

Willow Creek Ranch Safety Rules & Policies

Please review and sign our safety rules and policies. We want your experience in Willow Creek Ranch (WCR) programs to be one that is both fun and rewarding for all involved!

Safety Rules

- Parents/caregivers must keep siblings, friends and relatives of the rider in the designated viewing areas.
- In order to ensure the safest riding conditions, all parents, caregivers, and visitors not involved in a lesson are expected to follow WCR rules and policies and may not engage in disruptive, unsafe or inappropriate behavior – this includes loud noises, running, or throwing objects. That behavior is distracting to the lesson and may startle the horses.
- No non-resident pets allowed on WCR property. Therapy service dogs may be allowed with prior approval from WCR staff.
- When a volunteer escorts a rider to the parents/caregiver, upon rider's lesson completion, the parents/caregivers need to assume responsibility for the rider. Parents/caregivers will be solely responsible for their rider before the lesson begins and after therapeutic riding time is completed.
- Parents/caregivers need to remain on WCR premises during therapeutic riding sessions.
- For training and safety purposes, horses are NEVER HAND FED. "Always feed from a pan not your hand."
- No smoking, no alcohol, and no illegal drugs. No guns, knives, weapons or violence of any kind are allowed on WCR premises. This is a zero tolerance rule. Violators will be asked to leave and not allowed to return.
- Do not climb or lean on any fences, gates or doors.
- No one is to enter the resident's house or other buildings on the property without prior permission.
- Only the rider and staff/volunteers are allowed in the teaching arena, unless parent/caregiver or health care professional presence is requested by instructor and the parent/caregiver has completed orientation training and paperwork in advance. Unless asked to do so by the instructor, please refrain from giving the riders instructions.
- WCR preserves the right of confidentiality for all medical, social, referral, personal and financial information for all individuals involved in its program. We ask that parents/care givers/volunteers also respect the confidential nature of our business.

Lesson Activities

Lessons are usually comprised of exercises, learning a skill and practicing skills. Therapeutic minutes are defined as interaction time that serves the purpose of improving the learning and growth of a rider. Each activity, including time not actually on the horse, has a purpose. Waiting for a turn, walking with a horse, feeding a snack, all serve to support a rider's learning.

As our horses age, their strength and endurance changes and some require different weight limits. We strive to keep all of our horses healthy, sound and safe. However, there may be times where the horses available may not be suitable for certain riders. This determination will be made on an ongoing basis. If a person is not eligible for riding, WCR may offer an alternative program. This program would allow the student to interact with the horse by grooming, leading, feeding, care and nurturing in a safe environment.

WCR reserves the right to determine whether mounted or unmounted equine-assisted activities and therapies are safe and appropriate for the participant, horse, volunteers and instructor. This determination will be made by the Instructor with input and consultation with the parent/guardian.

Program Fees

Fundraising and donor gifts allow WCR to charge nominal fees for therapeutic riding lessons. Our rider fees cover less than 30% of the actual cost. Current fees and registration costs are listed on the Participant Registration form. All fees must be paid and forms completed before a participant will be allowed to begin a lesson.

Billing County Agencies: If you or your child has a case with county funders, submit appropriate authorization forms prior to the first lesson and WCR will submit billing forms to the funder for the approved amount of lessons. If payment is not received by the funder, the parent/guardian is responsible for any outstanding fees.

New program participants must have an evaluation with a WCR staff member. Participants returning from the prior lesson year will need to complete a Goals form in lieu of an evaluation. See Registration Form for fees.

Refunds/Credits

Refunds or credits of lesson fees are available only under the following circumstances:

- If a participant must withdraw for medical reasons. Deterioration of health to a point where riding becomes a contraindication to their well-being; a physician's statement is required; or if the Instructor and Parent agree the rider is no longer able to benefit from therapeutic riding.
- If a cancellation is initiated by WCR. Cancellations by WCR are made in the cases of:
 - Temperature extremes (summer & winter).
 - High winds, thunderstorms, tornado warnings, or storm warnings.
 - Snow and ice conditions.
 - Unsafe footing in the arena, round pen or trails.

Clients are asked to call or text WCR if weather is uncertain. If lessons are cancelled, every effort will be made to reschedule a make-up lesson. If a make-up lesson is not available during the session, a credit may be applied to client's account when WCR cancels a lesson.

Absence

Consideration for WCR volunteers, staff, and horses is appreciated as they are ready and prepared for your lesson time. Clients are asked to call or text 24 hours in advance to Jennifer at 414-791-2509 or as soon as possible if you know you will miss a lesson. There are no refunds or credits for missed lessons. No refund or credit will be offered for vacations, temporary illness, or unanticipated circumstances.

