**THE RIDING SCHOOL, LLC**

***Policies and Procedures Agreement***

In order to provide proper care and meet the monthly expenses of our school horses, lessons are available on a pre-paid monthly tuition basis only. Students may enjoy learning and riding once or twice a week, but please remember that the horses require 24 hours a day, seven days a week, 365 days a year care. A predictable lesson schedule enables us to better provide for our horses and students.

1. **Lesson Payment:** Lessons are scheduled and paid for in advance on or before the first of each month. You are welcome to pay by check made payable to “**The Riding School**.” We also use **Zelle**, a money transfer app that is offered by banks and credit unions across the U.S. If your bank does not offer the service, you can still use **Zelle** by downloading the app. It is easy to set up and there are no fees for using the service.

1. **Single Lesson Payments:** Because of the cost of maintaining the lesson horses, a minimum of four lessons per month is required to participate in the Riding School. Lessons are pre-paid at a fixed monthly rate**. Lead line lessons are available as a single lesson purchase.**
2. **Late Payments**: Your payment is late if it is not received by the 5th of the month, and you risk losing your lesson spot on the schedule to another student. Without your timely payment we assume you are not participating that month. **NSF or returned checks will be charged $40.00**.
3. **Cancellation Notice**: Your lesson horse and instructor have been scheduled for you. **We require a 24-hour notice of** **cancellation.** It is your responsibility to make arrangements to take your missed lesson within one monthof cancellation.

 *If you cancel with less than a 24-hour notice, or inadvertently miss your lesson, the lesson will be forfeited. \*\* Important\*\** **All make-up lessons are subject to availability, are not guaranteed, are non-refundable and must be made-up within one month of the cancellation.**  In the event a rider does not attend or cancels their make-up lesson, the lesson may not be rescheduled again.

**\*To cancel a lesson, please text or phone Deb at 425-443-0447.**

1. **Weather**: We teach during bad weather in the enclosed or covered arenas. But in the event of severe weather such as a snow or ice storm, extreme winds, temps at freezing & below or summer heat 95 degrees and above, the student will be notified of lesson cancellations. In the event an instructor must cancel your lesson, it will be rescheduled.

1. **Instructor Cancellation**: Any paid lesson cancelled by **The Riding School** due to instructor illness or emergency, horse unsoundness or illness or severe weather will be rescheduled.
2. **Late Arrival for Lesson**: Students are encouraged to allow at least 30 minutes to groom and tack up their horse to prepare for their scheduled ride time. If a student arrives after the start of the lesson time and they choose to tack up and ride, we cannot guarantee their lesson will run the full allotted time because of scheduled lessons following theirs. Late arrivals do not qualify for a rescheduled lesson.
3. **Ground or Theory Lesson**: Instructors reserve the right to hold a ground or theory lesson when deemed necessary or appropriate for any lesson.
4. **Safety**: Students are required to wear long pants, sturdy boots with a hard sole and a small heel, not to exceed 1.5 inches, and an ASTM/SEI approved helmet. Safety vests, half chaps, and riding gloves are also recommended. Bike helmets do not provide adequate protection for horseback riding.
5. **Equipment**: Students are responsible for returning all tack and supplies to the proper place in the tack room at the end of the lesson. Please clean your bridles, girths and any other leather gear. We will gladly assist our youngest and new or beginner students, but believe that over time students should be able to take care of their tack and equipment independently.
6. **Horse Care**: Students are responsible for grooming their horse before and after the lesson. NOTIFY YOUR INSTRUCTOR IMMEDIATLY if you believe the horse is ill or injured. Always put your horse away cool, clean with sweat marks removed and blanketed as instructed. If in doubt, ask your instructor. Your horse or pony relies on you to treat him kindly and with care and respect.
7. **School Horse Unsoundness**: If your horse appears ill or lame during your lesson your instructor, time allowing, may assign you a different horse, give you a ground or theory lesson, or reschedule your lesson.
8. **Registration:** In order to participate in lessons**,** students, or their parent/guardians for those under 18 years of age, must complete a Student Registration Form, Hold Harmless Agreement for the Riding School as well as Rosecrest, Medical Information Form and a Policies and Procedures Agreement.
9. **Medical Illness, Family Emergency:** If you mustcancel due to illness, family emergency or other extenuating circumstances in a less than a 24 hour period, **please call or text Deb to discuss a possible make-up lesson.**
10. **Basic Conduct**: Please respect the **Rosecrest Equestrian Estate**  property. Put all trash in garbage bins, put away all equipment and clean up and sweep after your horse. Be respectful of each other, **Rosecrest** boarders, employees and management.
11. **DOGS**: Please leave your dog at home. They can pose a danger by spooking a horse, running in front of a car, or being aggressive toward animals residing at **Rosecres**t.

We are honored that you have chosen to ride with us at **The Riding School**! Your satisfaction and progress are very important to us, and we are here to help you get the most out of your lessons. Please sign below that you have read and understand the Policies and Procedures of **The Riding School** and agree to abide by them.

Thank You!

**The Riding School, LLC**

**Deborah Ritchie**

Owner & Instructor

Thank you from all the Riding Lesson Horses and Ponies too!

Student Name (Print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature (Or Parent/Guardian Signature if Student is under 18 years of age)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Please initial) I understand the above Policies and Procedures and agree to be bound to the agreement while I am a student at **The Riding School**.

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_20\_\_\_\_\_\_\_\_\_\_