



3100 McCormick Road Harrow, ON N0R 1G0 519-322-8365

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 519-322-8365. 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. We do offer a 6 week summer session if there is enough client interest, and enough instructors and volunteers to do so.

Payment can be made by cash, cheque or e-transfer for the entire session, weekly, or in an agreed upon schedule set between the coordinator and the client.

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 (all seasons)**
- 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 or sandals are allowed, this includes cros.**

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

Arrival Policies

Students should plan to arrive approximately five minutes before the scheduled lesson time.

Upon arrival, all those accompanying the student are asked to go directly to the viewing lounge using the designated 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. Board meetings are scheduled for the second Wednesday of each month except for the months of July and January.

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 a quality program to all individuals with special needs. We hold a handful of fundraisers per year and even though these are not the only things that we do throughout the year, these are what we count on your participation 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.