



Therapeutic Riding 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.

Student Fees and Payments:

- Our program will conduct 5 9-week sessions per year; there is one week break between each session. Fees per session will be \$360. Students starting mid-session will be pro-rated at \$40 per lesson.
- All payments for returning students 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 ride until paid.**
- The average therapeutic riding lesson costs over \$150 to provide. Thanks to the generosity of our donors, we are able to offer lessons at the highly subsidized rate of \$40 per lesson. For those still in need of assistance, scholarships are awarded when funds are available for those that prove financial need. There is a separate scholarship application process that must be completed to be considered. Scholarships are awarded once per year and last 12 months. Any mid-year requests are reviewed by the Scholarship Committee if funds are available.
- Initial evaluations must be paid for at the time of service including costs associated with a physical or occupational therapist if deemed necessary for the student's evaluation. Evaluations are \$60. When program staff determines a therapist is needed for an evaluation, an additional fee may incur.

INITIALS

Enrollment and Attendance:

- 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 automatically enrolled for the subsequent session if no notice is provided.
- If a participant misses 3 consecutive lessons with no notice they will be removed from the schedule and no refund will be available.

- If a participant must take a medical leave, the program requires a written release from the physician before that participant can return.
- If a participant must cancel their participation 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 lesson for any participant that is not emancipated.
- Annual update forms, provided by program staff, must be filled out and return by applicants in order to remain enrolled in the program.

INITIALS

Missed Lesson Policy:

- The program requests a 24 hour notice for cancellations for the purpose of volunteer scheduling.
- This program runs at full capacity. Due to this, make ups cannot be accommodated.
- No make ups, refunds or credits will be applied for any missed lessons.
- In the case of inclement conditions (rain, high wind, heat, etc.) and mounted lessons cannot safely be performed, a horsemanship lesson will replace the mounted lesson. These lessons focus on the bond with the horse and cover topics including but not limited to grooming, handling, feeding, body parts, tack parts, medical treatments, and helpful exercises. If a participant chooses not to attend a horsemanship lesson no make-up, refund or credit will be provided.

INITIALS

Participant and Guest Attire:

- For everyone's safety, all visitors to the program 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 riders, and required for participants that trot and canter independently (as determined by instructors). All riders are required to wear shoes that have a closed toe, closed heel and are secure to foot (no Crocs, sandals, etc). Program staff determines the appropriateness of all footwear.
- It is highly recommended that all participants wear long pants to prevent chaffing and pinching.
- An ASTM/SEI approved helmet is required for any activities around the horses. This includes barn activities as well as riding. Students are highly encouraged to purchase their own ASTM/SEI helmets, however in some circumstances the Center may be able to provide one. The helmet must be worn within the guidelines of PATH International (Intl.) Standards. We would be happy to explain these guidelines if you have questions.

INITIALS

Weight & Workload Limits:

- Weight and workload limits are individually set for each equine in the program. Workload factors include, but are not limited to, weight, balance, and level of independence of the rider and the length of lessons. No equine in the program has a weight limit higher than **225 lbs.**
- Equine selection is determined by many factors. The most appropriate equine will be matched to the rider by program staff.

INITIALS

Participant Dismissal:

- As detailed above, each horse in the program has an individually set weight and workload limit. For the safety of the instructors, volunteers, students, and horses, participants whom staff is unable to match with an appropriate equine are not able to participate in mounted lessons. However, horsemanship lessons may be provided for such individuals if appropriate.
- The program has a strict “no aggression” policy for the safety of the instructors, volunteers, students, and horses. In cases of aggression and/or violence, the participant may be dismissed at the first incident. However, at the discretion of program staff, 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 Int’l. Precautions and Contraindication standards, a participant may be asked to leave the therapeutic riding program if deemed inappropriate for therapeutic riding.
- A participant will be dismissed from the program if it is determined that the risk for injury exceeds the potential for benefits.
- Violation of any of these policies by the participant or by their family members, guests, or visitors will result in the dismissal of the student from the program.
- In summary, reasons for dismissal include but are not limited to: recommendation from consulting doctor or therapist, incidence of aggression and/or violence, behavior that endangers self or others, disregard for Center or PATH Intl. policies, disrespect to others, inability to provide an equine appropriate for said participant, recommendation from instructor that participant is appropriate for a mainstream riding facility.

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)