



Fieldstone Farm

2017 Student

Handbook





Welcome!

Fieldstone Farm is recognized as one of the largest therapeutic riding centers in North America. Founded in 1978 to improve the lives of those with special needs, we see horses changing lives every day.

Not only do the horses keep students strong, they motivate, soothe, challenge and reward. Volunteers become trusted extensions of the circle of supporters. And, everyone at the farm embraces diversity and the gifts each person has within them.

We know you will have a wonderful experience here.
Thank you for joining our family!

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GENERAL INFORMATION

HISTORY

Fieldstone Farm was founded in 1978 by Kevin Ellison. Fieldstone Farm 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 had expanded its staff and volunteers to enable operation year round, six days per week. In 1995, Fieldstone Farm 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 currently serves more than 230 students per week from a six county area.

FACILITY LOCATION

Fieldstone Farm 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. Mail goes to 16497 Snyder Road, Chagrin Falls, OH 44023.

ACCREDITATION

The Professional Association of Therapeutic Horsemanship (PATH) International is the national non-profit association that promotes and supports equine-facilitated activities for individuals with disabilities. PATH International sets the safety guidelines and teaching standards for the industry. Fieldstone Farm is a Premier Accredited member of PATH International, which is the

highest possible accreditation, and Fieldstone Farm Instructors are certified by PATH International.

NON-DISCRIMINATION POLICY

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

BENEFITS OF THERAPEUTIC HORSEMANSHIP

The equine programs at Fieldstone Farm are uniquely designed to meet the educational, behavioral, social and physical goals of people with disabilities.

Physical Disabilities – The horse’s unique, three-dimensional movement replicates the movement that the human body experiences while walking. Therefore, sitting on a horse helps to strengthen and stimulate core muscles, which often improves walking ability.

Cognitive Disabilities – Programming complements individual educational plans. The result is a creative, progressive, experiential learning opportunity, which directly relates to students’ goals.

Psychosocial Disorders – Horses provide motivation and encouragement. The relationship that develops between participant and horse nurtures the development of skills such as responsibility, increased self-esteem, honesty and respect.



PROGRAMS

For any of the programs listed below, please ask your Instructor or the Student Coordinator for more information.

RIDING LESSONS

Each lesson incorporates the educational, physical, social and recreational goals of the individual student. The 45-minute 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.

Lessons may 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.

HIPPOTHERAPY

Hippotherapy is available for participants with specific goals and is conducted with a physician's prescription under the direction of a Physical Therapist or Occupational Therapist and a PATH certified Instructor.

CARRIAGE DRIVING PROGRAM

Carriage driving challenges participants physically and cognitively. Fieldstone Farm has several carriages and carts, all of which can be used by people who are ambulatory or who use a wheelchair. There are no weight limit restrictions in the carriage driving program.

EQUICLUB

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

PERFORMANCE EVENTS

Each year, Fieldstone Farm students are invited to participate in an offsite local horse show, as well as a show held here at the Farm. Riders are notified in advance of dates, locations and level of ability required for each class offered. There are modest participant fees associated with each show.

SUMMER CAMP

Summer Camp is a fun, enriching, horse-filled day camp experience focused on improving horsemanship skills. Adventurers enjoy outdoor nature and art activities, riding or carriage driving, horse care and themed activities. Fieldstone Farm's summer camp enables students to participate in a more intense, hands-on equine experience.

