



MS 0016






THE LAUTERSTEIN-CONWAY
MASSAGE SCHOOL & CLINIC
www.TLCSCHOOL.COM

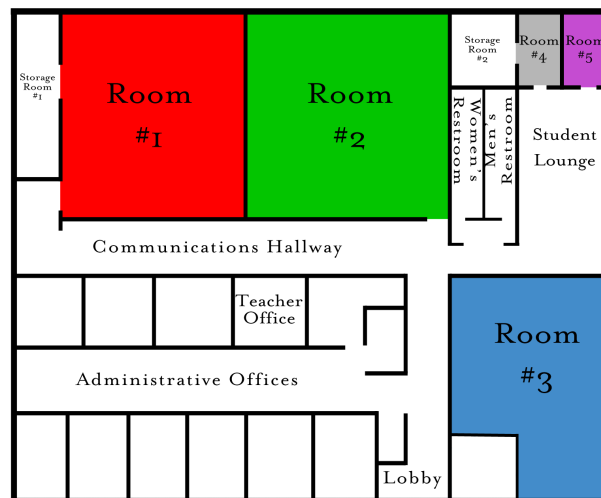
Welcome



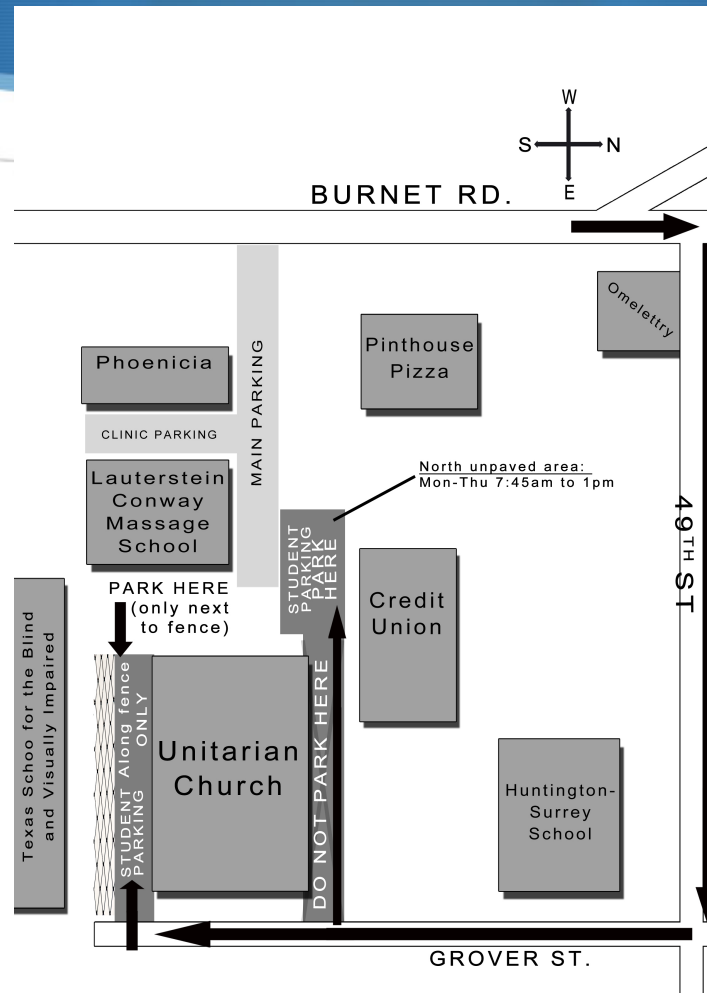
Getting around...

Calendar Legend

	Room 1
	Room 2
	Room 3
	Room 4
	Room 5



Parking



Founders & Co-Directors



Admissions & Scholarship



Financial Information



A Quick Reminder

- ◆ For those of you on a monthly payment plan, we want to remind you that if you make all of your payments on time during your training you will be eligible to receive your transcripts at the end of the training, and continue making payments.
- ◆ If even a single payment is late it will nullify that eligibility, per the agreement that you signed at enrollment, and will mean that you will not receive your transcript for a considerable length of time after you have completed the training.

