

###### STUDENT HANDBOOK

**2021**

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*EquiCenter’s purpose is to foster the personal growth and individual achievement of people with disabilities, veterans, at-risk youth and their families using a wide range of therapeutic equestrian activities.*

Welcome to the EquiCenter! The purpose of this handbook is to share with you our policies and procedures. In it you will find a current class schedule, contact numbers, attire requirements, and general rules.

Throughout the year, there are needs for updates and changes. We ask that you visit our website, [www.equicenterny.org](http://www.equicenterny.org), for any current or anticipated changes that occur.

We ask that you help to make this our best year yet. Help us in being an active part of the EquiCenter’s growth by becoming volunteers. Our greatest need is for direct support in lessons but we have many other opportunities in our not-for-profit organization such as help with facilities, administration, special events or operational needs. Please contact our volunteer coordinator if you are interested.

**EquiCenter Contact Information**

**Barn Phone = 585-624-7777 Fax = 585-624-7772 General Email = Info@equicenterny.org**

**Director of Finance**

Tracy Zoellick: TZoellick@equicenterny.org 585-624-7772

**Program Manager**

Lindsay Alberts**:** LAlberts@equicenterny.org 585-624-7777

**Horsemanship Manager**

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**Volunteer Manager**

Debi Houliares: DHouliares@equicenterny.org 585-624-7772

**Director of Equine Programming**

Steve Stevens: SStevens@equicenterny.org 585-624-7772

**Director of Operations**

Chad VanGorder: CVangorder@equicenterny.org 585-624-7772

 **PATH Certified Instructors**

Lindsay Alberts (Mentor): LAlberts@equicenterny.org

Debi Houliares (Mentor, ESMHL): DHouliares@equicenterny.org

Sara McLaughlin (Mentor): SMcLaughlin@equicenterny.org

Caitlin Trabert: CTrabert@equicenterny.org

Courtney Thompson (ESMHL): CThompson@equicenterny.org

Joan Maher: JMaher@equicenterny.org

Julie Moretti: JMoretti@equicenterny.org

**All of our instructors hold a PATH certification.**

**(Professional Association of Therapeutic Horsemanship International)**

**For more information on PATH please visit their website at www.pathintl.org**

***Cancellation Policy***

* Therapeutic riding lessons may be changed to non-mounted horsemanship lessons when the temperature is above 90 degrees or “feels like” over 95 degrees AND when the temperature is below 15 degrees or feels like less than 0 degrees**.**
* If local schools (i.e. Pittsford-Mendon, HF-L, Victor) are closed due to weather, lessons will also be cancelled. If the weather is borderline contact us at 585-624-7777.
* If EquiCenter cancels your lesson you will be issued a credit. This credit must be used within the year.
* Due to the demands of the schedule, make-up lessons are not possible.
* No monetary refunds or credits are given for missed lessons.
* Please call if you cannot make your scheduled time as soon as possible (24 hours is ideal) so that we do not have horses, volunteers & instructors waiting for you.
* Two “no calls” or “no shows” in a session may result in you being asked to forfeit your spot to someone on the waiting list.

***Attire***

* All students will wear approved ASTM safety helmets while mounted or when working around the horses. We have a selection available for you to borrow while riding or you may purchase your own at any local Country max store or online at [www.doversaddlery.com](http://www.doversaddlery.com), [www.statelinetack.com](http://www.statelinetack.com) or [www.freedomriders.com](http://www.freedomriders.com). Helmets must be purchased within 5 years due to PATH regulations.
* Wear appropriate closed toe shoes. Boots with low heel and smooth sole are required for all students who use stirrups.
* Long pants are required. Stretch pants or breeches are most comfortable.
* In cold weather, wear layers and make sure student has gloves that will enable them to grip the reins. If rider does not utilize reins, mittens are appropriate.
* In hot weather wear “breathable” clothing to avoid overheating. Sunscreen and a cold drink may also be a good idea!

