

Special Equestrians

2800 Street Rd.

P.O. Box 1001

Warrington, PA 18976

Phone: (215) 918-1001 Fax: (215) 918-9080

www.specialequestrians.org E-mail: specialeques@verizon.net

Participant Policies and Procedures

Listed below are policies and procedures for our riders. Some of our policies have changed, **please read this form in its entirety then sign and return the last page to the office.**

Rider limitations

Special Equestrians offers therapeutic horseback riding and provides service to adults and children 4 years and older, if participating in Hippotherapy, students may be 2 to 4 years of age. Due to the nature of the horses work, Special Equestrians has a weight limit of 180 lbs. or less for ambulatory persons please see attached height and weight chart. Weight limitations may differ for persons requiring a full transfer and will be at the discretion of the instructor. Certain conditions require additional precautions to be taken when on or around horses and some conditions are contraindications to riding. Horseback riding may not be a suitable recreational activity for certain individuals. Most activities have some type of precautions and contraindications for participation and horse riding is no exception. Behavioral issues that may cause harm to the animals, instructors, volunteers or place the participant in a dangerous situation cannot be tolerated, individuals who have spinal curvatures or stabilization devices that are unable to accommodate the movement of the horse, or those who lack neck and trunk control to name a few may not be suitable participants.

Clothing

Riders must wear long pants such as riding breeches, jeans or leggings to prevent chafing of legs. Riders may not ride in shorts or skirts. Please also avoid slick athletic pants and swishy snow pants and jackets. Riders may not ride in sandals, Teva's, clogs, or slip-ons. No dangling jewelry. Shoes or boots with a rounded toe and small heel are the safest form of footwear. Safety helmets that meet ASTM-SEI requirements are required to be worn by all riders and will be provided for you.

Cancellation Policy

It is difficult to re-schedule both horses and volunteers at short notice. If you know in advance that you have prior commitments and will be unable to attend a class, please advise us as soon as possible by calling the office at (215) 918-1001.

Participants who are a "no-show" and participants that cancel within 2 hours of the scheduled lesson time will forfeit the lesson cost and do not receive a make-up. Three "no-shows" or late cancellations in a session will result in consideration of dismissal from the session and the participant will be put on the waiting list. Clients who arrive more than 15 minutes late for their lesson will not be able to ride. If the schedule allows for a later lesson to be held, that is at the discretion of the instructor. If the participant must pre cancel, two make-up classes will be allowed during the time frame of August 28, 2007 – August 16, 2008

Participants who must cancel remaining classes due to extreme medical situations may receive a credit for the next session minus an instructor's fee of \$10.00 per lesson. In the event that a participant must vacate their scheduled riding time, Special Equestrians will make every

attempt to fill the vacated slot. If that is not possible, the responsible party will be financially responsible for the remaining lessons in the session at \$10.00 per lesson. There will be a one-week period at the end of each session designated for make-ups.

Inclement Weather

Please do not assume that classes will be cancelled due to bad weather. For some riders, it may mean that a stable management/horse care class will take place in the barn. Winter classes will be cancelled if the wind chill reaches 20 degrees and below. Summer classes will be cancelled if the heat index reaches 95 or higher.

Cancellations by Special Equestrians because of weather will be credited if a make-up is not possible. Cancellations by Special Equestrians instructors will be made up.

Special Equestrians reserves the right to reschedule, cancel and amend classes and the operating calendar at any time

Safety Rules

- Your safety and well-being is our most important concern. All forms will need to be updated on an annual basis. **Cancellation will result if participants forms are not returned to Special Equestrians by the specified due date.** Should the physical condition of the rider change at any time, Special Equestrians should be notified immediately and a new Physician Release Form must be completed. (Please note that Physical Therapy and Occupational Therapy forms may not apply to each applicant.)
- Participants that display behaviors that are abusive and/or disruptive in manner to other participants, horses, staff or volunteers will not be allowed to participate for the safety of everyone involved.
- Please do not hand feed the horses. All treats will be given to the horses at the end of the day.
- In order to comply with NARHA standards only riders and volunteers will be allowed in the barn area during classes. Parents and other spectators are asked to watch from the observation room until students are finished with their class. For the safety of our riders please stay off of the mounting ramps and out of mounting ramp area.
- No dogs are allowed on property
- Participants must wear close-toed shoes. If a rider arrives wearing inappropriate shoes he/she will not be able to ride.

We strive to make this a fun, learning, safe experience for everyone. Please do not hesitate to call the office with any questions you may have.

Ways to Help

Parents are always encouraged to offer their support by volunteering during the rider's lesson time. There are many ways to help, if interested please contact the office.

PLEASE SIGN AND RETURN THIS PAGE

Payment Policy

Payment is due by the beginning of each session; we accept Visa, MasterCard, and American Express or by check. *If your balance becomes 15 days past due the rider will be unable to participate until balances are cleared or other arrangements have been made. Annual update of medical information not returned by the due date also will prevent the rider from participating.*

Please do not give your payments directly to the instructor; there is a drop box to the left of the observation room door.

___ Billing (**this is only applicable if the client is with a Residential or Outpatient rehabilitation service**)

___ We are unable to meet this payment schedule and wish to obtain information about applying for financial assistance.

___ Credit Card: ___ Visa ___ MasterCard ___ American Express
Exp. Date _____ Card# _____

___ We will pay by check

There are a limited number of Ann Irwin scholarships available to riders in need of financial support. Please contact the office for further information.

By signing below I agree that I have read and understand the above written policies and procedures. I assume financial responsibility for the services the participant will receive at Special Equestrians.

Participants Name: _____
Please print

Signature: _____ Date: _____
Rider, Parent or Legal Guardian over 21 and legally competent

I am interested in the following sessions:

FALL ___ WINTER ___ SPRING ___ SUMMER ___

___ Yes, I am interested in volunteering

