

# Policies, Procedures and Barn Rules

## HANDBOOK



Lake View Stables  
1403 Turkey Valley Road  
Hollidaysburg, PA 16648  
[www.DreamsGoOn.com](http://www.DreamsGoOn.com)

(814) 943-4767/312-2614  
Debbie Kelly, Program Manager

**The Mission of Dreams Go On, Inc. is to provide therapeutic horseback riding sessions to adults and children who are physically challenged, receive mental health, behavioral health or family therapy services.**

**Certified Instructors and dedicated Volunteers  
Teach responsibility, trust, rules, patience, compassion,  
self-confidence, teamwork and safety.**

**Pennsylvania Equine Law: "You Assume The Risk Of Equine Activities Pursuant To Pennsylvania Law."**

**Policies, Procedures and Barn Rules Handbook**

## **Rider Participation**

Recognizing that equine-related activities hold inherent risks, all new and returning participants will be evaluated by our Certified Instructors to ensure a safe and beneficial experience. You will be asked to attend an Intake Session prior to the ride to meet the Instructors and be formally fitted for a saddle and horse. Returning participants will be reevaluated each year or as necessary for changes in medical, physical, cognitive and behavioral status.

All riders, both disabled and able-bodied, must have a completed enrollment packet (Registration, Consent, Liability, and Medical Form). Medical and Liability Forms need to be updated annually and need to be submitted before Rider is permitted to ride for the season.

Dreams Go On reserves the right to deny services to any individual based upon concerns for the applicant's safety and/or the safety of the horses, volunteers, staff, property owner's, or for other reasons in accordance with operating center guidelines.

**It is the responsibility of the participant or participant's parent or guardian(s) to inform Dreams Go On, Inc. of any changes in the participant's medical, physical, mental or behavioral status. A participant is defined as a Dreams Go On, Inc. Client, Volunteer or Staff Member.**

## **Disabled Riders**

Please note that horseback riding is contraindicated for some conditions/individuals.

## **Weight Considerations For All Riders**

Dreams Go On's maximum weight limit is 165 lbs. Decisions regarding participation will be based on safety, availability of a suitable horse related to the height, weight, cognition and balance of the participant. The results of a risk/benefit analysis will also be considered. Higher weights can be considered on an individual basis. Some Horsemanship Classes will be offered for those riders near or over the weight limit. The Instructor will make the final decision in this matter.

## **Age Restriction For Disabled/Able-Bodied Riders**

Children with disabilities and able-bodied riders must be at least 5 years of age.

## **Dress Code**

A volunteer's or student's attire and appearance should be appropriate for safe equestrian activity. For your comfort and safety please observe the following:

1. Wear appropriate shoes – **closed toe shoes only**. Tennis shoes or boots are suggested for volunteers and riders. Riding boots are preferred for riders (must have heel).  
No open-toed, excessive heel, thick rubber tread or dress shoes.
2. Wear comfortable pants – **No shorts for Riders!**
3. Wear T Shirts or long-sleeve shirts that are weather appropriate. No low-cut tops. In cooler weather it is recommended that you dress in layers so that you can adjust to the weather conditions.
4. Helmets are provided for the riders or the Instructor can give you a recommendation on where to purchase an approved riding helmet.
5. No jewelry or other items that can get caught on rider or horse (i.e., long earrings or necklaces, etc.)
6. Sun hats are recommended for volunteers.
7. Sun block should be used during spring and summer months.
8. Sweatshirt, coat and gloves should be considered in the colder month.
9. Please pull back long hair in braids or low set ponytails. High set ponytails or other hair accessories may interfere with the riding helmet.