However, if there is another opening during the session, you may be offered a make-up lesson. If you are a no call, no show for two scheduled lessons, you have voluntarily given up your riding time for the remainder of the session without refund.

Participant/Rider Expectations – Participation Requirements

WCR's ability to provide service to participants is based on safety of participants, horses and volunteers.

Participants in the therapeutic riding program must meet the following criteria:

- Height/weight ratio is appropriate and not more than the limit for WCR horses. For the safety of our horses and staff, rider weight limit is 150 pounds. Any rider 130-150 pounds must be able to remain centered and be balanced enough to not require side walkers for physical assistance.
- Riders will be weighed by the Instructor prior to the start of each session.
- Riders must be able to stand with minimal to moderate assistance.
- Riders must be able to climb stairs with minimal to moderate assistance.
- Riders' head and neck must be able to support the weight of a riding helmet.
- Riders with Down Syndrome must have a recent x-ray (As a PATH Intl. Center, this is required by their standards).

Participant/Rider Expectations – Activity Requirements

- Participants should arrive 10 minutes before the start of their designated lesson time. This allows for proper helmet fitting and exchange of any information to Instructor or staff.
- Riders arriving more than 10 minutes late for designated lesson time will not be able to join the class, unless a call or text to WCR has been made, confirmed and agreed upon.
- Intentionally hitting or kicking of horses is NEVER allowed, and will result in dismissal from the program. Unsafe, combative, or disruptive behavior toward staff, volunteers, or horses by students, caregivers, or visitors will be dealt with on an individual basis.
- Destruction of WCR property by parent/caregiver, rider, or visitors is ground for dismissal or removal from program activities. The offender will be asked to immediately leave the property and may be subject to legal action.

Participant/Rider Expectations - Clothing Requirements

- A safety helmet (ATSM-SEI approved) must be worn at all times during the lesson. WCR provides helmets, but parents/caregivers may purchase their own ATSM-SEI approved helmet.
- Long pants such as blue jeans, breeches, or riding pants.
- Protective sun screen, sun glasses, water/beverage and insect repellent as needed.
- Shoes with sturdy ¼” heels (oxfords, riding boots) or non-slip soles are recommended. No one will be allowed to ride or be around the horses if they are barefoot or in sandals.
- Clients wearing inappropriate clothing including crocs, sandals, open-toed or open-heeled shoes, shorts or skirts will not be able to participate.
- Refrain from wearing clothes that are too tight, too short or revealing. No tank tops, bra tops, etc.
- Avoid perfumes, oils, and scented soaps or lotions, these may affect the rider and horse, and attract insects.

Conditions for Dismissal

In the event a program participant, parent/caregiver, or guest does not comply, the following actions may be taken: verbal warning or immediate dismissal from the property and organization.

Immediate dismissal from the property and organization will occur for:

- Intentionally endangering the safety of others and/or animals.
- Inappropriate use of the facilities, mailing lists or monies.
- Disruptive or abusive behavior to the individuals or animals at WCR.
- Repeated disregard of the organizations safety rules, policies and procedures.
- Possession of a weapon, illegal drugs or paraphernalia.
- Being under the influence of alcohol or drugs.

These rules and policies were established to insure the quality and safety of our lessons for instructors, participants, volunteers and horses.

Please retain the WCR Rules and Policies for your records and return only the attached signed Agreement page.

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All paperwork, including this signed statement and Physician’s Release, **MUST** be completed and turned in at time of assessment.

Participant/Parent/Caregiver Agreement to Willow Creek Ranch, Inc. Safety Rules and Policies.

I have read and understand the program safety rules and policies by which WCR operates. By signing below, I indicate my willingness to abide by these safety rules and policies. I further understand that failure to comply with these safety rules and policies will result in discharge from the program.

In addition, I agree to the **Confidentiality Agreement**: I understand that all information (written and verbal) about participants at this PATH Intl. Center is confidential and will not be shared with anyone without the expressed written consent of the participant and his/her parent/guardian in the case of a minor.

Participant: _____

 Parent or Guardian Signature

 Date

 Print Name

Check box if Program Participant is age 18 or older and the responsible party

 Program Participant Signature

 Date

 Print Name

Checklist for Office Use:

- _____ Participant Application, Health History, Liability Release
- _____ Participant Medical History and Physician’s Statement
- _____ Authorization for Emergency Medical Treatment
- _____ Participant Goals Selection (for returning participants)

- _____ Evaluation/Assessment with Instructor
- _____ WCR Safety Rules & Policies signature page
- _____ Payment in Full for each 6 week session
- _____ Lesson Time Registration Form