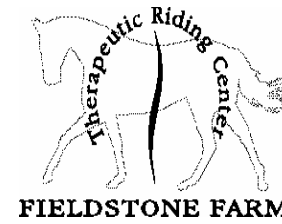




## Notes



**Fieldstone Farm  
Therapeutic Riding Center  
Mission Statement**

**Through a special  
partnership with horses,  
Fieldstone Farm  
Therapeutic Riding Center  
offers programs designed by  
professionals to foster  
personal growth and  
individual achievement for  
people with disabilities.**

Student Handbook



**FIELDSTONE FARM**

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- Ride-A-Thon where local horsemen collect pledges and ride together through the South Chagrin Reservation and Polo Field. Fieldstone Farm TRC riders are invited to raise pledges and participate.

For more information on any of the above volunteer opportunities, please call our Volunteer Coordinator.

**COMMUNICATIONS**

**NEWSLETTER - Bits and Paces**

Each student/family receives this publication three times per year. It updates readers on past, present and future Fieldstone Farm TRC happenings. Please advise your Instructor if you are not receiving our mailings.

**PARENT NEWSLETTER**

Attached to each bi-monthly session registration form, students receive a newsletter that highlights important student specific information and upcoming activities.

**RIDER INFORMATION BULLETIN BOARD**

In the waiting areas there are bulletin boards reserved for information of interest to students and parents.

**STUDENT MAIL FOLDERS**

In the hat box/waiting area, is a file cabinet with a folder for every student. Please check the folder weekly for important information about our programs.

**RIDER SUGGESTION BOX**

In the hat box area, next to the payment box, there is a box devoted to your comments and suggestions. We appreciate your input.

**We look forward to working together and hope you enjoy your equestrian experience with Fieldstone Farm TRC.**

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**VOLUNTEER PROGRAM**

Fieldstone Farm TRC cannot operate without the dedication of our trained volunteers. Some volunteer jobs can be completed in an hour or so, maybe even while your child is riding or from your home. Lesson program volunteers assist in getting the horses ready for lessons and assisting in classes. Volunteers must be at least 14 years old to work in the lesson program. All volunteer applicants over the age of 18 are subjected to a criminal background check before they begin their service at Fieldstone Farm TRC. Fieldstone Farm TRC reserves the right to reject applicants who have been convicted of crimes involving violence, alcohol, theft, and any other crime we feel poses a possible risk to our students, staff and/or horses.

Parents, we encourage you to attend a volunteer training session and become a lesson program volunteer. However, please keep in mind that while helping directly with your own child may not provide the safest or most effective riding experience, there are plenty of areas where your help would be beneficial to the program. Instructors are responsible for all lesson program volunteer assignments.

Volunteers are needed to help organize as well as to provide assistance at our three major fundraising events every year. The success of these events enables Fieldstone Farm TRC to keep lesson fees affordable. The events are:

- Summer Fling, an auction/cocktail party held in conjunction with the Chagrin Valley PHA Horse Show.
- Hay Day, a black-tie, come-in-your-blue-jeans dinner and dance;

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**BOARD OF TRUSTEES**

EXECUTIVE COMMITTEE  
CO-CHAIR- G.RUSSELL LINCOLN

CO-CHAIR- JUDITH B. McCONNELL

PRESIDENT - ROBERT F. SPOSITO

VICE PRESIDENT - ROBERT L. GALE, III

VICE PRESIDENT - JAMES B. NAYLOR

VICE PRESIDENT - JOHN WILHARM, JR.

TREASURER - MARK W. TEAGUE

SECRETARY - LAURA MOCK

TRC FOUNDATION - WILLIAM J. O'NEILL, JR.