## **Dreams Go On Policies And Procedures For Cancellations, Punctuation & Attendance**

Riding sessions can be cancelled upon the day of the class due to the possible following reasons:

**Weather:** Extreme Rain or Mud, High Temperatures, Lightning, and or Extreme Winds.

**Other:** Unsound Horse or Shortage of Volunteers.

**In the event of any or weather conditions listed above, Dreams Go On has the right to cancel riding sessions for the safety of the rider, volunteers, horses, and staff.**

Adaptations will be tailored to meet most inclement weather. If there is a question, all riders and volunteers are asked to call Debbie Kelly, Program Manager @ (814) 943-4767 or 312-2614 or check the website @ [www.DreamsGoOn.com](http://www.DreamsGoOn.com) for changes. If no message is posted, please attend riding sessions as usual.

## **Punctuality And Attendance For Riding Sessions**

All volunteers/riders/parents are required to contact Dreams Go On by calling Debbie Kelly, Program Manager @ (814)943-4767 or 312-2614 in the event of running late for a session or if you will need to cancel.

**Punctuality**

Dreams Go On asks that every rider arrive 10 minutes prior to his or her riding session. This allows the rider to have time needed for preparation before their scheduled riding lesson time.

In the event that the rider is 5-10 minutes late, the rider will be mounted and join the session underway but sessions will end at their regular scheduled time. In the event that the rider is 15 minutes late or later, then the riding session will be cancelled for the student. Please do not interfere with the lesson that is underway to discuss scheduling a make-up session.

**Attendance:**

All volunteers, riders, parents are asked to contact Dreams Go On (Debbie Kelly, Program Manager @ 943-4767 or 312-2614) as soon as possible if the volunteer/rider is unable to attend their scheduled session and they will need to cancel. This will ensure smooth transition for the sessions.

**If Riding Sessions Are Cancelled By Dreams Go On**

A special make-up session schedule will be given out during the riding session if it is necessary for Dreams Go On to cancel sessions. If you are unable to participate in the make-up sessions there will not be any other opportunities to make up this cancelled session. No refunds or credits will be issued.

If the rider/parent has not paid for their sessions, additional sessions will not be scheduled until his/her account is paid. If you are having difficulties with payments, a personal meeting with Debbie Kelly, Program Manager is suggested.

The policies and procedures of Cancellations, Punctuality and Attendance are based upon the true fact that Dreams Go On, Inc. is completely reliant upon volunteers. Dreams Go On strongly takes volunteers' and Instructors time into consideration and are truly grateful for their assistance. Without volunteers our riders cannot ride!

**Policy For Discharge of Participants**

Riders may be asked to leave the program for a number of reasons, including, but not limited to:

1. The development of a contraindicated condition or the deterioration of a condition to the point the therapeutic riding is no longer beneficial or could be harmful to the participant or where safety for the rider or others has become a concern.
2. Weight gains above the maximums stated previously.
3. Incomplete forms:
  - \* Registration, Consent, yearly Medical and/or Liability Forms
4. Frequent missed sessions (more than 2 without advance notifications).
5. Mainstreaming of an advanced independent rider whose riding has progressed beyond the ability of our program.

**Policy For The Dismissal Of Volunteers**

Volunteers of Dreams Go On may be asked to leave the program for a number of reasons, including, but not limited to:

1. The use of alcohol or illegal drugs on the grounds or at Dreams Go On events.
2. Breach of the confidentiality policy.
3. Verbal or physical abuse or sexual harassment or other inappropriate behavior toward participants, other volunteers and/or staff.
4. Mistreatment of the horses at Dreams Go On.
5. The expressing of vulgar language, inappropriate jokes or disrespectful language.
6. Frequent missed volunteer times, without prior notification.
7. Smoking on stable grounds.
8. Persistent disruption of staff during sessions or special events.
9. Any behavior deemed inappropriate by the property owner.

