student clinic.

Clinical/ Business Practices 55 Hours

These courses cover the professional tools and personal skills essential to a safe and successful massage practice.

Client Intake, Assessments, & Documentation	10 hrs
Adaptive Massage & Client Management Issues	15 hrs
Clinical Application of Massage Therapy	25 hrs
The business of Massage	5 hrs
Clinical/ Business Practice Total Course Hours	55 hrs

Professional Ethics 45 Hours

This course provides students with ethical boundaries to protect themselves and the public.

This section includes:

Professional Standards,Boundaries, & the Therapeutic Relationship	30 hrs
The Educated Heart	10 hrs
Health Equity	5 hrs
Total Course Hours	45 hrs

FACILITIES AND EQUIPMENT

Maidstone Massage is a single classroom school used for instruction, bodywork, and student clinic. Onsite waiting room, conference/exam room, men and women restrooms, and breakroom with refrigerator, microwave, and sink. Training equipment includes: 5 Massage Table and stools, 1 Massage Chair, 6-8 Bolster of various shapes, Table wedge,Massage Stones and various massage tools, Towel warmer, Heat and cold packs, Pillows and Towels, Projector, Videos, flash cards, Anatomy wall charts, Sheets, blankets, face-cradle covers, table warmers, fans, heaters, Oils, lotion, gels, and creams, Anatomical learning model: life-sized skeleton and removable bones and Music with speakers

There is parking available in a well-lit parking lot. The facility is in close proximity to public transit. This is an ADA accessible facility with handicapped ramps and lavatories, reasonable accommodation will be provided at the request of the student.

Student Maximum: Classroom Hours 10 Students to 1 Teacher ratio: 10:1

Student Clinic 6 Students to 1 Teacher ratio: 6:1

ADMISSION REQUIREMENTS

Applicants must complete and submit the following materials for consideration:

1. School Application Form:

A completed written application form must be submitted to the Admissions Office.

2. Oral Interview:

The applicant must attend an interview with a designated staff member to discuss career goals, program expectations, and readiness for professional training.

3. Application Fee:

A non-refundable \$150 application fee is required at the time of application. This fee will be applied toward tuition if the student enrolls but is non-refundable if the student withdraws or is dismissed from the program.

4. Professional Massage Experience:

The applicant must receive a professional massage and provide verification (receipt or signed statement) to demonstrate familiarity with the client experience.

5. Educational Documentation:

A copy of a high school diploma or GED certificate must be provided as proof of educational completion.

6. Financial Statement:

Applicants must submit a written financial statement outlining their plan for paying tuition and associated program costs.

7. Statement of Professional Goals:

A brief written statement must be submitted describing the applicant's professional goals, motivation for entering the massage therapy field, and expectations for training.

8. Class Deposit:

Upon acceptance, a \$600 class deposit is required to reserve a seat in the program. This deposit is applied toward tuition but is non-transferable.

9. Enrollment Contract:

The applicant must review and sign the official school Enrollment Contract prior to the first day of class.

NONDISCRIMINATION AND DISABILITY ACCOMMODATION POLICY

Maidstone Massage School encourages diversity and accepts applications from all minorities.

Maidstone Massage School does not discriminate 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. Maidstone Massage School acknowledges that information pertaining to an applicant's disability is voluntary and confidential and will be made on an individual basis. If this information is presented, Maidstone Massage School will reasonably attempt to provide accommodation to overcome the effects of the limitation of the qualified applicant. All inquiries about accommodation should be made to the admissions administrator upon registration of the program. To be qualified, an individual with a disability must meet the basic skills, education, training and other eligibility requirements of the relevant job or vocational program and must be able to perform the essential functions of the relevant job or vocational program, either with or without reasonable accommodation; employment and academic standards are the same for all individuals enrolled.

PROGRAMS OF INSTRUCTION

Program Name: Massage Therapy Licensing Program

Objectives: To prepare for students for a successful career in massage therapy and bodywork

Hours: 650

Credential Awarded: Massage Therapy certificate of completion

Licensure Required: Upon completion of 650 hours accredited massage therapy program students must take the WA State board exam to receive licensure.

**A clock hour is defined as a 60-minute block of time consisting of a minimum of 50 minutes of instruction with appropriate breaks.

** First Aid/ CPR Education must be obtained. Students are required to complete these courses outside school hours and prior to beginning clinicals.