GAITWAY SCHOOL

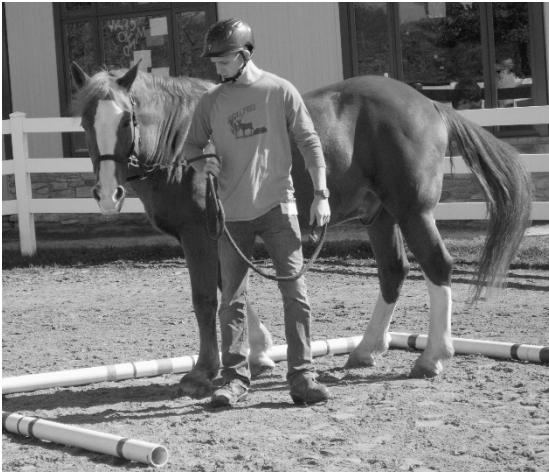
Gaitway High School is a public high school located at Fieldstone Farm and administered by the Geauga County Educational Service Center. Gaitway High School offers a non-traditional setting for students who have been unsuccessful in a public high school setting.

The primary components are:

- Academics and supported learning
- Vocational education and emotional wellness
- Horses and natural surroundings

VETERANS

We offer specialized programming for veterans including therapeutic riding, carriage driving and unmounted classes designed to help with the emotional and physical challenges of military service.



POLICIES AND PROCEDURES

FEES

The fees that Fieldstone Farm charges its participants represent less than half of the real cost of service. Fees are evaluated annually in the fourth quarter of the current year for any changes that might be made to the coming year.

Fees vary according to the program. Fees are also calculated based on the day of the week and prorated for holidays and Fieldstone Farm closings. Each year's fee schedule is communicated to all Fieldstone Farm participants prior to the start of the new year.

RIDERSHIP FUNDS

It is Fieldstone Farm policy that no one should be denied an opportunity to participate because of an inability to pay for their lessons.

We have established a Ridership program to assist in payment of a portion of lesson fees for those who are unable to pay the entire fee. Because we must raise the funds from outside resources to cover these lessons, we ask that groups and individuals pay as much of their fee as possible. Ridership's are available on a limited basis and are awarded or renewed annually.

For more information on Ridership requirements and/or an application, please contact Winni Spisak, Student Coordinator, at (440) 708-0013 x146 or wspisak@fieldstonefarmtrc.com.

MAKING A PAYMENT

Payment for lessons are due **before** services are performed.

Thank you for making a payment through one of four ways:

1. By automatic recurring credit card deduction:
 - Complete an authorization form found on our website under Our Programs/Student Forms and follow instructions on the form for submission.
2. By clicking on the link in your emailed monthly tuition statement that will allow you to pay securely online via credit card or with a blank check.
3. Securely online at www.fieldstonefarmtrc.com using a Visa or MasterCard.

4. By Check:

- Deposited in the student payment box in the mounting area or
- Mailed to: Fieldstone Farm, 16497 Snyder Road, Chagrin Falls, OH 44023, or
- Scheduled through your bank's online bill pay services
- Requests for special payment arrangements must be made prior to receiving services. Any participant with a 90-day balance or greater on their account is subject to dismissal.

ATTIRE

All students must wear an ASTM/SEI approved riding helmet with the chin harness secured when riding, driving or working around the horses.

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. Shoes with bulky rubber soles do not move easily into and out of the stirrup and are therefore unsafe for horseback riding. 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 are prohibited. Stretch pants, snow pants, satiny leggings and other loose fitting or stretchy materials are not recommended.

Cold Weather Attire

Students are encouraged to wear gloves when the temperature is 32° or lower. Hats are not permitted under helmets for safety reasons.

If not appropriately dressed, students may be offered a ground lesson if there is adequate staff/volunteer support.

SAFETY RULES

Fieldstone Farm strives to provide the safest possible environment for students, volunteers, staff and visitors. Horses, however specially-trained, can react unexpectedly. Working around and riding horses is a risk activity.