**ATTENTION! The following rules apply to everyone who visits, participates, volunteers or works at Dreams Go On Therapeutic Riding Program. Please read these and become familiar with them. Pass this information on to anyone who may come with you to the barn.**

**Safety is one of our top priorities! Please help enforce the rules!**

1. All children (riders and non-riders) must be supervised at all times.
2. Always walk, running is not permitted.
3. No one is allowed to handle, feed or pet horses unless supervised by staff member.
4. No one may enter a stall or arena containing horses unless accompanied by a staff member.
5. No one may ride a horse unless supervised by a staff member. Everyone who rides must have a current and complete packet on file.
6. No one is permitted at the stables without prior approval and/or staff supervision.
7. All riders must wear helmets and long pants when riding.
8. Riders and volunteers must wear safe footwear. Boots are recommended but sturdy, closed-toe shoes are also permitted.
9. Please keep talking and noise to a minimum. A calm environment is best for teaching and learning.
10. Help keep the barn and area looking good by placing your trash and recyclables in their designated areas.
11. No smoking in any areas.
12. Report all accidents, injuries or hazardous conditions to a staff member as soon as possible.

**Program fees pay for the feed and board of our horses, as well as the program's expenses. For this reason, they are expected to be paid on a timely basis. The program fee pay covers less than 30% of the actual cost of the session. Therefore, you may be asked to participate in and support our fund raising activities throughout the year. Funds raised through these activities are used only to ensure that Dreams Go On, Inc. will continue to operate.**

### **Riding Session Fees**

Our program is available for a minimum **\$20.00** per riding session. Each session consists of forty-five minutes and is tailored to meet the needs of the rider, by the Instructor. Each session usually consists of thirty minutes in the ring and fifteen minutes 'hands-on' with the horses (brushing, grooming, etc.). Each six week courses will cost a total of **\$120.00**.

All riders have a volunteer horse leader and one/two volunteer sidewalkers escorting them during their ride. We provide an Instructor and Assistant Instructor for each session. Each rider's progress is recorded after their riding session, by the Instructor, to monitor progress and rider needs.

### **Riding Session Fees – Independent Riding Program**

The Independent Riding Program was designed for riders who are ready to advance. We will continue to 'graduate' independent Riders to a more advanced riding class we developed. All riders in this program are enrolled only with the Instructor's recommendation. Classes are held on Wednesday evening sessions. These Riders will be chosen by our Instructing Team for their independence in riding, as well as their ability to work one on one with the horse and Instructor. Each session consists of forty-five minutes and is available for **\$25.00** per session. Each six week session will cost the total of **\$150.00**.

Each rider's progress is recorded after their riding session, by the Instructor, to monitor progress and rider needs.

**DUE TO THE FACT WE ARE NOW HOUSED IN A PUBLIC BARN, WE WILL NEED YOU TO MAIL YOUR RIDING FEES DIRECTLY TO THE MAILING ADDRESS LISTED BELOW, PRIOR TO YOUR RIDE & YOU WILL BE ISSUED A RECEIPT. THERE WILL BE NO MONEY COLLECTED AT THE BARN! SORRY FOR ANY INCONVENIENCE BUT THIS IS ALSO FOR YOUR ASSURANCE IN RECEIVING ACCOURATE CREDIT FOR YOUR FEES. PLEASE MAKE CHECKS PAYABLE TO DREAMS GO ON & MAIL ALL MONIES TO:  
Dreams Go On 504 57<sup>th</sup> Street Altoona, PA 16602. THANKS**

**Your input is always welcomed to provide a safe and enjoyable riding session for each individual. It is a pleasure to work with you.**

EACH PARTICIPANT AND PARENT OR LEGAL GUARDIAN(S) MUST SIGN BELOW AFTER READING THIS ENTIRE HANDBOOK. THIS FORM WILL THEN BE FILED IN THE RIDER'S FILE.

I/We, the undersigned, being of legal age, represent that I/We have read and do understand the foregoing Policies, Procedures, and Barn Rules Handbook. I/We understand that by signing this document I/We are to follow all rules stated within this Handbook. I further understand that if any of the Dreams Go On, Inc. policies or rules are not followed Dreams Go On has the right to cancel my enrollment in the program.

ACCEPTED BY; Signature: \_\_\_\_\_  
Rider

\_\_\_\_\_  
Parent or Guardian(s)  
\_\_\_\_\_

Witness Signature: \_\_\_\_\_

Rider's Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Parent or Guardian(s): \_\_\_\_\_

