

Lutherlyn Equestrian Center

Therapeutic Riding Program

Information and Policies

Welcome to Lutherlyn Equestrian Center's Therapeutic Riding Program (LTR). We strive to bring quality therapeutic riding services to the Butler area to serve individuals with a variety of special needs. Our policies are in place to ensure a safe environment for our students, our staff, our volunteers, and our horses. Below you will find a list of the programs we offer, as well as our policies. Please read these carefully, sign and return the last page with your application.

Programs Offered

Group Lessons: With group lessons we can serve a large number of individuals in a relatively short amount of time. It also gives us the opportunity to make riding a social experience to be enjoyed with a group of peers. While group lessons will teach horsemanship and riding skills, we will also emphasize social interaction and teamwork. Riders in group lessons will generally have a horse leader and 1 or 2 side-walkers as needed to ensure their comfort and safety. The group lesson is a high energy, fun way to get all the benefits of Therapeutic Riding. Group lessons will be divided by age and skill level whenever possible to keep planned activities fun and appropriate, however, adaptations can always be made to accommodate rider's needs within a group activity. Groups may be combined if there is a lack of participation in a particular session. Group lessons are offered in 4 week sessions. Sessions are \$180 (\$45/lesson) and are to be paid in full prior to the start of the session. Payments can be made online or in the Equestrian Center Office. Efforts will be made to accommodate missed lessons if the instructor is notified in advance (see Cancellation Policy), but no refunds will be made for lessons that are not made up. Please contact the instructor prior to signing up if more than one lesson will be missed within one session.

Private Lessons: Private lessons are available to those seeking more individualized attention from the instructor. Advancing riders can further their knowledge and independence in the saddle while fine-tuning their skills. Riders who require more assistance or a quieter atmosphere may find private lessons preferable as the instructor is able to work closely with the rider, horse leader, and side-walkers to provide the most beneficial and therapeutic experience. Private lessons may be scheduled during day or evening times, however, some lead-time may be required if multiple volunteers will be needed for assisting the rider. Private lessons may be scheduled in for 30 or 60 minutes. 30 minute lessons will cover ground work or riding time only but will not consist of both. 60 minute lessons will consist of time spent grooming and/or tacking and time on the horse. 30 minute lessons are \$25 and 60 minute lessons are \$50. Payment is to be made at time of service at the Equestrian Center office, or pre-paid packages can be purchased online prior to lessons.

Semi-Private Lessons: Semi-Private lessons consist of 2-3 riders of similar skill level. They offer a unique mix of the fun of a group lesson with the attention of a private lesson. Riders will develop their horsemanship and riding skills while being able to enjoy horseback games and social interaction with their peers. Semi-private lessons may be scheduled during day or evening times, however, some lead-time may be required if multiple volunteers will be needed for assisting the riders. Semi-private lessons are \$35 for 60 minutes and will consist of time spent grooming, tacking, and riding. Payment is to be made at time of service at the Equestrian Center office, or pre-paid packages can be purchased online prior to lessons.

Policies

Scheduling and Cancellation Policy

At Lutherlyn we know that the benefits of TR are maximized if riding is done on a consistent basis. We work hard to ensure enough time and volunteers are available for each lesson. We ask our riders to be consistent in attendance and on time to classes. Our scheduling and cancellation policies are as follows:

Cancellation Policy: Please contact the instructor as soon as possible with any cancellations or rescheduling requests. It is our policy that all cancellations must be made at least 24 hours prior to your lesson. This ensures us enough time to contact volunteers and alert them of the change. Cancellations within 24 hours will incur a \$25 fee. No-shows will incur a fee of the entire lesson price, or forfeit the money pre-paid for a lesson. Emergency situations will be considered on a case-by-case basis. We will do our best to accommodate short notice rescheduling but no guarantees are made.

Make-up Lessons: If you must cancel your lesson for whatever reason, we will do our best to accommodate a make-up lesson if possible. However, this is not a guaranteed service.