***Safety Rules***

* Do not leave children unattended.
* While students are mounted a parent or guardian must remain on site for the entire lesson. No exceptions.
* Do not allow children to run or play loudly. **Keep children off the mounting ramp.**
* Please leave the viewing area in an orderly manner. If toys are used please put them away.
* Do not visit the horses without permission and supervision.
* No hand feeding horses.
* **EquiCenter is a non-smoking facility. Smoking is only permitted in your personal vehicle in the big parking lot. Take all butts with you – no littering.**
* Your family members and friends are encouraged to visit. When lessons are in progress or horses are out, all visitors must remain in the designated spectator area.
* We encourage you to take photographs of your rider; however it is always best to ask staff permission prior to using a flash. Also make sure the volunteers are ok with their picture being taken.
* No pets are allowed on the property.
* Park in designated areas.

***Registration***

* A onetime **$25 orientation** fee will be collected at your evaluation.
* Due to PATH regulations we must receive complete registration forms annually. This includes physician statements.
* All paperwork must be complete and all payments must be made prior to any student being considered officially registered.
* Continuing registration forms and payment are due 1 month prior to the start of each new session. A spot will not be held until we have both of these items.
* Continuing registration forms should contain **all** of your days and times of availability. If you do not have at least 3 scheduling options we cannot guarantee you a lesson slot.

***Fees***

* The EquiCenter only charges 20% of our annual operating costs for lessons. We aim to keep fees low in order to make the programs accessible to those who need our services. We ask that you participate in one or more of our fundraising activities in order to help the EquiCenter raise the additional 80% needed to run the programs.
	+ Group lessons 1 hour $35/lesson -3 students max
	+ Semi private lessons 1 hour $45/lesson – 2 students max
	+ Private ½ hour lessons $55/lesson
	+ Private 1 hour lessons $75/lesson
* Payment and registration forms must be submitted one month prior to the start of each session. A $25 late fee will be applied to all registrations received after the deadline. See the attached schedule.
* Reminders for registration are sent via email. Please make sure we have your most current email address or contact us to notify you in a different way.
* The time reserved for each lesson includes time for mounting and dismounting, horsemanship and discussions.
* If the payment for the session is not collected by the end of the session, the participant will not be able to register for future sessions until balance is paid.

***Volunteers***

* These committed individuals make lessons at the EquiCenter possible. They help with lessons, horse care, administrative duties, fundraisers and numerous other areas that assist in making our lessons of high quality. EquiCenter thanks you in advance for your valuable time.
* Interested parents and caregivers, who would like to volunteer, please contact the EquiCenter at 585-624-7777 or DHouliares@equicenterny.com.

#### Contraindications to Therapeutic Riding

* Unfortunately riding is not an appropriate activity for everyone, and we may occasionally decline services for individuals for whom riding is contraindicated. As a PATH Premier Center **(Professional Association of Therapeutic Horsemanship International),** we must follow PATH guidelines. Here are a few contraindicated disabilities that are not suited for riding.
	+ Child under the age of 4
	+ Diabetes
	+ Hemophilia
	+ Hip subluxation, dislocation, or degeneration
	+ Indwelling catheter
	+ Osteogenesis Imperfecta, Lordosis or Kyphosis
	+ Osteoporosis
	+ Positive x-ray for Atlantioaxial Instability
	+ Recent Surgery
	+ Recurrent pathological fractures
	+ Safety or comfort of the horse is compromised
	+ Spina Bifida
	+ Spinal Fusions/ Spinal instability/ Spinal stabilization devices
	+ Spinal Injury above Y-6
	+ Structural scoliosis greater than 30 degrees
	+ Student is over 200 pounds
	+ Tethered cord or Chiari II Malformation
	+ The staff is unable to safely manage the student in any situation, including an emergency dismount
	+ Uncontrolled seizures
	+ Varicose veins

