



HORSEMANSHIP

PARTICIPANT INFORMATION PACKET

Hello and welcome to Healing Reins!

Thank you for your interest in the Healing Reins. We are excited to guide you through the process of becoming a participant in our program! Our mission, *"to heal with horses"*, means improving the wellness of Central Oregonians through nationally accredited, affordable horse-centered therapies and programs. We have been providing equine assisted activities and therapies to children, teens and adults in the Central Oregon area since 1999.

Facility Locations

Healing Reins-South is located on a 20 acre farm in Southeast Bend. From 27th Street, travel 1.5 miles east from 27th street on Rickard Road, turn right (south) on Billadeau Road, travel .5 miles to see our sign and driveway on the right. Our address is 60575 Billadeau Road, Bend, OR 97702.

Healing Reins-Cline Falls is located at 65325 Cline Falls Rd, Tumalo, Oregon.

Accreditation

The Professional Association of Therapeutic Horsemanship (PATH) International is the national nonprofit association that promotes and supports equine-facilitated activities for individuals with disabilities. PATH International sets the safety guidelines and teaching standards for the industry. Healing Reins is a 501(c)(3) non-profit organization and a Premier Accredited member of PATH International, which is the highest possible accreditation standard. All Healing Reins' instructors are professionally certified by PATH International.

Non-Discrimination Policy

Healing Reins accepts students regardless of race, color, nationality, gender, sexual orientation, ethnic origin or economic status.

What is Horsemanship?

Adaptive horsemanship teaches horse-handling and riding skills using activities tailored to meet the physical, cognitive, emotional and behavioral needs of the individual participant. Children, teens and adults with a wide array of challenges are active in this program. Participant ages range from four years to adults.

Weekly lessons are one hour in length and are taught by PATH (Professional Association of Therapeutic Horsemanship) International certified instructors. Lesson plans take into account the rider's physical, emotional, and mental strengths and limitations. Activities may include horse care (such as grooming and tacking), exercises, games and riding the trail. All participants are supported by trained volunteers who are an important part of the learning team and individual progress is documented weekly.

Continual participation in the program is highly recommended for maximum therapeutic benefit. Horsemanship does not offer jumping, barrel racing or advanced level riding. Participants are encouraged to discuss their goals with their instructor on a regular basis.

Benefits of Horsemanship

The primary goal is to improve horsemanship skills with secondary therapeutic goals of gaining strength, improving balance and coordination, gross and fine motor skill development, increased self-confidence, emotion regulation and healthy self-concept.

- The horse's unique, three-dimensional movement replicates the movement that the human body experiences while walking. Sitting on a horse helps to strengthen and stimulate core muscles, which often improves mobility.
- Programming complements individual educational plans. The result is a creative, progressive, experiential learning opportunity, which directly relates to students' goals.
- Horses provide motivation and encouragement. The relationship that develops between participant and horse nurtures the development of skills such as responsibility, increased self-esteem, trust and respect.

Fees

Healing Reins provides year-round services by offering four (4) sessions.

Summer Session-July 10-September 1: Registration fee \$344

Payment 1: \$172 due 7/1/2023

Payment 2: \$172 due 8/1/2023

Fall Session-September 11-December 16: Registration fee \$559

Payment 1: \$140 due 9/1/2023

Payment 2: \$140 due 10/1/2023

Payment 3: \$140 due 11/1/2023

Payment 4: \$140 due 12/1/2023

Winter Session-January 8-March 23: Registration fee \$473

Payment 1: \$158 due 1/5/2024

Payment 2: \$158 due 2/1/2024

Payment 3: \$158 due 3/1/2024

Spring Session-April 1-June 30: Registration fee \$473

Payment 1: \$158 due 4/1/2024

Payment 2: \$158 due 5/1/2024

Payment 3: \$158 due 6/1/2024

Scholarships

At Healing Reins, we believe that no one should be denied an opportunity to participate in our horsemanship programs because of financial need. We strive to make all of our horsemanship programs available to as many members of our community as possible, regardless of the ability to pay.