Private and Semi-private Lessons- If volunteers are needed, please resume regular lesson days/times the following week or as agreed upon with the instructor and volunteers. If no volunteers are needed you may try to add a make-up lesson at a day and time convenient to the instructor's schedule.

Group Lessons- if you must miss one of the group lessons within your session, we will try our best to fit you into another group lesson in the same or following session. If this cannot be achieved, we may offer an alternative option if the schedule and volunteer availability allows, however, this is not guaranteed. If you know you will miss 2 or more lessons within a riding session, please talk with the instructor BEFORE signing up for that session. Sessions are to be paid in full and no refunds will be given for missed lessons. Make-up lessons will not be offered for no-shows without evidence of an emergency situation.

Tardiness: If you are running late to your lesson, please contact your instructor ASAP. Your lesson may be shortened to allow the daily schedule to run on time. The instructor may cancel the lesson at his or her discretion if you are more than 20 minutes late without notifying them. If this happens you may be charged a no-show fee or forfeit payment made for that lesson.

Frequent Cancellations: After 3 or more cancellations or 2 or more no-shows within a 10 week period, the instructor may (at his/her discretion) discontinue lessons and your time slot may be given to another student. If you are receiving a scholarship through Lutherlyn's scholarship funds, any remaining monies or lessons will become forfeit at this time. You may opt to be put on a waiting list and reapply for scholarship funding.

Weather Policy

Lutherlyn offers a fantastic all-weather indoor riding arena, however, in the case of severe weather we may still cancel lessons for the safety of our horses and riders.

Heat: If the heat index is above 95° lessons will be canceled or postponed

Cold: If the temperature or wind-chill is less than 20° lessons will be canceled or postponed

Severe Storms: If severe storms make riding unsafe, lessons may be canceled or adjusted

Snow/Ice- If snow or ice makes roads unsafe, lessons may be canceled or postponed

The instructor will make every effort to notify all participants of weather related cancellations or adjustments as soon as possible. However, due to the nature and unpredictability of weather, there is always a possibility of last minute change. If weather becomes severe during a lesson and riding becomes unsafe, students will be dismounted. We will provide ground-based activities for the duration of the lesson time. If storms move in just prior to a lesson, lesson plans may be adjusted to ground-based activities to ensure everyone's safety. Please check with the instructor if weather cancellations are suspected.

Rescheduling- If group lessons are cancelled due to weather, a make-up date will be decided. If you cannot attend the make-up date please contact the instructor to arrange an alternative lesson.

We understand that not everyone can tolerate the same levels of heat and cold. Please inform the instructor of any heat or cold tolerance issues at the beginning of each session or season, and be sure to communicate concerns of upcoming weather in a timely manner to avoid cancellation or no-show fees.

Dress Code

All participants are required to wear closed-toed, hard-soled shoes. Riding or hiking boots are recommended. Absolutely NO sandals, flip-flops, Crocs, or canvas shoes will be allowed. A selection of riding boots is available in the Equestrian Center office if you do not have appropriate shoes to wear. Parents or guests are advised to also wear appropriate shoes if you would like to pet or be near the horses.

Helmets MUST be worn at ALL TIMES when around the horses. Lutherlyn Equestrian Center will provide helmets to those who do not have their own. If bringing your own helmet to use in the program, it must be ASTM-SEI certified for horseback riding, manufactured within the last five years, and its fit approved by the instructor.

Participants must wear long pants for riding activities. Riding pants, stretch pants, or sweat pants are recommended for ease of movement. Well-fitting jeans with a belt are fine, but loose or sagging jeans may hinder the rider's ability to freely move their legs.

Jewelry- Please refrain from wearing dangly jewelry, especially earrings and necklaces.