**2021 Session Information**

**Session One**

**January 4th – February 14th (6 weeks)** **Deadline: December 12th *Break Week February 15th – February 21st***

**Therapeutic Riding Lessons**

**Group - 1 hour** (3 to 4 riders) ($210) **Semi Private - 1 hour** (2 riders) ($270) **Private ½ hour** ($330) **Private 1 hour**  ($450)

**Horsemanship Lessons (non-mounted)**

**Semi Private - 1 hour** (2 riders) ($150) **Private ½ hour** ($210)

**Session Two**

**February 22nd – March 28th (5 weeks)** **Deadline: January 23rd *Break Week March 29th – April 4th***

**Therapeutic Riding Lessons**

**Group - 1 hour** (3 to 4 riders) $45 per lesson x 5 weeks = $225 **Semi Private - 1 hour** (2 riders) $55 per lesson x 5 weeks = $275

**Private ½ hour** $55 per lesson x 5 weeks = $275 **Private 1 hour**  $75 per lesson x 5 weeks = $375

**Horsemanship Lessons (non-mounted)**

**Semi Private - 1 hour** (2 students) $25 per lesson x 5 weeks = $125 **Private ½ hour** $35 per lesson x 5 weeks = $175

**Session Three**

**April 5th - July 4th (12 weeks) Deadline: March 6th *Break Week July 5th – July 11th***

***Mid-Session Break May 31st – June 6th***

**Therapeutic Riding Lessons**

**Group-1 hour** (3 to 4 riders) $45 per lesson x 12 weeks = $540 **Semi Private-1 hour** (2 riders) $55 per lesson x 12 weeks = $660

**Private ½ hour** $55 per lesson x 12 weeks = $660 **Private 1 hour**  $75 per lesson x 12 weeks = $900

**Horsemanship Lessons (non-mounted)**

**Semi Private - 1 hour** (2 students) $25 per lesson x 12 weeks = $300 **Private ½ hour** $35 per lesson x 12 weeks = $420

**Session Four**

**July 12th – September 5th (8 weeks) Deadline: June 12th *Break Week September 6th – September 12th***

**Therapeutic Riding Lessons**

**Group-1 hour** (3 to 4 riders) $45 per lesson x 8 weeks = $360 **Semi Private - 1 hour** (2 riders) $55 per lesson x 8 weeks = $440

**Private ½ hour** $55 per lesson x 8 weeks = $440 **Private 1 hour**  $75 per lesson x 8 weeks = $600

**Horsemanship Lessons (non-mounted)**

**Semi Private - 1 hour** (2 students) $25 per lesson x 8 weeks = $200 **Private ½ hour** $35 per lesson x 8 weeks = $280

**Session Five**

**September 13th–November 21st (10 weeks) Deadline: August 14th *Break Week Nov. 22nd-Nov. 28th***

**Therapeutic Riding Lessons**

**Group-1 hour** (3 to 4 riders) $45 per lesson x 12 weeks = $450 **Semi Private-1 hour** (2 riders) $55 per lesson x 12 weeks = $550

**Private ½ hour** $55 per lesson x 12 weeks = $550 **Private 1 hour**  $75 per lesson x 12 weeks = $750

**Horsemanship Lessons (non-mounted)**

**Semi Private - 1 hour** (2 students) $25 per lesson x 12 weeks = $250 **Private ½ hour** $35 per lesson x 12 weeks = $350

**Session Six**

**November 29th – December 19th (3 weeks) Deadline: October 30th**

**Therapeutic Riding Lessons**

**Group-1 hour** (3 to 4 riders) $45 per lesson x 3 weeks = $135 **Semi Private-1 hour** (2 riders) $55 per lesson x 3 weeks = $165

**Private ½ hour** $55 per lesson x 3 weeks = $165 **Private 1 hour**  $75 per lesson x 3 weeks = $225

**Horsemanship Lessons (non-mounted)**

**Semi Private - 1 hour** (2 students) $25 per lesson x 3 weeks = $75 **Private ½ hour** $35 per lesson x 3 weeks = $105