A Quick Reminder

- Without a transcript you cannot get a license, which means you cannot get to work. So, please be committed to making every payment on time, and notify our bookkeeper (erict@tlcschool.com) immediately if you foresee any risk of missing a payment.

Student Administrator



Front Desk & School Store



Assignment Coordinator



Class Schedule-Your Schedule

Know where to be, when to be
and how to be.



What you can expect from us

- ◆ Please be sure to read this information in your packet and your student handbook After class and refer to it periodically as you move through the program.
- ◆ We are always open to feedback- Best way? Put it in writing. Concern/suggestion forms are kept in the information hallway. Or write a note/email.
- ◆ If there is an emergency, we will try to respond right away.

What you can expect from us

- ◆ We will be happy to meet with you in our offices if you make an appointment, by contacting the receptionist or us. Please do not enter the administrative area without checking with the receptionist first.
- ◆ Feel free to engage us in the public areas of the school at anytime, realizing that it is usually not possible to have an extended conversation with you at that moment, but we can get things started.

What you can expect from us

- ◆ We will be timely in regard to: Grading (usually within 2 weeks maximum) Progress reports (issued quarterly), and notifications of overdue payments.
- ◆ We will treat you with respect. We will be proactive regarding our boundaries if we feel you are not treating us with respect.
- ◆ We will maintain firm boundaries as part of your training in professionalism and as part of our running the school responsibly.

What you can expect from us

- ◆ If we are aware of a breach of conduct by any student, faculty or staff member, we will inform them in a confidential compassionate way within no more than 10 working days.
- ◆ We will do our best to deliver the high quality educational service to which we aspire.
- ◆ We will be honest if we make a mistake.

What We Expect From You

- ◆ **Attendance** - we encourage you to attend every class, if well and able.
 - ◆ Do not come if you have a fever or contagious condition. Missing an entire class constitutes an absence.
 - ◆ Maximum of 6 absences allowed during the first 250 hours and 4 in the next 200 hours.
 - ◆ Any class missed in the 500-Hour Program must be made up.

What We Expect From You

- ◆ **Punctuality** - we support your arriving 5 to 10 minutes early for class, being ready to begin on time, and returning promptly from breaks.
 - ◆ Tardy – arriving after the starting time of the class constitutes a tardy.
 - ◆ Maximum of 8 tardies allowed.
 - ◆ Arriving more than 10 minutes tardy, or leaving more than 10 minutes early necessitates a make-up of at least one hour.

Make Up Class

- ◆ Making up a class earns you credit for the hours missed but does not erase the absence. Missing more than 15% of your program (75 hours or roughly 16 classes) will result in your dismissal from the program regardless of time made up. Missed hours include class hours, PTS hours and Internship hours.
- ◆ **It is your responsibility to keep track of your absences and time needed to make up.**

Make Up Class

Please review the bulletin boards in the Student Communication Hallway for details about make-ups. The course calendars for current programs will be on the table and a list with dates of separate make up classes will be stapled to the board.



Make Up Class

- ◆ **Make-Up Class (\$10/hr or \$45 for a full class)**
- ◆ Make up classes are an open study hall (“one room schoolhouse”) for all students, in all programs. **Advance reservations are required. If you fail to cancel and do not attend, you will be charged \$35 as a no-show.**
- ◆ All make up fees will need to be made in full by the end of your enrollment agreement in order to receive your transcript.