Weight Limits and Restrictions

At Lutherlyn we try to accommodate as many students as possible. However, due to the nature of therapeutic horseback riding and the parties involved (both human and equine) it is necessary for us to have certain restrictions to ensure the safety of everyone involved.

Weight Limit: There is a weight limit of 175 pounds for all riders. However, lesser limits may be set depending on the physical ability or limitations of a rider and the horse's ability to carry them. This helps ensure our horses can have a long and pain-free career with our program. This limit may change if we obtain or release horses from our program.

Non-Weight Bearing Individuals: If an individual cannot bear all of his or her weight on their own two feet (stand on their own with only balancing assistance), a weight limit of 75-100 pounds will be implemented. This is for the safety of the instructors and mounting team.

Safety Limitations: It is our job to ensure safety at all times on and around the horses at Lutherlyn. Activities, including riding, may be limited at any time by the instructor if they become unsafe for the student, instructor, volunteers, or horses. It is up to the instructor to determine whether therapeutic riding is safe for a participant, and they may adjust or discontinue activities or lessons at any time if they feel safety is compromised.

Rules and Safety Policy

All participants, parents, and guests are required to abide by the rules of the facility and program to ensure the safety of all involved. Individuals not following the rules and posing a risk to others may be removed from the arena or asked to leave the property. Riders who are not following instructions or whose behavior is non-compliant may be removed from the horse and/or arena until they have regained composure and are able to safely participate.

- 1) Follow all instructions given by the Instructor, Assistant Instructor, or Equine Program Director
- 2) Riders should stay with a greeter or side-walker at all times until mounted
- 3) Parents and guests must stay in a designated viewing area; parents and guests are not allowed in the arena with students unless special arrangements are made with the instructor
- 4) Riders, parents, and guests are not permitted inside the barn unless accompanied by a volunteer and given permission by the instructor or Equine Program Director
- 5) Appropriate clothing, footwear, and helmet must be worn around the horses
- 6) No running or playing around the barn or arena unless in an instructor supervised activity

Privacy Policy

Because of the nature of Therapeutic Riding programs, personal, medical, or other private information may be given to volunteers or staff on a need-to-know basis to ensure that all precautions, safety measures, and awareness are heeded. At times, participants may also become aware of the personal information of others through observation. It is expected that all parties involved will keep any personal, medical, financial, or other private information confidential.

Lutherlyn Therapeutic Riding Policy Acknowledgement and Consent

I, _____, on behalf of _____, acknowledge that I have read the policies associated with the Therapeutic Riding program at Lutherlyn Equestrian Center and agree to comply or incur any penalties outlined in them.

☐ Cancellation Policy- I agree to give the instructor at least 24 hours notice of cancellation or pay: a) \$25 cancellation fee, b) full-lesson price no-show fee, c) forfeit pre-payment for group lesson

☐ Make-up/Rescheduling- I have read and understand that Lutherlyn will try to accommodate make-up or rescheduled lessons but that these are not guaranteed.

☐ Weather Policy- I acknowledge that there may be cancellations due to weather and the instructors will do their best to notify me as soon as possible. I understand that for safety reasons, lessons plans may be changed to ground-based activities in the event of severe storms or weather changes.

☐ Dress Code- I have read and understand that the dress code is in place for rider safety and will wear appropriate clothing including pants, shoes, and helmet. I understand that if I bring a helmet that does not meet the specifications outlined in the policy I will be asked to use one of the program's helmets

☐ Weight limits and Safety Restrictions- I understand that certain restrictions are in place to ensure the safety of the riders, instructors, volunteers, and horses.

☐ Rules and Safety Policy- I have read and agree to follow the rules. I understand I/the rider may be asked to leave the arena or property if the rules are not being followed and the behavior is putting the safety of others at risk.

☐ Privacy Policy- I understand that private information may be given to volunteers and staff as needed to ensure safety. I agree to allow my/my rider's information to be given to those as needed. I also agree not to share any confidential information that I may hear with others.