



ALUMNI TRANSITIONS INFORMATION MANUAL

UPDATED JANUARY 2021



ALUMNI TRANSITIONS INFORMATION MANUAL TABLE OF CONTENTS

Program Information	3
Cost & Financial Responsibility	4
Proper Attire	4
Paperwork Requirements	4
Attendance	5
Parent Supervision	5
Field Trips	5

ALUMNI TRANSITIONS PROGRAM INFORMATION

Saddle Up!'s Alumni Transitions (AT) program is for Saddle Up! Graduates. They will continue their Adaptive Riding education and combine it with vocational and life skills to enhance their quality of life and community impact. During a lesson, our PATH International Certified Instructor will lead graduates in a 1.5 hour lesson that includes learning activities, riding, and vocational skills. Our Alumni Transitions program serves youth with disabilities from the age of 19 through their 26th birthday.

PROGRAM STRUCTURE

Saddle Up!'s Alumni Transitions program is a year round program where Saddle Up! Graduates from the age of 19 through their 26th birthday get to work on their mounted riding skills, unmounted horsemanship skills, and vocational skills. Participants are assigned to a weekly, 1.5 hour lesson led by a PATH International Certified Instructor. Lessons operate during the day (no evening or weekend lessons available) and include up to 3 participants.

PROGRESS & GOALS

Alumni Transitions will use RIDES® for assessment of mounting/unmounted horsemanship skills and a vocational assessment for additional chores and responsibilities. For more information on RIDES® visit our website at www.ridesinstruction.com. Goals will address mounted and unmounted horsemanship skills as well as individual vocational and life skills. They are based on the participant's abilities and input as well as parent/guardian input. At the end of each lesson, participants will go home with their lesson assessment. Participants and their guardians will be updated on goal achievement and mounting/unmounted horsemanship skills via an End of Session Report at the end of each session.

ELIGIBILITY

- Participants must be between the age of 19 and 26 years old, have a documented disability, and be a graduate of Saddle Up!'s Adaptive Riding program.
- Participants must be able to have proper head, neck, and trunk control to sit upright on the horse.
- Participants over the weight limit of Saddle Up! horses (current max weight limit is 215 lbs for mounted activities) can participate in the unmounted and vocational activities.
- Participants must also have the ability to participate in a group, follow directions, and perform job responsibilities.
- Saddle Up! follows the PATH International Precautions and Contraindications for determining eligibility for our programs.
- Eligibility and program placement will be determined by reviewing the participant's paperwork and completing a New Participant Assessment. There is a \$30 charge for the New Participant Assessment. If the child has already completed a New Participant Assessment for the Adaptive Riding program, then another assessment is not necessary.

PROGRAM COST & FINANCIAL RESPONSIBILITY

PROGRAM COST

- \$50 fee per lesson
- \$25 per session registration fee

FINANCIAL RESPONSIBILITY

- Payments for the Alumni Transitions program are charged in a lump sum to cover up to 6-8 weeks of riding.
- Spring and fall session fees are broken into 3 payments per session with the first being due at the time of registration along with the \$25 non-refundable, registration fee. The 2nd and 3rd payment dates will be communicated prior to the start of the session.
- Summer fees are broken into 2 payments, the first being due at the time of registration along with the \$25 non-refundable, registration fee. The 2nd payment is due the first day your child's scheduled summer program.
- Payment must be submitted prior to the participant receiving services.
- If you get behind on payments, we cannot register your child for the upcoming session until the outstanding balance is paid in full.
- Financial Aid: We do not want cost to deter your child from participating in this program, so please contact our Director of Finance and Administration if you need financial aid considerations.
 - Program discounts are based on a sliding scale and applicants will need to complete paperwork to apply.
 - Financial Aid can only be available for one program per participant. If your child is participating in more than one program, please let us know where you would like to apply your financial aid.
- Scholarship Fund Support: If you would like to donate to our Scholarship Fund, you can bring your donation into the office or visit the DONATE tab on our website at www.saddleupnashville.org.

PROPER ATTIRE

If your child arrives at a lesson without the proper attire we reserve the right to not allow him/her in the barn and/or on a horse for their safety.

- **ASTM-SEI Riding Helmet** – Please purchase one that fits your child according to the Helmet Fit Guidelines in the Parent Information Manual.
- **Long pants** – such as Jeans or Riding Pants.
- **Closed toe shoe** – such as boots or tennis shoes. A riding boot with a heel would be ideal.
- **Cold Weather Gear (when appropriate)** – such as gloves, jacket, etc. Jackets/coats must be zipped or fastened.
- No loose or dangling clothing or jewelry (i.e. scarves, necklaces, bangle earrings, etc.).

PAPERWORK REQUIREMENTS

- Paperwork must be completed prior to beginning a program or interacting with a horse.
- Participants must complete all registration paperwork and submit deposits/payments in order to register for the session.
- All participants are required to have a completed Participant Release annually.
- All participants are required to have an updated Physician's Statement form every two years.

ATTENDANCE

- Absent
 - If your child is going to be ABSENT please email us at attendance@saddleupnashville.org. If the absence is less than 2 hours' notice from the program time you MUST also CALL the lesson hotline at (615) 794-1150 x290 and leave a message. This allows us to contact volunteers and make any changes needed. The earlier you notify Saddle Up!, the more likely we are to be able to inform your child's team.
 - Saddle Up! does not offer refunds or make-up lessons for participant absences.
- Tardy
 - If your child is going to be late to their scheduled program, please call the office at (615) 794-1150 and talk with a staff person or leave a message on the lesson hotline at extension 290.
 - With notice: after 15 minutes OR once the instructor has mounted the other riders, even if you have called us, you will forfeit the lesson for the day.
 - Without notice: if a participant is MORE than 10 minutes late to his/her lesson and you have not called us in advance, then you will forfeit your lesson for that day.
 - The lesson time will not be extended for a participant's tardiness.
- No Show:
 - If a participant misses a lesson WITHOUT notification, Saddle Up! will document this as a 'no-show' and send a notification to the parent/guardian.
 - A participant is also considered a 'no-show' if you notify us after the lesson starts.
 - If a participant has 2 or more 'no shows', then Saddle Up! may dismiss the participant from the program.
- Email to specific staff email addresses is NOT an acceptable form of notification in the event that the staff person you email is not in the office that day. The email address attendance@saddleupnashville.org is the ONLY email address that is acceptable for absence notifications.

PARENT SUPERVISION

- Parents/guardians are NOT required to remain on site at all times while their child is participating in our Alumni Transitions program at Saddle Up!.
- If parents/guardians choose to remain on site, they MUST stay in the family area or courtyard during programming, unless they have special permission from a staff person to enter the program area. Feel free to take a stroll down the driveway or enjoy a snack on one of our picnic tables as well.
- Parents/guardians ARE required to attend field trips.

FIELD TRIPS

Occasionally, Alumni Transitions will schedule off-site field trips for the group. Field trip locations may include other farms, veterinary clinics, job sites, etc. Field trip rules include:

1. Parent/guardian MUST provide transportation to and from the field trip location.
2. Parent/guardian ARE required to attend field trips.
3. Participant MUST register and pay any necessary fees in advance of attending the field trip.