The following rules **must** be followed at all times:

- No smoking anywhere on the premise.
- No food or beverages in the riding arena. No gum on the premise
- No pets allowed on the grounds
- All minors (including siblings) must be supervised
- Closed shoes are required in the barn area. Sandals or open-toed shoes are not permitted
- Students, parents and visitors must be escorted by a Fieldstone Farm volunteer or staff member when visiting the working areas of the barn
- No running, pushing, yelling or other actions that might frighten a horse

POLICY FOR POSSESSING WEAPONS

It is Fieldstone Farm’s policy that no one shall possess any object that can be classified as a weapon or dangerous instrument in any Fieldstone Farm building. Weapons or dangerous instruments shall include any object which is used or may be used to inflict physical harm or property damage or to threaten to inflict such harm or damage. This policy includes fireworks, explosives, or munitions. Any prohibited articles will be confiscated with no promise of return.

CODE OF CONDUCT

Thoughtful conduct and self-control factor into the safety and enjoyment of all participants. All persons at Fieldstone Farm 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 behaviors which may startle horses

GROUNDSS FOR DISMISSAL

Students/Families who cannot adhere to the policies or the Code of Conduct set forth in this handbook will be dismissed from all program activities.

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.

ATTENDANCE

STUDENT ILLNESS

Participants are not permitted to take part in classes if they have:

- Nausea, vomiting and/or diarrhea within the past 24 hours.
- Severe persistent coughing or a severe cold.
- An oral temperature of 100 degrees or higher. Temperature should be stable for 24 hours before attending class.
- A contagious or exposed skin rash.
- Red, watery, burning eyes with either white or yellow drainage.
- A communicable disease such as head lice, strep throat, chickenpox, etc.

CANCELLATIONS

We know that there are times when students will not be able to attend their class. Please let us know of the absence in one of two following ways:

Absence/Make-Up Calendar

For planned absences, please use the calendar located in the waiting/mounting area. Please note your name, class level 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 level for the make-up lesson and student's usual riding time must be the same.

Cancellation Line

For unscheduled absences, please call Fieldstone Farm's cancellation line 440-708-0012. Riding and Driving sessions cancelled with less than 60 minutes notice are considered unexcused and ineligible for a make-up. Hippotherapy sessions require a 24 hour notice. As a nonprofit, Fieldstone Farm relies on volunteers to help with the many tasks involved in lessons. Therefore, notice of cancellation well in advance of class is most respectful to our volunteers' time.

ATTENDANCE POLICY

An absence is considered excused when we receive one of the following:

- Written notice on the cancellation calendar
- A phone call on the cancellation line 440-708-0012 more than 60 minutes prior to the student's class time
- A request for a Leave of Absence, which is then approved by Fieldstone's Management Team

Unexcused Absences

Absences without prior notification (see excused absence definition above) are considered unexcused absences. Participants are permitted one unexcused absence in a six month period.

Therapeutic Riding or Driving Lessons

Participants in therapeutic riding classes may make-up appropriately cancelled lessons in a three month period.

EquiClub or Summer Camp

Make-up times are not available for these programs.

Hippotherapy

Hippotherapy session cancellations require 24-hour notice. Make-up sessions are not available for Hippotherapy.

LATE ARRIVAL

Participants arriving more than 15 minutes late will not be able to participate in their scheduled mounted or driving lesson. A ground lesson may be offered based on staff or volunteer availability. Lessons missed due to late arrivals are not eligible for make-up.

MAKE-UP RIDING LESSONS

Scheduling make-up lessons for riding is each student's/families responsibility. Students who have an excused absence are eligible to receive a make-up class. A maximum of four absences in a two-month period can be made up. Make-up lessons must be scheduled as soon as

possible, but no longer than three months after the absence. Availability of make-up lessons is not guaranteed.

LEAVE OF ABSENCE

Students who anticipate not being able to attend their regular lesson time due to a medical, health & well-being or family hardship issue, may apply for a leave of absence no later than the 4th cancelled lesson. The request must be in writing with an attached note from a licensed healthcare or social work professional. Requests are reviewed and approved by the Director of Program Quality.

Students returning from a medical leave will need to present a note from their doctor releasing the student to participate in their usual activities.