Since we have a limited amount of scholarship funding, we recommend applying for scholarship assistance as far in advance of the session you are interested in attending as possible. Our programs are open to all and we do not discriminate on the basis of race, religion, national origin, ethnicity, physical challenges, or sexual orientation.

Assistance will be awarded to those with proven financial need, dependent upon availability of funds. In order to meet the needs of as many families as possible, 100% financial aid is rarely given. Typical financial assistance is given at 25%-50% of the published program fees for a session. Assistance level is determined using several factors that affect household finances and ability to pay. If you would like to apply for scholarship assistance for yourself, your family, or other members of your household:

- Please make sure you (or they) have **registered as Healing Reins participants first.**
- Once you and/or your household members are registered as Healing Reins Participants, please use the form on this page to apply for scholarship assistance.
- In order to apply for scholarship assistance, you will need to provide household financial information including income, assets, rent/mortgage information, nutritional supplemental programs, and non-reimbursed medical costs. You only need to fill out one form per household, if multiple family members participate here at Healing Reins.
- Your individual application information will be kept confidential.
- For additional financial assistance, you can inquire about **Flex Plan benefits, if your family has insurance through PacificSource Community Benefits (OHP), and/or Family Access Network.**

Scholarship applications can be found on our website. For more information on scholarship requirements, please contact Nicole Paris Johnson, Office Manager, at (541)382-9410 or operations@healingreins.org.

Making a payment

Payment for horsemanship lessons are due **before** services are performed. Tuition payments can be made through one of three ways:

1. Automatic recurring credit card deduction.
2. Clicking on the link in your emailed monthly tuition statement you will be allowed to pay securely online via credit card.
3. By Check, please place it in the tuition payment box in the Participant Resource area.

Attire

All participants must wear approved ASTM-SEI safety helmets while working with or near the horses. This includes both ground and mounted work. Helmets are provided, but if participants wish to purchase their own helmet, said helmet must meet the ASTM-SEI standards and be properly fitted. Helmets with a manufacture date older than 5 years are not allowed.

Layers work great as the barn is generally cooler than the outside temperature. Dress for the weather. Gloves with individual fingers are helpful on cold days.

No sandals, slip-ons or Crocs. Shoes with clunky-soled shoes or shoes with fat tongues like Skaters do not move easily into and out of the stirrup and are therefore unsafe for riding.

Long pants (leggings, sweats, jeans, joggers) are required. Boots with a heel are preferred but not required.

Participant 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:

Absence Notification: Our office must be notified of an absence at least 24 hours prior to the lesson. Participants should call or text the cancellation line **541-362-4147** to provide notice of any and all absences. Planned absences more than a week prior to the lesson may be communicated by email to **cancellation@healingreins.org**

Absences with notification less than 24 hours prior to class times are considered unplanned absences. Multiple unplanned absences will result in a conversation about the appropriateness of the lesson time.

Our invoicing process requires that participants pay for lessons prior to the month of service. It is important that participants familiarize themselves with the following policies.

No Shows: Absences without notice are considered No Shows. No shows put a strain on the class, volunteers and instructor. If a participant accumulates three No Shows, the participant will be discharged and put on the waitlist.

Non-Medical: If a participant misses lessons during the pre-paid month, either expected or unexpected, for non-medical reasons, that participant shall not be reimbursed for those missed lessons. If non-medical absences are expected prior to invoicing, a participant is required to pay for the planned missed dates to reserve their lesson day/time or potentially lose their lesson day/time and be put on the waitlist to return.

Medical: If a participant misses 2 or more lessons during the pre-paid month due to medical issues, participants will be reimbursed if a doctor's note is provided stating the participant's inability to participate for medical reasons. After that time, the participant must be put on the waitlist to return. A doctor's release is required for the participant to return to lessons following a medical leave.