EXECUTIVE DIRECTOR - LYNNETTE STUART

BOARD MEMBERS

Kathleen A.Dennis	Carol Horner Donaldson
Kevin Ellison	Timothy F. Geisse
Christopher Gilmore	John A. Gilton
Katharine A. Goss	Sunnie Hellman
Allison C. Jones	Anne Marie Kollander-Benz
Connie Lincoln	Joseph J. Mahovlic
Lisa McConnell	Elaine Motylinski
Paul A. Murray	James B. Rucker, Jr.
Katharine Scovil	



**OTHER INFORMATION**

**AWARDS BANQUET**

Each year, Fieldstone Farm TRC recognizes the achievements of our students. Students and their families are invited to this casual get-together to share success stories!

**SPEAKERS**

Fieldstone Farm TRC welcomes the opportunity to promote its programs. If you would like us to give a presentation to a group, please contact the administrative office (440) 708-0013.

## VISITORS

Visitors are always welcome during business hours in the observation area of the facility. Children must be supervised at all times. If visitors would like more information about Fieldstone Farm TRC or a tour of the entire facility, please arrange this with an Instructor in advance. You are responsible for your guests. *Visitors are not permitted in the barn area unless escorted by a Fieldstone Farm TRC volunteer or staff member.*

## PARKING

The parking spaces closest to the portico area are for student parking. If you do not need to park close to the door, please leave the most accessible parking spaces for students who do need them. The portico is to be used for drop off and pick up only.

## TELEPHONE

There is a telephone located in the administrative office for **emergency use only**. Fieldstone Farm TRC staff or the answering machine will answer all incoming calls. In case of emergency, call 9-911.

## CONFLICT RESOLUTION

Problems or complaints are best handled immediately, confidentially and directly between the parties involved and their Instructor.

Parents and students who feel that their concerns are not being adequately addressed may put their complaint in writing for the Program Director who will follow up appropriately.



**FIELDSTONE FARM**

16497 Snyder Road

Chagrin Falls, OH 44023

Phone: (440) 708 - 0013 Fax: (440) 708 - 0029

Visit us at: [www.fieldstonefarmtrc.com](http://www.fieldstonefarmtrc.com)

**Lesson Message/Cancellations: (440) 708 - 0029**

### ADMINISTRATIVE OFFICE

Development Director ~ Maureen Foster  
Special Event Coordinator ~ Jennifer Hillman  
Accountant ~ Patty Lohiser  
Administrative Assistant ~ Allison Reker  
Executive Director ~ Lynnette Stuart

### PROGRAM OFFICE

Physical Therapist ~ Bobbin Davis  
Head Instructor ~ Mary Goff Hipp  
Ground Lesson Coordinator ~ Sue Harris  
Program Director ~ Teresa Morris  
Special Programs Coordinator ~ Lauren Simak  
Equine and Facility Director ~ Jinene Studzinski  
Facility Maintenance Assistant ~ Jim Rolf  
Program Assistant ~ Liz Zamiska  
Volunteer Director ~ Julia Zellner  
Vocational Ed. Coordinator ~ Tonya Zimmer

### Instructors

Ellen Davidson ~ Debbie Gadus  
Mary Goff Hipp ~ Sunny Jones  
Linda Kasunick ~ Bill Lavin  
Lesley Lemire ~ Leslie Mapes  
Teresa Morris ~ Molly Schlanser  
Sandy Sibley ~ Lauren Simak  
Winni Spisak ~ Debbie Sords  
Lynnette Stuart ~ Jinene Studzinski  
Arlene Taylor ~ Julia Zellner  
Tonya Zimmer

### Ground Lesson Instructors

Nancy Cruikshank ~ Sue Harris  
Sandy Kutash ~ Sandy Sibley  
Lauren Simak



## **WELCOME**

We are pleased that you will be participating in our Fieldstone Farm Therapeutic Riding Center (TRC) programs and we look forward to a long and rewarding experience.

## **HISTORY**

Fieldstone Farm TRC was founded in 1978 by Kevin Ellison, a local businessman who remains a member of the board of trustees. Fieldstone Farm TRC started with eight students riding five borrowed horses. Over the years, the program operated out of loaned facilities in a variety of different locations including Lake Farmpark, Dorchester Farms, Halali Farms and Salmor Stables in 1990. By 1992, Fieldstone Farm TRC had expanded its staff and volunteers to enable operation year round, six days per week. In 1995, Fieldstone Farm TRC began a Capital Campaign to raise \$4.5 million to build and endow a state-of-the-art facility. The program moved into its permanent home in November of 1997. Fieldstone Farm TRC currently serves more than 230 students per week from a six county area.