For students who take advantage of the Ridership Program and who require a leave of absence, any credits issued will be issued to the Ridership portion first and to the self-pay portion of an account second.

Students may take advantage of medical leave for a maximum of a two month-period, beginning with the first absence, during which time fees are waived. After that, students may hold their lesson spot by paying all customary fees in full or choose to return to the waiting list.

MISCELLANEOUS

CLOSING POLICY

Fieldstone Farm 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 will be posted on local TV and radio stations.

When in doubt, call the cancellation line at 440-708-0012 for the most up-to-date weather related information.

HOLIDAY CLOSINGS

In addition to dates listed on the event calendar on the website, there are no lessons on:

- **Easter Weekend** (Friday through Sunday)
- **Memorial Day Weekend** (Friday after 12 noon through Monday)
- **July 4th**
- **Labor Day Weekend** (Friday after 12 noon through Monday)
- **Thanksgiving** (Wednesday through Sunday)

Holiday break usually begins around December 20. Classes typically resume on the second Monday in January.

WEATHER POLICY

Fieldstone Farm will offer ground lessons if the weather is extremely hot or extremely cold. In extreme weather, some or all of a lesson may include horsemanship

education. We try to maximize riding time when the weather is good and save the equally important grounded lessons for when the weather doesn't cooperate. We know that some of our students thrive on keeping to a set of structured activities and coming to Fieldstone Farm but not riding or driving may be difficult for them. If you are concerned about this possibility, please talk with your instructor to make a plan. Make-up lessons cannot be scheduled in lieu of ground lessons.

STUDENT RECORDS

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

ELIGIBILITY CRITERIA

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

For riding:

- Weigh 180 pounds or less
- Are able to be effectively supported by sidewalkers

For all Fieldstone Farm programs:

- Do not exhibit conditions that are contraindicated (as determined by Fieldstone staff)
- Have current signed and dated paperwork
- Benefit physically, emotionally, socially and/or cognitively from a Fieldstone Farm program
- Do not threaten the health or well-being of other participants, horses, volunteers or staff

CONFIDENTIALITY

Student medical histories, diagnoses and related information are used by the Instructor to develop goal-oriented lesson plans. General information, as it relates to the success of the riding experience, is shared with volunteers on a need-to-know-basis.

CHANGING YOUR LESSON TIME

Fieldstone Farm 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.

PROGRAM WITHDRAWAL

A paid three week notification is required when a student plans to withdraw from any Fieldstone Farm program. After that time, any lesson fees previously paid

will be refunded. Students who decide to return to riding after a withdrawal, receive priority on the waiting list.

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 to Leslie Mapes, Chief Operating Officer, who will follow up appropriately.

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 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 volunteer or staff member. All persons entering the barn area must follow the barn rules.*

PARKING

The parking spaces closest to the portico 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.

COMMUNICATIONS

Newsletter – Bits and Paces: Each student/family receives this printed publication. It updates readers on past, present and future Fieldstone Farm happenings. Please advise your Instructor if you are not receiving our mailings.

Pony Press: A monthly e-newsletter goes out to every student household. Please share your email address with us!

Rider Information Bulletin Board: In the waiting areas there are bulletin boards reserved for information of interest to students and parents.

VOLUNTEER PROGRAM

Lesson Volunteers

Fieldstone Farm cannot operate without the dedication of our trained volunteers. Lesson volunteers prep the horses for lessons and assist in classes. Volunteers must be at least 14 years old and meet the requirements of the job description to work in the lesson program. All volunteer applicants over the age of 18 are subject to a criminal background check before they begin their service at Fieldstone Farm. Fieldstone Farm 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, other volunteers and/or horses.

For more information on volunteer opportunities, please contact Lisa Sintic, Volunteer Manager, at 440-708-0013 x127 or lsintic@fieldstonefarmtrc.com.

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

Who we are

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Contact Us

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16497 Snyder Road
Chagrin Falls, OH 44023

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