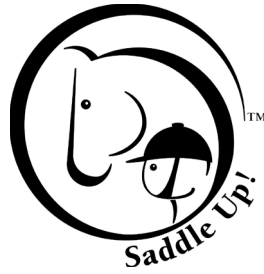


EQUINE ASSISTED LEARNING INFORMATION MANUAL

UPDATED FEBRUARY 2022



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EQUINE ASSISTED LEARNING PROGRAM INFORMATION

Saddle Up's Equine Assisted Learning (EAL) program is a relationship building program that is centered on the concept that building a working relationship with a horse, participants can develop important life skills. The program is designed to work with individuals, small groups, or partner with schools. The participants interact with the horse to learn and practice activities that teach teamwork, leadership, self-confidence, respect, decision making, independence and communication, all through ground horsemanship skills. This program is designed for participants from the age of 4 to 26 years old.

PROGRAM STRUCTURE

Saddle Up's Equine Assisted Learning program is a relationship building program that is centered on the concept that building a working relationship with a horse, participants can develop important life skills. The program is designed to work with individuals, small groups, or partner with schools. The participants interact with the horse to learn and practice activities that teach teamwork, leadership, self-confidence, respect, decision making, independence and communication, all through ground horsemanship skills. Using the barn and farm as a dynamic classroom, students also get to participate in arts, crafts, hikes, games, and discovery. For mounted horsemanship skills, please see our Adaptive Riding program. The class is led by a PATH International Equine Specialist in Mental Health and Learning and supported by educators and volunteers as needed. The program time can be adjusted to meet the needs of the school or group.

PROGRESS & GOALS

Equine assisted learning is designed to meet each participant's or group's specific needs. It will address executive functioning, social/emotional skills, regulation, communication, and problem solving. The goals are set for the individual following an assessment prior to the beginning of the program. Goals are re-assessed at the end of the program and progress is communicated with their parents/guardians.

ELIGIBILITY

- Participants must be between the age of 4 and 26 years old and have learning and/or social differences.
- Participants need to be willing and able to interact with the horses from the ground.
- Participants between the ages of 19 and 26 years old must be able to handle the horse independently from the group and focus on vocational goals.
- EAL can be scheduled for individuals or groups.
- Saddle Up! follows the PATH International Precautions and Contraindications for determining eligibility for our programs.
- Eligibility verification will be determined by reviewing the paperwork of all group/class participants.

PROGRAM COST & FINANCIAL RESPONSIBILITY

PROGRAM COST

- \$35 per participant for a 1 hour lesson for individuals.
- Group rates vary depending on group size, site location for programming, and resources needed. Contact Saddle Up! for more information on group rates.

FINANCIAL RESPONSIBILITY - INDIVIDUALS

- Payments for the Equine Assisted Learning program are charged in a lump sum to cover up to 6-8 weeks of programming.
- 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 Program Administrator 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.
- Financial Aid Support: If you would like to donate to our Financial Aid Fund, you can bring your donation into the office or visit the DONATE tab on our website at www.saddleupnashville.org.

FINANCIAL RESPONSIBILITY - GROUPS

- 25% deposit is due upon verification of scheduled date(s) of participation and number of participants.
- Remaining balance of 75% is due the day of participation.
- Failure to pay deposit and remaining balance will prevent the group from participating in the scheduled EAL program.
- We do not want cost to deter your group from participating in this program, so please contact our Program Operations Director to discuss grant opportunities to assist with funding.

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** – Helmets will be available to borrow from Saddle Up!. They will be fit to your child by a Saddle Up! staff person according to the Helmet Fit Guidelines in the Parent Information Manual.
- **Closed toe shoe** – such as boots or tennis shoes. A riding boot with a heel would be ideal.
- **Pants are recommended**, but shorts may be appropriate in warmer months as long as the Saddle Up! staff approves it in advance.
- **Long pants** – such as Jeans or Riding Pants, are required for mounted horsemanship activities.
- **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 on each participant 1 week prior to the scheduled date of participation.
- 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.

PARENT SUPERVISION (INDIVIDUALS)

- Parents/guardians must remain on site at all times while their child is participating in our EAL program.
- Parents/guardians are to remain in the lobby or family courtyard during lessons, 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.

SUPERVISION (GROUPS)

- Teacher(s) or group leader(s) must remain on site at all times while the class/group is participating in our EAL program.
- Teacher(s) or group leader(s) must remain in the family area or courtyard during the horsemanship part of an EAL session, unless they have been trained as a volunteer.
- Teacher(s) or group leader(s) are allowed to help in supporting the EAL session for non-horsemanship activities.

ATTENDANCE (INDIVIDUALS)

- 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 changes as 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.

ATTENDANCE & CANCELLATION POLICY (GROUPS)

Due to the time it takes to plan for an EAL session, Saddle Up! enforces a strict attendance/cancellation policy:

- Saddle Up! requires a 2 week notice for cancellation of an EAL session. If less than 2-week notice is given, the 25% deposit will not be refunded.
- Saddle Up! MUST be notified if your group will be more than 15 minutes late for a scheduled EAL session.
- If your group is more than 30 minutes late the session will be forfeited and payment will not be refunded.
- For absences, 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.
- For tardies, 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.