

HORSES & HORIZONS THERAPEUTIC LEARNING CENTER, INC. PARTICIPANT'S GUIDE

Welcome to Horses & Horizons Therapeutic Learning Center, Inc.! This guide has been prepared in order to make the time you/your rider spends with us a safe and pleasant experience for all.

1. **Please call us as soon as possible (570-386-5679) if you/ your child is unable to attend a lesson.** We cannot accommodate riders with repeated unreported absences.
2. Please be at the farm 10 minutes before riding time.
3. Riders should wear comfortable, sturdy clothing and appropriate outerwear for changing weather conditions. They will need jackets and gloves for cool spring and fall evenings. **Riders must wear pants even in the hot weather to prevent sores on their legs, which can be caused by the stirrup leathers.**

SAFETY IS OUR PRIMARY CONCERN

- **For safety reasons, boots or tie shoes with a low heel must be worn unless contraindicated because of braces or other physical reasons.** Sturdy ankle-high riding boots are available for a \$20. annual rental fee.
- We supply safety helmets, which **must** be worn by all riders.
- **No child is to be in the stabling or riding areas unless he or she is accompanied by H.H.T.L.C. staff (instructors or senior volunteers).**
- **No one is permitted in the horse fields without H.H.T.L.C. staff.**
- **Only riders and H.H.T.L.C. volunteers are allowed in the riding arenas before and after lessons.** We ask that others wait outside the riding ring. Relatives and caregivers are welcome to sit in the picnic pavilion for outdoor lessons or in the classroom for lessons that are held in the indoor riding arena.
- **Our insurance only covers children who are enrolled in the riding program. Please do not ask us to let your other children ride.** There are toys and games available for them in the picnic pavilion and the classroom. We ask only that they use them with care and return them where they found them before they leave.

Please make a point of letting us know if there has been a change in or complications from yours/your rider's medication.

Please feel free to discuss the program with the instructor privately after class or during non- lesson hours.

VOLUNTEERING

We sometimes find it necessary to enlist the help of parents or caregivers in the lessons, if we have a shortage of volunteers. For this reason, we strongly urge all able-bodied parents and caregivers to attend our Volunteer Training Sessions, which are held before the start of each session. Please consult your copy of the H.H.T.L.C. Planning Calendar for this year's dates.

FUNDRAISING

The nominal fees charged for lessons do not begin to cover the costs of operating a quality therapeutic riding program, even though we are staffed entirely by volunteers. For this reason, it is necessary for us to hold fund raising events such as basket bingo, candy sales, a raffle, a membership drive, our Annual Walk-A-Thon, and so on. We ask your help in making these fund raisers a success. Also, we welcome suggestions for fund raising activities and volunteers to organize them. Those who have been involved with our program in the past know that H.H.T.L.C.'s success truly is a group effort.



LESSON RULES

In the interest of improving H.H.T.L.C.'s therapeutic riding lessons, we have found it necessary to instate the following rules:

1. No rider may be left at Helping Horse Farm (home of Horses & Horizons) for lessons unattended. A parent/caregiver must remain on the premises during the rider's lesson and take responsibility for the rider when he/she is finished with their lesson. We need you to be available in case of an unforeseen health problem, or if the rider's lesson should end early due to a behavior, horse, or weather problem.
2. Instructors must be informed of anticipated lateness, absence, or any other change in a rider's schedule. If a rider is more than 10 minutes late for a lesson, and you have not notified the instructor, the horse will be put away, and the volunteers either will be given other assignments or be sent home.
3. If tuition is not paid by the 2nd lesson of a session, a rider will not be allowed to ride until payment has been received, or until arrangements for payment have been made with H.H.T.L.C.'s treasurer.
4. If a rider acts out during a lesson, he or she will be taken off the horse and sent home. This includes, but is not limited to, hysteria, screaming, cursing, willful and sustained refusal to perform a requested task, or repeated pinching, biting, kicking, punching, hitting, or hair pulling directed at their horse or their helper(s).
5. In an effort to promote a safe environment and reduce distractions, parents, siblings, and guests must wait in a designated area. For the outdoor arena, these include the picnic pavilion, the parking area, and your car. For the indoor arena, designated areas are the classroom/viewing area, the parking area, and your car. We must ask that you stay clear of the entrance way to the arena.
6. If we must cancel a lesson(s) due to thunderstorms, or a situation beyond our control, we reserve the right to either schedule a make-up lesson or refund the cost of the lesson(s). Due to the tightness of our lesson schedules and volunteer availability, we are otherwise unable to arrange for a make-up lesson if your rider must miss a lesson. Tuition paid reserves the rider's spot in our lesson schedule, so no money will be refunded if a rider misses a lesson, except in the case of unexpected surgery or an extended illness or injury.
7. In the past, we have allowed our riders to bring carrots and apples to give the horses after their lesson. However, the horses are so eager for the treats that it sometimes has been disruptive and has even resulted in some safety issues. You may still bring carrots or apples for the horses, but we will save them, and give them to the horses after all lessons are finished for the evening.