



528 Mersea Rd. 7 R.R. #5 Leamington, Ontario N8H 3V8 (519)322-2463

Policies

Application for Placement in the Therapeutic Riding Program

- ✓ Original contact will be between the program coordinator and the applicant. At this time a “Student Package” will be passed along which will include all the necessary forms and information needed by the applicant to move forward. The program coordinator will review the forms and make clear what has to be completed and by whom.
- ✓ Once all the necessary paperwork has been submitted, a mutually convenient time will be arranged between the instructor, the program coordinator, and the applicant to meet (this meeting may be blended into the assessment lesson, if deemed by the program coordinator). At this time all of the forms will be reviewed and if all are in order, an assessment lesson will be arranged.
- ✓ After all these stages have been completed, a riding time will be set up to begin his/her therapeutic riding experience.

Sessions and Payment

There are 5, sessions offered per year that vary in length between 4 & 6 weeks (sessions can be joined in at any time). Dates are available by contacting the program coordinator at 519-322-2463. There is a one-week break between each session. This week is used to accommodate scheduling, cleaning, etc. SpEqTRA also breaks for the winter and summer.

Payment can be made by cash or cheque for the entire session, weekly, or in an agreed upon schedule set between the coordinator and the client. The cost of lessons are as follows:

semi private - \$20.00/1/2 hour

private - \$25.00/1/2 hour

If a student is going to be absent, SpEqTRA’s program coordinator needs to be notified within a reasonable amount of time, so that volunteers and instructors can be cancelled. Repeated cancellation may result in a conference, to discuss the difficulty, which could lead to a fee being charged for future missed lessons.

SpEqTRA will endeavour to notify, in a timely fashion, all parties involved if it must cancel lessons because of inclement weather, instructor illness, etc.

Riding Attire

Every student, participating in the Therapeutic Riding Program, shall wear:

- An ASTM approved helmet certified for equestrian riding (can be provided)
- Long pants
- Proper footwear – shoes with a heel of 1.5 cm (½ inch) or more are preferred, however sneakers are acceptable when accompanied by Devonshire boots (provided by program) - no open toes (sandals) are allowed.

***If a student does not come appropriately dressed, the lesson will be cancelled.**

Arrival Policies

Students should plan to arrive approximately five-fifteen minutes before the scheduled lesson time. Upon arrival, all those accompanying the student are asked to go directly to the viewing lounge using the east exterior door. They are asked to remain there for the duration of the lesson. The instructor will meet the student in the lounge. At the completion of the lesson, the instructor or a volunteer will return the student to the lounge.

Communication

The program coordinator or someone standing in for her, will be at your disposal during all riding times. The program coordinator will act as your liaison with the Board of Directors and any problems or complaints should be addressed to him/her. The meetings of the Board of Directors are open to the public. If a parent wishes to address the Board, they are welcome to, but they must follow procedure. The secretary must be given notice of your desire to speak three days in advance of the meeting, so that you may be placed on the Agenda. A regular meeting schedule will be posted in the lounge, as well as the contact name and number.

Our Expectations

SpEqTRA is a charitable organization, dependent upon outside resources and funding to operate on your behalf. We work very hard throughout the year to ensure we can continue to offer quality program to all individuals with special needs. We hold a few major fundraisers per year, a bowlathon in November, a Hoedown & Silent Auction in June and a golf tournament in August. Even though these are not the only things that we do throughout the year, these are the three we count on you for the most. Without your involvement in these fundraisers, our ongoing commitment could be at risk. Please participate and spread the word, so that we can be here for you and for future clients such as yourself.