## **FACILITY LOCATION**

Fieldstone Farm TRC is located on the east side of Snyder Road, 1.5 miles east of Route 306 (Chillicothe Road), south of Bell Street and north of East Washington Street. Our address is 16497 Snyder Road in Bainbridge Township.

## **HOLIDAY CLOSINGS**

There will be no lessons on

**Easter Weekend** (Friday through Sunday)

**Memorial Day Weekend** (Friday through Monday)

**July 4th**

**Labor Day Weekend** (Friday through Monday)

**Thanksgiving** (Wednesday through Sunday)

**Christmas Eve through New Year's Break**

as well as days noted in the session registration papers that each rider completes before the start of each session.

## **CLOSING POLICY**

Fieldstone Farm TRC may close due to severe weather, a power outage or for any reason that may cause unsafe conditions. In the event of a closing, Fieldstone Farm TRC will be posted on local TV and radio stations. When in doubt, call the Program Office at (440)708-0029 for the most up-to-date weather related information.

## **WEATHER POLICY**

Fieldstone Farm TRC will offer ground lessons if the weather is extremely hot or extremely cold. Students who do not wish to participate in unmounted lessons will not be offered a make-up lesson spot.

## **GROUNDS FOR DISMISSAL**

Students/Families who cannot adhere to the policies set forth in this handbook or who no longer meet the eligibility requirements will be dismissed from all program activities.

## **PROGRAM WITHDRAWAL**

A three week notification is required when a student plans to withdraw from any Fieldstone Farm TRC.

## **ABSENCE/MAKE UP CALENDAR**

The calendar is located in the hat box/waiting area. For a scheduled absence, please note your name, class code and lesson time on the day for which you must cancel. A student seeking a make up time may sign up for an opening created by a student cancellation noted on the calendar. The class code for the make up lesson and student's usual riding time must be the same.

## **MEDICAL LEAVE**

Students who anticipate not being able to attend their regular lesson time due to a medical event may apply in writing, with an attached doctor's note, to the Fieldstone Farm TRC Head Instructor prior to the onset of the event for consideration. Students returning will need to present a note from their doctor .

## **CHANGE OF HEALTH OR MEDICATION STATUS**

Students must inform their Instructor, **in writing**, immediately of any changes in health or medication. This includes, but is not limited to, changes in weight, increased/decreased medication dosages, revised diagnoses, medical interventions, surgeries, etc. This information is requested on each session registration form.

## **STUDENT RECORDS**

Students are required to update their registration information and medical history forms annually. This paperwork is required to maintain NARHA accreditation. All student forms must be updated between January 1 and March 1 of every year. Students are not permitted to ride without up-to-date medical histories.



## **North American Riding for the Handicapped Association (NARHA)**

NARHA is the national non-profit association that promotes and supports equine-facilitated activities for individuals with disabilities. NARHA sets the safety guidelines and teaching standards for the industry. Fieldstone Farm TRC is a premier accredited member of NARHA and Fieldstone Farm TRC Instructors are certified by NARHA.

## **EQUINE LIABILITY LAW**

According to Ohio House Bill 564 which became effective March 3, 1997:

**Equine (Horse) Activity Sponsor, Equine And/Or Property Owner Is Not Liable for Any Damages Suffered During An Equine Activity On These Premises. A Horse Is A Large Animal And May Be Unpredictable And Dangerous At Times. Extreme Caution Should Be Taken In Their Presence. Participants Assume The Inherent Risk Of Equine Activities.**

## **NON-DISCRIMINATION POLICY**

Fieldstone Farm TRC accepts students regardless of race, color, nationality or ethnic origin and economic status.

## **Student Placement Process**

### **INTAKE ASSESSMENT**

All participants are assessed prior to placement in any of Fieldstone Farm TRC's programs.