Late Arrival Participants: If you are running late please call or text the cancellation line. Participants more than **15 minutes late** will not be able to participate in their mounted lesson; they may be offered a ground lesson depending on volunteer support.

Cancellations made by Healing Reins: In the event Healing Reins makes a cancellation we will credit the participants account.

Discontinued Services: Healing Reins requires a **2 week notice** when a participant discontinues services for reimbursement of tuition.

We know that there are times when participants will not be able to attend their class. As a nonprofit, Healing Reins 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 volunteer and staff time

Unplanned closing or lesson modification policy

Healing Reins will cancel lessons when the Bend-LaPine school district cancels school due to severe weather. (School district two hour delays typically will not affect the lesson schedule).


Healing Reins may cancel or provide un-mounted options when factors causing potentially unsafe conditions for mounted lessons exist, ie: high wind, hail, colder than 20 degrees, hotter than 95 degrees, poor air quality or lack of sufficient volunteers.

We know that some of our participants thrive on keeping to a set of structured activities and coming to Healing Reins but not riding may be difficult for them. If you are concerned about this possibility, please talk with your instructor to make a plan.

All unplanned closures will be communicated by phone and/or email. When in doubt, call or text the cancellation line at 541-362-4147 or email cancellation@healingreins.org.

Participants will be reimbursed for any classes canceled by Healing Reins.

Calendar


 Healing Reins 2023-2024 FY Calendar																																									
Jul-23							Aug-23							Sep-23							Oct-23							Nov-23							Dec-23						
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Summer Session July 10-September 1


Fall Session September 11-December 16


Winter Session January 8-March 23


Spring Session April 1-June 30


 Mental Health Clinic Only (No Adaptive Riding)


 No Color Means No Lessons


 Office Closed- Staff Off

 Closed Sundays

 Cline Falls D&D Gala

 Picnic in the Paddock

 Halloween Walk-About

 Holiday Drive-Thru

Participant Records

Participants must complete and submit all initial forms prior to beginning a program. In addition, participants are required to update their registration information and medical history forms annually. This paperwork is required to maintain our PATH International Premier Accreditation. Participants 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 service horses, insurance requirements and industry standards, Healing Reins is limited to instructing students who:

- Weigh 225 pounds or less (based on horse availability).
- Do not exhibit conditions that are contraindicated (as determined by Healing Reins staff).
- Have current signed and dated paperwork.
- Can benefit physically, emotionally, socially and/or cognitively from a Healing Reins program.
- Do not threaten the health or well-being of other participants, horses, volunteers or staff.

Grounds for discharge

There may be circumstances where participation in an equine activity may no longer be appropriate. Participation in an Adaptive Horsemanship, Recreational Horsemanship, or Equine Assisted Learning class is dependent on a number of factors such as; individual needs, availability of an appropriate equine partner, class dynamics, and volunteer availability. If a class is no longer an appropriate fit for an individual, a new class option will be offered, if available. If a participant's skill level exceeds the capabilities of Healing Reins then an option to graduate to a new riding facility may be offered. If a participant's needs and support requirements increase then Healing Reins staff will work with participants, families, and caregivers to find a more appropriate fit. If another option is unavailable at the time, then the participant may be moved back to the waitlist until an appropriate situation is available.

Participants may also be discharged for reasons such as, but not limited to: repeated unsafe or disrespectful behavior, exceeding the physical abilities of the horses, physical or cognitive changes that become contraindications to riding or ground work.

Confidentiality

Participant 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. Guests are asked to respect participant's right to privacy at all times.

Conflict Resolution

Problems or complaints are best handled immediately, confidentially and directly between the parties involved and their Instructor. Parents and participants who feel that their concerns are not being adequately addressed may call or email Polly Cohen, Executive Director, at pollyc@healingreins.org who will follow up appropriately.

Facility/Farm environment

Safety for participants and visitors are of the utmost concern. Healing Reins horses are trained to work with many distractions, however they are still animals with a strong flight instinct. Working around horses is a risk activity. Staff and volunteers review and practice safety and emergency procedures on a regular basis.

