

POLICIES AND PROCEDURES

The following are policies to which you agree to abide by when you book a session at James Rumsey Technical Institutes Massage Therapy Program.

Basic Clinic Policies:

Please observe good personal hygiene practices and arrive to your appointment as fresh as possible. There are no shower facilities.

Do not wear scents such as perfume or cologne as these can be irritating to fellow clients and/or to students.

Abstain from using drugs or alcohol prior to your session as these are contraindicated for massage (massage should NOT be performed).

Please turn off all cellphones and personal electronic devices. Do not keep your cell phone with you during the massage even if the ringer is turned off. No personal phone use within Berkeley County school buildings, must step outside to utilize.

Students are legally unable to accept tips from clients. Please refrain from tipping.

Clients are responsible for all personal belongings; JRTI assumes no liability for missing items.

Student massage sessions are intended to enhance and support classroom learning for our students. While we may be able to accommodate special technique or specific student requests, we cannot guarantee that such requests will be granted. However, please let the student know if you need more or less pressure, if you are hot or cold, if you need to use the rest room or have any other needs and we will try to accommodate them as best as possible.

The students will adding modalities throughout the year please ask each student therapist what they are able to offer the client on that visit.

Please fill out the intake form thoroughly upon arriving as some medical conditions may be exacerbated by massage therapy. If your student practitioner is unaware of a preexisting condition that may be contraindicated for massage, they cannot adjust their session to reduce the risk to your health. *Please note, we observe strict confidentiality of all client health information.*

We reserve the right to refuse service to any customer for violating any of the above or for any other reason deemed appropriate by management.

If you are aware of a health condition that would require a physician's release please access that form and have it filled out by your doctor and with you on your first visit. The students are unable to provide massage to the compromised client without the release.

James Rumsey Technical Institutes Massage Therapy Programs General Policies:

The massage services offered at the JRTI Student Clinic are strictly for therapeutic purposes. Any overtly sexual behavior, advances, or comments will result in an immediate termination of the session, a full charge for the session regardless of completion, blacklisting from attending future JRTI Massage Student Clinics and legal action if appropriate.

Massage is not a replacement for professional medical care! Massage therapy is intended to promote relaxation, reduce stress, and help to alleviate localized muscular tension. Massage therapists and massage therapy students are not able to diagnose, prescribe for or treat any medical conditions and are not capable of providing medical advice. All medical questions should be directed to your primary care provider.

Student massage therapists are assigned at the discretion of the Clinic Manager, prejudicial requests for a massage therapist of a specific gender, body type, age, race, etc. will be NOT accommodated under any circumstances.

Sorry but no clients under 18 years of age until the school system changes the policies we are unable to offer work on minors. If you are a minor and would like to receive bodywork please contact the instructor for professional contacts outside the learning environment.

Business Policies:

JRTI Massage Therapy Program observes a 24 hour cancellation/reschedule policy. This is common industry practice and can be done through the on-line scheduler. We are charging 5 dollars per 20 minute chair massage and 10 dollars per 50 minute table massage. If the client has access to a voucher number the session will not cost. The vouchers are given out at the instructors discretion and can be e-mailed to the prospective client once the proper forms have been filled out and e-mailed or dropped off at JRTI's front desk.

All employees of the Berkeley, Morgan, and Jefferson county school system are complimentary although we do accept donations to be deposited into the student clinic account. This money will go to aid student's educational process through professional organizations like HOSA, ABMP, and the AMTA national meetings and competitions. The student to receive top awards will have the National Licensure test paid for.

"No-shows" for appointments will be charged the total fee for their scheduled session and listed as such (No-Shower) and if the practice occurs twice, will qualify you for the do not reschedule list.

A valid voucher number is required to reserve an appointment and will be made available after through the completion of the proper forms and e-mailed to the instructor or dropped off at JRTI's front desk. After the first visit each client will be encouraged to take a new voucher for future appointments.

Our online scheduling system will send out an email confirming your scheduled session, if you do not receive the e-mail the appointment was not scheduled.

Student massage sessions are intended as a learning/teaching environment; as such it may be necessary for an instructor to enter the massage space to assist a student or provide instruction specific to your massage session. In the event that an instructor does need to enter the massage space, their presence would be announced.

In the event that your student massage therapist calls out sick, we will try our best to accommodate your session with another student. If we are unable to reschedule you with another student, we will contact you as soon as possible to assist in rescheduling your appointment for a future date.

Massage sessions will begin and end promptly at the scheduled times. I know that some of the staff members and other school employees will need special accommodations with time but each appointment is expected to meet at the agreed upon time. The session may need to be shortened to accommodate the school day.

Signature: _____ Date: _____