An intake assessment serves to orient the participant and parents and/or caregivers to the facility, the programs and the various services offered. This assessment is completed by Fieldstone Farm TRC staff to determine a participant's functional ability, overall behavior, educational goals and communication needs, and appropriate placement into a program.

The fee for an assessment of an incoming private student is \$30.00, non-refundable.

Assessments are required for students who have not received services at Fieldstone Farm TRC within the past 9 months, however, Fieldstone Farm TRC reserves the right to reassess any participant prior to scheduling services or within any service period.

### **LIMITATIONS**

Safety and maximizing the therapeutic benefits of horseback riding are primary concerns of a successful therapeutic riding program. Due to the capacities of volunteer sidewalkers and current program horses, insurance requirements and industry standards, Fieldstone Farm TRC is limited to accepting students who:

for riding...

...weigh less than 180 pounds; and

...are able to be effectively supported by sidewalkers.

### **LATE ARRIVAL**

Students arriving more than 15 minutes late for a lesson will not be able to participate in the mounted lesson. A ground lesson may be offered based on volunteer availability. Lessons missed due to late arrivals will not be eligible for a make up lesson.

### **CANCELLATION POLICY**

If you need to cancel, please call the Program Office cancellation telephone number at (440)708-0029 as soon as possible or note it on the Absence/Make Up Calendar in the hat box/waiting area. Lessons cancelled with less than 60 minutes notice are not eligible to be made up.

### **MAKE UP LESSONS**

Scheduling make up lessons is each student's/family's responsibility. Students who miss a class and have either noted it on the Absence/Make Up Calendar in the hat box/waiting area, or have called with adequate advance notice (24 hours) are eligible to receive a make up class. "No Shows" and short notice may not be made up. "No Shows" for make up lessons are not eligible to reschedule the make up.

A maximum of 2 absences per session can be made up. Make up lessons must be scheduled as soon as possible, preferably within the same two-month riding session, but no later than the following session. Availability of make up lessons is not guaranteed.

## **PAYMENT**

A session invoice will be placed in each student's mail folder located in the hat box area approximately 3 weeks prior to the start of each new session.

- ... Session fees are due, in full, by the first riding date of that session. **Fees paid after that time are assessed a \$25 late fee.** Additional late fees will be incurred on the first of every month thereafter.
- ... Balances may not be carried over to following sessions. Riding is not permitted until previous session balances are cleared.
- ... Requests for special payment arrangements must be approved one week prior to the first day of the session.

**Continuous session registration and payment reserves the student's time slot. If the student chooses not to sign up for any session throughout the year, their time slot will be forfeited to a student on the waiting list.**

## **CHANGING YOUR LESSON TIME**

Fieldstone Farm TRC makes every effort to accommodate schedule changes when necessary, however an ideal time cannot be guaranteed. Parents or students should complete a **CHANGE OF LESSON REQUEST** form (available from your Instructor) as soon as a change is anticipated. Changes are processed based on the order they are received and the availability of appropriate class groupings.

## **ATTENDANCE**

Students are expected to arrive and be prepared for their lesson on time every week unless otherwise noted on their session schedule. Remember, Fieldstone Farm TRC volunteers have offered their time to help with your lesson and are expecting you!

for all Fieldstone Farm TRC programs...

- ...do not exhibit conditions that are contraindicated for equine-assisted activities;
- ...do not threaten the health or well-being of other participants, horses, staff and volunteers;
- ...have their physician's support and a current signed and dated release; and
- ...will benefit physically, emotionally, socially and/or cognitively from a therapeutic riding program.

## **ACCEPTANCE**

A potential client is not a candidate for therapeutic riding if conditions exist that contraindicate horseback riding as determined by NARHA, or if a client is unable to adhere to Fieldstone Farm TRC policies as set forth in this Student Handbook.

A team consisting of a Fieldstone Farm TRC Intake Assessor, the Program Director, the Head Instructor and a professional advisor (i.e. physical therapist, occupational therapist, mental health professional, etc.) will make the final determination of acceptance and appropriateness for specific programs for any given client. Acceptance will be re-evaluated as necessary.