What We Expect From You

- ◆ **Participation** - you learn best by giving and receiving message.
- ◆ If you can only give work but not receive it, one-half "NP" (not participating) is recorded. The same holds if you can only receive but not give work. If you can do neither, a full NP is recorded. After a total of 2 NPs each additional one recorded is considered an absence, which must be made up

What We Expect From You

- ◆ **Proactivity** in succeeding as a student, especially regarding:
- ◆ Absences: track your own absences and look ahead to when and how you can make them up. Sign up at least a week ahead of time for scheduled make up classes, or request to sit in with another section as early as you can. Late sign ups or requests to sit in with a class that is already full will most likely not be allowed.
- ◆ Assignments: keep track of what you have and have not turned in

What We Expect From You

- ◆ **Timeliness -**

- ◆ Assignments - receive full credit if turned in when due. If late, 20 points deducted up to 2 weeks.
- ◆ If you miss a class in which an assignment is due, turn it in at the next class you attend (write “absent on due date” along with the date you are turning it in and there will be no points deducted).
- ◆ Quizzes and Exams – if made up within 2 weeks when missed due to absence, there will be no points deducted.

What We Expect From You

- ◆ **Communication** - Make connections with us and your classmates.
- ◆ Let us know what is on your mind, ask for what you want in a clear and compassionate way.
- ◆ Be honest in your feedback regarding work you give or receive, as well as other in-class issues.

What We Expect From You

- ◆ Use of cell phones or cameras is not allowed in the classroom, clinic or bathrooms. If you have an emergency situation, let the instructor know and an exception can be made to set the device to vibrate. **If you use or your cell phone is on, rings or disturbs the class in any way without prior instructor notice, you will be asked to go home and make up the hours you will miss.**
- ◆ Computers may be used during class for note-taking only. The webcam feature must be blocked for confidentiality/privacy reasons.

What We Expect From You

- ◆ **Behavior** in class:
- ◆ Avoid the following: side-talking during class, sleeping in class, not following directions, eating in the classroom, dressing inappropriately (too skimpy or seductive).
- ◆ Feet must be covered at all times (unless receiving massage) with shoes or socks.
- ◆ **You will be sent home for any of these above classroom behaviors.**

What We Expect From You

- ◆ **Etiquette** on school grounds and act responsibly regarding:
- ◆ Smoking: outside only, avoid doorways, butts put in containers.
- ◆ Parking: follow directions regarding church parking (not available on Sundays), be respectful of nearby businesses and residential neighbors.
- ◆ Public space: help keep it clean, including doing your own dishes; be fully clothed outside classrooms.
- ◆ Dress: when outside the classroom, students must be fully clothed, including shoes.

Student Conduct- Be the Professional NOW!

- ◆ As a therapist, your commitment to your own mental, emotional and physical health, as well as that of your clients, is as important as your technical skills. Our student conduct policy is designed to support this commitment to your professionalism.
- ◆ The faculty and administration review students' progress regularly. If there are any reports of infringements of the student conduct policy, or other policies or procedures outlined in the handbook, these will be documented and the student will be informed in writing within one week.

Student Conduct- Be the Professional NOW!

- ◆ If, in our judgment, the infringement is serious enough, the student may be dismissed immediately. Otherwise, written notice will constitute a warning. A second incident may result in dismissal.
- ◆ Any behavior that, in the judgment of Lauterstein-Conway's administration, overly compromises the student's performance and/or upsets the classroom or school atmosphere may be grounds for warning or possible dismissal. Please see pages 15,16 & 17 of your student handbook.

What We Expect From You

- ◆ **Responsibility** regarding the energy of the class and school.
- ◆ The learning atmosphere is something you and all of us create together. Cultivate sensitivity in words and deeds, hold yourself accountable for your moods and emotions, and ask for support from classmates and staff when you want it.

What We Expect From You

- ◆ **Willingness** to respond constructively to change.
- ◆ Learning results in change of body, mind and spirit that can be stressful as well as empowering. Please cultivate compassion, curiosity and courage towards yourself and others here as you meet these positive challenges.

Social Media and Privacy



Student Resources/Special Needs/Testing

- ◆ For additional resources, study tips and videos you can visit our website at www.tlcschool.com and use the “Student/Faculty tab. Your password for access to this material is – TLCstudent
- ◆ If you have any special needs that you have a current diagnosis for allowing you to have special considerations for testing please see Mark or Alana to discuss it.
- ◆ Quick Tip For testing- try earplugs

Student Resources/Special Needs/Testing



Congratulations



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