Parking – Horsemanship participants may use the parking spaces in front of the barn or along the fence on the left side of the property. Please leave marked accessibility parking to those who need it.

Entrance - All participants should enter the barn through the left side entrance marked "Barn entrance". People who require mobility devices may enter through the double barn doors. That area is reserved for active participants, volunteers, and staff. THIS IS FOR THE SAFETY OF EVERYONE INVOLVED.

Waiting Areas - There are several designated waiting areas for parents, siblings, and guests. These include; the large concrete space with tables and umbrellas between the modular buildings and the barn, the indoor viewing room, inside the arena up to the gates, outdoor play area (ask a staff member to point it out if you aren't sure), around the small animal enclosure, and at the bleachers by the outdoor area. For everyone's safety please stay in these designated areas.

We greatly appreciate your help and support in this, as the safety and wellbeing of our clients, participants, and all of our animals relies upon all of us doing our part.

FARM AND SAFETY RULES

Here at the farm there are some very important safety rules that must be followed at all times:

- No smoking or vaping anywhere on the property.
- No weapons, alcohol or illegal substances allowed on the property.
- Off-limit areas are posted and must be avoided.
- No running, pushing, yelling, climbing the rails, stairs or ramp.
- Do not go into fields, paddocks, barns, or stalls unless you are supervised by a staff member, volunteer, or your therapist.

- Close all gates behind you.
- Driveway speed limit is posted at 5 mph. This speed limit is strictly enforced.
- No pets allowed on the premises. Please leave dogs at home. Service animals are allowed but please be able to answer the following questions: *1. Is the animal required because of a disability? 2. What work or task has the animal been trained to perform?*
- Visitors must be respectful of the students and clients who take part in Healing Reins services, remembering that sessions are private and confidential. PLEASE DON'T APPROACH areas where services are clearly taking place.
- Visitors must avoid areas where programs are taking place. There is an indoor viewing area and a space on the indoor arena railing for observing participants. There is an outdoor viewing area to observe participants in the outdoor arena and sensory trail. Visitors may visit the small animal enclosure or the playground near the parking areas.
- All visiting minors must be supervised at all times.
- Chasing, teasing, taunting, harassing, or purposely annoying, scaring, or irritating the animals at the farm is strictly prohibited.
- Treat animals with respect. Use kind, even if direct, words with the animals.
- Do not give the animals any food or treats without permission from staff
- Picture taking is not allowed without permission from the Healing Reins staff.
- Participants must wear appropriate clothing and footwear to be allowed near the horses. Helmet policies are stated above.
- Caution: Fencing on the property has electrified strands of wire.
- Listen to the Healing Reins staff, volunteers, and therapists at all times, and follow these safety rules.

Communications

In the waiting area near the participant gate is the Participant Resource Center with information of interest to participants and parents. Current phone and email information is appreciated in order to communicate to participants. If no email is available, participants are highly encouraged to review the bulletin boards.

How can you help? Healing Reins is a 501c3 non-profit organization. Fundraising and parent/guardian involvement is critical to the success of the programs and a necessary part of providing the service at the price that it is offered. A number of events and campaigns are planned each year and your participation is greatly needed. Ongoing volunteering is a rewarding and helpful way to contribute too. The following are some ways you can get involved:

Lesson Volunteers: Healing Reins 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 Healing Reins. Healing Reins 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.

Facility Volunteers - Volunteers are a vital part of keeping the facility and grounds maintained. We can always use help sweeping, cleaning the lounge/bathroom, picking up manure, and cleaning tack.

For more information on volunteer opportunities, please contact Volunteer Team, at 541-382-9410 or volunteer@healingreins.org

Other services offered at Healing Reins

Healing Reins provides a variety of equine assisted services including mental health, physical and occupational therapies. To learn more about Healing Reins or to enroll in these other services, check out the website at www.healingreins.org or contact us at (541) 382-9410