## **WAITING LIST AND PLACEMENT**

Upon completion of all required paperwork, payment of assessment fee, and an in-take assessment, prospective riders will be added to the primary Waiting List for Fieldstone Farm Therapeutic Riding Center. The organization will make at least two offers per year to each student on the Waiting List. In addition Students will be offered opportunities for additional programming including EquiClub, Summer Camp and the summer Waiting List Lesson, when appropriate.

## Available Programs

For any of the programs listed below, please ask your Instructor or call the Program Director for more information.

### MOUNTED LESSONS

Each lesson incorporates the educational, physical, social and recreational goals of each individual student. The 45-minute mounted lesson includes mounting, warm-up time, an exercise, an activity or game, skill development, skill review, a closing activity and dismounting. Group lessons have 3-5 students per class.

Each session will include some unmounted time devoted to expanding horsemanship skills. Students may groom, saddle, feed, bathe or perform other appropriate activities that develop horsemanship skills.

Continual participation in the program is suggested for maximum therapeutic benefits.

### CARRIAGE DRIVING PROGRAM

Carriage driving is a fun and educational horse activity. Fieldstone Farm TRC has three carriages, all of which can be used by people who are ambulatory or who use a wheelchair. Students learn the correct way to harness and drive a horse and carriage.

### PHYSICAL THERAPY CONSULTATION

Parents or clients may request a consultation with Fieldstone Farm TRC's Physical Therapist.

### DRESS

For student safety, appropriate footwear for horseback riding is important. This includes a sturdy-soled, ankle-high boot with a heel. The heel should be no greater than one inch. Tennis shoes with bulky rubber soles do not move easily into and out of the stirrup and are therefore unsafe and not permissible. Footwear for students with special physical needs will be considered on an individual basis.

Appropriate trousers/pants for horseback riding include jeans, heavy cotton trousers, riding breeches or chaps over trousers. Shorts, stretch pants, sweat pants, jogging pants, satiny leggings and other loose fitting or stretchy materials **are not** acceptable attire. Students cannot secure their seat in the saddle, and instructors/volunteers are unable to grasp students when necessary.

Students are encouraged to wear gloves for every riding lesson when the temperature is 32° or lower. In the indoor arena, the heaters will keep the arena temperature between 30° and 40°F.

If not appropriately dressed, students will be offered a ground lesson if staff is available; make-up lessons will not be offered.

### CONDUCT

Thoughtful conduct and self-control factor into the safety and enjoyment of all participants. All persons at Fieldstone Farm TRC will be expected to adhere to the following code of conduct:

- **Respect all persons—no abusive language or actions.**
- **Respect all property.**
- **Refrain from loud, abrupt noises, actions or**

## **SAFETY RULES**

Fieldstone Farm TRC strives to provide the safest possible environment for students, volunteers, staff and visitors. Horses, however docile, are capable of reacting in panic to unforeseeable stimuli. Working around and riding horses is a risk activity. The following rules **must** be followed at all times.

- **All students must wear an ASTM/SEI approved riding helmet with the chin harness secured when riding or working around the horses.**
- **All saddles and surcingles are equipped with safety stirrups.**
- **No food or beverages in the riding arena.**
- **No gum on the premises.**
- **Speed limit on Fieldstone Farm TRC grounds is 5 m.p.h.**
- **No pets allowed on the grounds.**
- **All minors (including siblings) must be supervised.**
- **Students, parents and visitors must be escorted by a Fieldstone Farm TRC volunteer or staff member when visiting the working areas of the barn.**
- **No smoking anywhere on the premises.**
- **No running, pushing, yelling or other actions that might frighten a horse.**

## **HIPPOTHERAPY**

Hippotherapy, equine-facilitated therapy, is available for clients with specific therapy goals and is conducted with a physician's prescription under the direction of a Physical Therapist and a NARHA certified instructor.