TUITION AND FEES

Tuition: 9,900 tuition+\$860 tax (8.7%) = \$10760

Addition Fees not included in tuition

Text books:\$350-450

Linens(twin sheet sets, towels, blankets, etc.): \$50-100

Oils/gels/lotions: \$50-\$100

Massage Table and equipment: \$300-1,000

CPR/First Aid & HIV/AIDS Certification: \$85

Umbrella Insurance-(depends on coverage purchased) approx. \$240 yearly

Licensing Costs:

WA State Licensing application \$160+,

MBLEX exam: \$200

ATTENDANCE AND ACADEMIC POLICIES

Grading System/Standards of Progress

To ensure successful completion of the course and preparation for professional practice, students must meet the following minimum standards:

- **Grading Scale:**
 - A: 90-100%
 - B: 80-89%
 - C: 70-79%
 - F: Below 70% (Failing)
- **Minimum Passing Grade:** A minimum grade of **70% (C)** is required in this course to receive credit.
- **Quizzes and Exams:** Students must achieve a minimum average of **70%** on all quizzes and a minimum of **70%** on both the Midterm and Final Exams.
- **Case Study:** A total of 4 case studies consisting of 10 sixty-minute massages each

- **Student Clinic:** Student must complete 55 sixty minute-massages in the student clinic
- **Attendance:** Consistent attendance is crucial for understanding complex pathological concepts. Students are expected to attend all scheduled classes. Excessive absences may result in a failing grade or require make-up assignments.
- **Remediation Policy:** Students who fall below the minimum passing grade on quizzes or exams may be offered opportunities for remediation (e.g., re-takes, additional assignments) at the instructor's discretion and according to school policy. However, final grades are determined by overall performance.
- **Professional Conduct:** Adherence to the school's code of conduct and professional standards is expected throughout the course.

Student Evaluation Techniques: A test may be administered after each lesson to determine the amount of learning that has taken place. Test scores below *70 percent* are an indication that the necessary skills for entry into employment were not acquired. Administration may provide progress reports at predetermined intervals in the program. Students should make arrangements for additional practice, independent study, or tutoring, if needed. Grades and/or assessments will be provided to the students on a *weekly* basis with a final report and transcript provided at the completion of the program if the student is in good status. Other methods of evaluation may include oral quizzes, skill development tests, hands-on skill evaluation, and individual and group projects.

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 arrangements 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 70 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.

Attendance Requirements

Maidstone Massage School 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.

Make-up Work

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 may be required to complete the approved hours of the program(s). Without completing all the missed hours, the school may withhold the final certificate until the hours are completed. **What happens should a student not make up the hours or not within the timeframe provided?**

Tardiness

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

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

CODE OF CONDUCT, DISMISSAL, AND READMISSION

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.
8. Violation of published school policies.

Conditions for Dismissal

Students may be dismissed from school for the following reasons:

Not adhering to the school's rules, regulations, policies, and code of conduct.

1. Missing more than 20 percent of instruction time
2. Not maintaining the minimum grade point average
3. 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.

Student Grievance-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 students in writing of the appointment date on 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 appeal. The students 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

* Refund Policy applies to all withdrawals; unofficial withdrawals and withdrawals
* A full refund of all tuition money will be given if the applicant withdraws no later than the fifth business day after signing the contract or making an initial payment, provided that the applicant had not commenced training. **application fee (\$150) is non-refundable*

* If withdrawal occurs within one week or during the first 10% of the course, whichever is less the school may keep 10% of tuition cost.

* If withdrawal occurs more than one week or 10%, whichever is less, but less than 25%, the school may keep 25% of tuition cost

* If withdrawal occurs within 25%50% of program, the school may keep 50% of tuition cost

* If withdrawal occurs after 50% of program, the school may keep 100% of tuition

Refunds will be paid within thirty calendar days of the student's official date of termination.

WAC 490-105-130 compliant refund schedule

STUDENT RECORDS, EXTERNSHIP, AND PLACEMENT ASSISTANCE

Student Records

Student records will be maintained by the school for 50 years or until the school closes. If the school closes, whether voluntary or involuntary, educational records or transcripts will 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 to the school. Student records are available for review by the student at any time.

Externship Policy: Maidstone Massage School does not have Externships available

Placement Assistance: Maidstone Massage School does not currently offer placement assistance.

LICENSURE DISCLOSURE

This school is licensed under Chapter 28C.10 RCW.

Accredited by Washington State Department of Health and
Workforce Training and Education Coordinating Board

128 – 10th Avenue Southwest

Olympia, Washington 98501

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workforce@wtb.wa.gov

