



## Helen Woodward Animal Center's Equine Assisted Learning Program Policies

These policies are in place to ensure the safety of program participants, volunteers, equines, staff, and visitors. In addition to the policies listed below, the Center has a strict **5 miles per hour** speed limit on property for the safety of our pets and visitors. Repeated violations of the speed limit will result in exclusion from Center grounds. Please read these policies carefully, initial at the end of each section, and sign on the last page.

### Participant Fees and Payments:

- For current program fees, please contact program manager Courtney Mellor at CourtneyM@animalcenter.org.
- All payments for returning participants must be received by the **end of the second week** of the session. **If no payment has been received the student will not be able to participate until paid.**

**INITIALS**

### Enrollment and Attendance:

- The program requires a completed enrollment application as well as an evaluation to determine the suitability of the participant for these activities and for horse selection.
- This program is 9 weeks long. A participant is expected and required to arrive on time to each scheduled session.
- The program requires a **3 week notice** to be removed from the schedule without a cancellation fee. If 3 week notice is not provided there will be a \$90 fee.
- Participants are not automatically enrolled for the subsequent session. Instructor will communicate with participant at the end of each nine week session regarding enrollment in the following session.
- If a participant misses **2 lessons** without giving 24 hour advanced notice to the program the participant will be removed from the schedule and re-enrollment in the program may not be available. Additionally, no refund will be available.
- If a participant must take a medical leave, the program requires a written release and authorization from the participant's physician and/or mental health specialist before the participant can return to the program.
- If a participant must cancel their enrollment in the session for a medical reason a \$35.00 administrative fee will be applied prior to their refund.
- Parents/guardians must remain in the immediate area during the scheduled session for any participant that is not emancipated.

**INITIALS**

### **Missed Lesson Policy:**

- The Program requires a 24 hour notice for cancellations for the purpose of staff and volunteer scheduling.
- This Program runs at full capacity with limited resources. Due to this, make up sessions cannot be accommodated.
- In the case of inclement weather conditions (rain, high wind, heat, etc.) the session may be re-located to an alternate location on center property.

**INITIALS**

### **Participant and Guest Attire:**

- For everyone's safety, all visitors and participants **must** wear closed toed shoes. Visitors in open toed shoes may go straight to the Viewing Area, but may not approach any equine.
- Boots with a hard sole and a ¼ inch heel are recommended for all participants but are not required. Program staff determines the appropriateness of all footwear.
- It is highly recommended that all participants wear long pants.
- If a helmet is required or desired, an ASTM/SEI approved helmet will be available for use or you may bring your own as long as the program manager approves its use. The helmet must be worn within the guidelines of PATH International (Intl.) Standards. Please let program staff know if you would like an explanation of these guidelines.

**INITIALS**

### **Activity & Workload Limits**

- Activities and workload limits are individually set by the program manager for each horse in the Program.
- Horse selection is determined by many factors. At the sole determination of program staff the most appropriate horses(s) will be matched with a participant.

**INITIALS**

## **Participant Dismissal**

- The program has a **strict** “no aggression” policy for the safety of the instructors, volunteers, participants, and horses. In cases of aggression and/or violence, the participant may be dismissed at the first incident. However, at the discretion of the program manager, two warnings may be given depending on the severity of the incident. At the third incident, the participant will be dismissed from the program.
- In accordance with ADA laws and PATH Intl. Precautions and Contraindication standards, a participant may be asked to leave the program if it is determined that the program activity inappropriate for the participant.
- A participant **will** be dismissed from the program if it is determined that the risk for injury to the participant exceeds the potential for benefits.
- Violation of any of these policies by the participant or by the participant’s family member(s), guest(s), or visitor(s) **will** result in the dismissal of the participant from the program.
- As detailed above, each horse in the program has an individually set activity and workload limit.
- For the safety of the instructors, volunteers, students, and horses, participants must follow all program guidelines, safety precautions and the directions of Center staff.
- In summary, reasons for dismissal include, without limitation, the following:  
recommendation from consulting medical provider or therapist, incidence of aggression and/or violence, behavior that endangers self or others, disregard for Center or PATH Intl. policies, disrespect to others, or inability to provide a horse appropriate for a participant.

**INITIALS**

By signing below I acknowledge that I have read and understand the above policies.

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Participant Name (if different from signor)**

\_\_\_\_\_  
**Relationship to Participant (if signed by someone other than participant)**