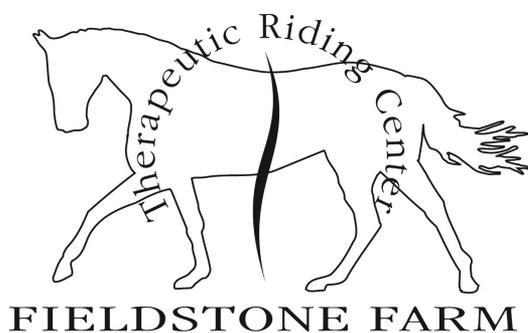


2014 Student Handbook





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 help 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 gift 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 the Ohio Academic Content Standards for language arts, math and science. The result is a creative, progressive, experiential learning opportunity, which directly relates to students' state-mandated academic goals.

Psychosocial Disorders – Horses provide motivation and encouragement to riders. 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 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 therapy 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 is another challenging equine learning opportunity. Fieldstone Farm has four carriages, 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 an 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, horse care and theme days. Fieldstone Farm's Equine Adventure Club enables students to participate in a more intense, hands-on equine experience.

RIDE-A-THON

The Ride-A-Thon is an opportunity for our students to raise funds for Fieldstone Farm's riding programs. Top fundraisers enjoy an offsite trail ride.

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

POLICIES AND PROCEDURES

FEES

Lesson tuition covers approximately 41% of the actual cost of providing each lesson. Fieldstone Farm is a nonprofit and raises funds to help reduce the costs to our participants. A student who is unable to pay the entire fee for their program may apply for a Ridership (scholarship) to cover the balance (see below). Fees vary by program and Ridership funds are available for all therapeutic programs offered by Fieldstone Farm. For more information about specific fees or Riderships contact Winni Spisak, Student Coordinator, at (440) 708-0013 x146 or wspisak@fieldstonefarmtrc.com.

RIDERSHIP FUNDS

Students who are not able to pay the full fee for Fieldstone Farm programs may apply for “Ridership” (scholarship) funds.

- ◆ Deadlines for application are December 20 & June 20.
- ◆ Payment in arrears cannot be made with Ridership funds.
- ◆ Funds cannot be granted to any rider carrying a balance.
- ◆ Funds are limited (based on donations) and an award cannot be guaranteed.
- ◆ All students are asked to pay a portion of their fee. See Ridership application for more details.
- ◆ All guidelines specified on the Ridership application must be adhered to and fulfilled in order to maintain eligibility for funding assistance.
- ◆ Students who benefit from Riderships are expected to maintain excellent attendance. More than two excused (prior notification) absences within a three month period may put your Ridership in jeopardy.
- ◆ More than one unexcused (no prior notification) absence in a six month period may result in the permanent revocation of the Ridership. Continued instances of unexcused absences result in dismissal of participant.

MAKING A PAYMENT

Balances not cleared in 30 days result in the suspension of services and/or dismissal of participant.

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

1. Securely online at www.fieldstonefarmtrc.com using a Visa or Mastercard
2. 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
3. By automatic recurring credit card deduction:
 - Complete an authorization form indicating withdrawal on a specific date. Contact Winni Spisak, Student Coordinator, at (440) 708-0013 x146 or wspisak@fieldstonefarmtrc.com for an authorization form.

Requests for special payment arrangements must be made prior to receiving services.

ATTIRE

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. All students must wear an ASTM/SEI approved riding helmet with the chin harness secured when riding, driving or working around the horses. The following rules **must** be followed at all times:

- ◆ No smoking anywhere on the premises.
- ◆ No food or beverages in the riding arena. No gum on the premises.
- ◆ 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.

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

GROUNDS 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

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, the most advanced notice of cancellation 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 no more than one unexcused absence in a six month period.

Therapeutic Riding or Driving Lessons:

Participants in therapeutic riding classes may make-up a maximum of two appropriately cancelled lessons in a two 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 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/family's responsibility. Students who have an excused absence are eligible to receive a make-up class. A maximum of two absences in a two-month period can be made up. Make-up lessons must be scheduled as soon as possible, but no longer than two 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 Fieldstone Farm management team.

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

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.

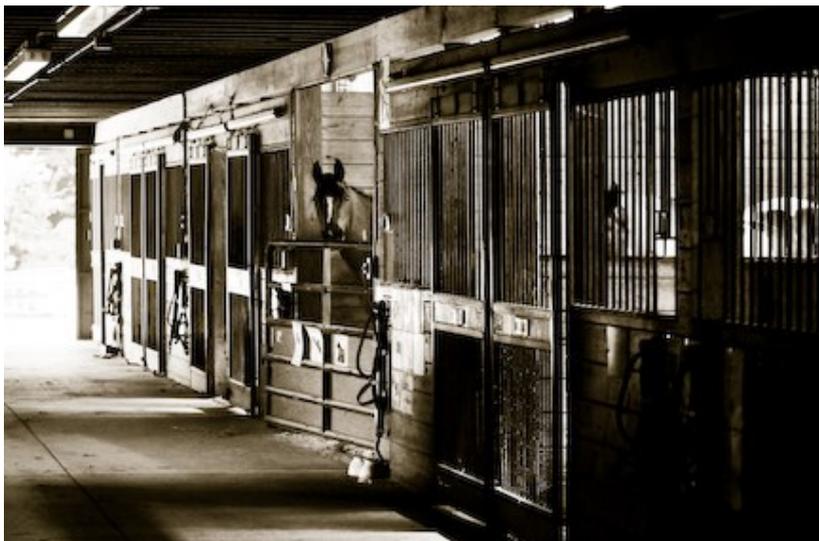
HOLIDAY CLOSINGS

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 beginning around Dec. 20 with classes resuming usually 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 ride without up-to-date forms.

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.

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 three week notification is required when a student plans to withdraw from any Fieldstone Farm program. After that time, any lessons previously paid for 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 wear closed-toe shoes and 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 publication three times per year. 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 assist in getting the horses ready for lessons and assisting 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.

Special Event Volunteers

Volunteers are needed to help organize as well as to provide assistance at our annual fundraising events. **Tack Sale and Trailability Clinic:** This event includes a tack sale of gently-used horse and riding equipment as well as an opportunity for participants to learn from area horse experts who excel in a variety of riding disciplines. This event is usually held in May.

Chef's Unbridled: Chef's Unbridled is an evening of unparalleled food prepared by top local area chefs, delectable drinks and wonderful jazz music by the Cleveland Jazz Orchestra. Guests also enjoy horse-drawn carriage rides, a silent auction and raffle. This event is usually held in September.

For more information on any of the above 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.

Fieldstone Farm Therapeutic Riding Center
16497 Snyder Road
Chagrin Falls, OH 44023
(440)708-0013
(440)708-0012 cancellation line
(440)708-0029 fax
www.fieldstonefarmtrc.com