## **VOCATIONAL EDUCATION**

Fieldstone Farm TRC offers vocational work experience to teens and adults with disabilities who are interested in exploring or pursuing a career in horse and stable management.

## **PERFORMANCE EVENTS**

Each year, Fieldstone Farm TRC students are invited to participate in local horse shows, as well as our own Fieldstone Farm TRC Student Horse Show and Spring Invitational Horse Show. Riders are notified in advance of dates, locations and level of ability required for each class offered.

## **GAITWAY SCHOOL**

Gaitway School at Fieldstone Farm TRC opened its doors in September 2005 with a class of 9 high school students, two of whom attended part time. Gaitway School operates under the auspices of the Geauga County Educational Service Center and it was created to offer a non-traditional classroom setting.

The primary components are:

- Academics and Supported Learning
- Vocational Education and Emotional wellness
- Horses and Natural Surroundings

## **RIDE-A-THON**

The Ride-A-Thon is an opportunity for our students to enjoy a modified trail ride and to participate in an event that helps raise funds for their riding program. The Student Ride-A-Thon is held the first Saturday in October at the South Chagrin Reservation Polo Field.

## **EQUICLUB**

Fieldstone Farm TRC's EquiClub Program is an unmounted, equine-based and focused on providing social and experiential learning opportunities for people with disabilities and their siblings. Participants will gain independence and achieve self-growth while learning more about horses in an enjoyable, accessible and structured environment.

## **DRILL TEAM**

Fieldstone Farm TRC offers students the opportunity to participate in a team sport, quadrille riding. Students in the quadrille learn to walk and trot patterns in the ring as a team while improving their basic horsemanship, having fun and enjoying the camaraderie of teammates.

## **EQUINE ADVENTURE CLUB/ SUMMER CAMP**

Equine Adventure Club is a summer day camp at Fieldstone Farm TRC a fun, enriching, horse-filled summer experience focused on improving horsemanship skills. Adventurers enjoy outdoor nature and art activities, riding, horse care and theme days. Fieldstone Farm TRC's Equine Adventure Club enables students to participate in a more intense, hands-on equine experience.

## **POLICIES AND PROCEDURES**

### **FEES**

There is a one-time initial assessment fee of \$30.00 which is due prior to the scheduled assessment date. Lesson fees are based on a two-month flat tuition rate. The average amount for mounted lessons is typically between \$210.00 and \$240.00. This fee is approximately 1/3 or the actual cost of providing each lesson. The subsidized rate is an effort to make the benefits of equine-related activities as affordable as possible. A student who is unable to pay the entire fee for their program may apply for a Ridership to cover the balance. Fees vary by program and Ridership funds are available for all therapeutic programs offered by Fieldstone Farm TRC. See **"RIDERSHIP FUNDS"** below. For more information about specific fees or Riderships contact the Head Instructor at ext. 127.

To avoid late payment charges, session fees are to be paid by check made payable to Fieldstone Farm TRC prior to the first lesson of each session. Fees may be deposited in the lesson payment box on top of the hat boxes in the student waiting area or mailed to: 16497 Snyder Road, Chagrin Falls, OH 44023. **There will be a \$25 service charge for any returned checks.**

### **RIDERSHIP FUNDS**

Students who are not able to pay the full fee for Fieldstone Farm TRC programs may apply for "Ridership" (scholarship) funds. Riderships are private, group or corporate sponsorships which may be available to help cover the portion of the fees that the client is unable to pay. See your Instructor for a Ridership Application.

- ... Deadlines for application are December 15 & June 15.
- ... Payment in arrears cannot be made with Ridership funds.
- ... Funds cannot be granted to any rider carrying a balance.
- ... No student may request an amount greater than \$1.00 less than one full mounted lesson price/week.
- ... All guidelines specified on the Ridership application must be adhered to and fulfilled in order to maintain eligibility for funding assistance.
- ... Students using Ridership funds are allowed two absences with prior notification for which make up lessons can be scheduled. Any additional absences within a session will be charged to the student at full price unless a medical absence is verified by a doctor's note.