

# Barn Rules

1. Visits and lessons are by appointment only.
2. Speed Limit is 5 MPH when entering and exiting the property.
3. No driving past the barn unless authorized.
4. Parking is to the north of the barn on the gravel by the railroad ties.
5. No parking in front of the gates or by the barn.
6. We are not responsible for loss, theft, or damage of trailers, vehicles, or personal items on the property.
7. NO DOGS ALLOWED.
8. No smoking.
9. No drugs, alcohol, or weapons.
10. Do not feed the horses.
11. Parents must provide supervision for their children when they are not involved in a lesson.
12. No running or screaming.
13. No climbing on arena rails, pasture gates, or hay bales.
14. Everyone MUST sign all required paperwork in order to participate in ANY horse-related activity.
15. It is the clients responsibility to check with their doctor to verify that horseback riding is an appropriate and safe activity for them.
16. No one is allowed in the pastures without instructors approval.
17. Do not tie horses to round-pen, fence post, etc. Only tie horses to the hitching post or tie rings in arena.
18. An instructor must be present before a lesson can start.
19. The rider has to be at least 3 years old.
20. Maximum weight limit 220 lbs.
21. Rider must wear proper attire such as closed toed shoes (preferably with a heel), an ASTM-SEI approved horseback riding helmet, and no loose-fitting clothing or jewelry.
22. Helmets and equipment are provided by McCord Training, however, those clients who bring their own helmets and equipment are responsible for making sure they are in good condition. Helmets cannot be over 5 years old.
23. Lessons are not given in temperatures below 32 degrees F or above 100 degrees F.
24. All incidents must be reported.

# Program Policies

## **SCEDULING**

To schedule a lesson, you can either schedule it through Vagaro at [www.vagaro.com/mccordtraining](http://www.vagaro.com/mccordtraining) or by contacting Leah. Leah can be contacted by calling/texting 406-672-7511, e-mailing [mccordtraining@yahoo.com](mailto:mccordtraining@yahoo.com), or by messaging our Facebook page.

## **FORMS OF PAYMENT**

We accept cash, check, credit card, or PayPal. PayPal payments can be sent to [mccordtraining@yahoo.com](mailto:mccordtraining@yahoo.com). We take credit cards through QuickBooks.

## **LESSON OPTIONS AVAILABLE**

### **1. Monthly Payment Schedule (Memberships)**

#### **What is a Membership?**

A membership means you prepay for your lessons at the beginning of each month, which reserves your preferred day and time. Memberships are ideal for riders who take lessons weekly or every other week. There is no additional fee to have a membership, and members receive benefits such as discounts on lessons, camps, horsemanship classes, and participation in special events.

#### **Monthly Renewal**

Your membership automatically renews at the start of each month. If your schedule needs to change, please notify Leah before the first of the month.

#### **Billing & Payment**

Statements are sent through QuickBooks prior to the new month, and payment is due by the first. If lesson fees are late, we may remove the client from the schedule or move them to randomlesson status.

#### **Rescheduling & Cancellations**

All lessons paid for at the beginning of the month must be used within that month. To reschedule, please contact Leah ideally 48 hours in advance. With a membership, you are allowed to reschedule **one** lastminute cancellation per month.

## **Membership Lesson Prices**

One Hour Private Lesson \$65

One Hour Group Lesson \$50 per rider

One Half Hour Private Lesson \$40

## **2. Pay By the Lesson (Random Lessons)- About Random Lessons**

This option is for riders who prefer to pay one lesson at a time. Availability is limited, and lessons are scheduled individually. Because lessons are booked one at a time, **no specific day or time is guaranteed** for riders who pay per lesson.

### **Payment Policy**

Payment is due **at the time of service**. Another lesson will not be scheduled until payment has been received for any previous lesson.

### **Cancellations**

Lastminute cancellations will be charged the full lesson fee. After two cancellations, prepayment is required to reserve a lesson, and prepaid lessons are **nonrefundable**.

### **Program Rights**

We reserve the right to refuse service when necessary to maintain a safe and positive learning environment.

## **Random Lesson Prices**

One Hour Private Hour Lesson \$70

One Hour Group Lesson \$55 per rider

One Half Hour Private Lesson \$45

## **MAKE-UP LESSONS**

### **Memberships -**

For riders with a membership, a makeup lesson may be scheduled when we receive at least **48 hours notice** before the original lesson time. Makeup lessons must be completed **within the same month** the original lesson was scheduled and paid for. Memberships also include **one** lastminute cancellation per month that may be rescheduled.

**Random Lessons -** If you notify us at least **48 hours before the lesson**, you will not be charged; however, there is **no guarantee of getting back on the schedule** due to limited availability. If a cancellation is made with less than 48 hours notice, the lesson will be charged.

## **FAMILY EMERGENCIES**

We understand that unexpected family emergencies can arise. In these situations, rescheduling a lesson is handled **at Leahs discretion**. Please notify us as soon as possible if you are unable to make your lesson due to an emergency. We will do our best to work with you while maintaining fairness and consistency for all riders.

## **LATE ARRIVALS/NO SHOWS**

Any client who arrives within 20 minutes after the start of their lesson will still receive a partial lesson which will end at their scheduled time. Any rider who arrives 20 minutes or more after the start of their lesson will be treated as a no show and charged for the lesson.

No shows are when a client is scheduled for a lesson but never shows up. If the client no shows, then they will be charged for the lesson. Doesn't matter if it is a random or membership lesson.

## **WEATHER/MCCORD TRAINING CANCELLATIONS**

McCord Training reserves the right to cancel lessons. If McCord Training cancels lessons, they will issue a credit for any lessons that were prepaid that cannot be rescheduled. Lessons maybe cancelled due to safety concerns, an emergency, road conditions, weather, ect. Our policy is to not give lessons under 32 degrees F, over 100 degrees F, or with wind gusts at/over 50 mph.

## **VACATION/DAYS OFF**

McCord Training does take major holidays off Labor Day, Memorial Day, 4th of July, Thanksgiving, Christmas, and New Years. For vacations or days off, we notify riders at the beginning of the month by e-mail.

## **EVENTS/SHOWS**

Lessons will be scheduled around any events or shows. We plan one or two shows a year for our riders to participate in. Participants with memberships can sign up and come to all events and shows at little or no charge to them.

## **CAMPS AND HORSEMANSHIP CLASSES**

Full day camps are \$150 a day. Activities take place from 9 a.m. to 4 p.m.

Mini Camps are \$75. Activities take place from 8 a.m. to Noon. Horsemanship Classes are \$240. They consist of 6 sessions two hours a piece.

Camp fees and Horsemanship Classes fees must be paid in full to reserve a rider's spot - NO REFUNDS. There are no make-up days if a participant misses a day. McCord Training reserves the right to cancel a camp or horsemanship class. If McCord Training cancels, they will issue refunds to clients or reschedule. Camps and Horsemanship Classes can be cancelled due to safety concerns, an emergency, road conditions, weather, ect.

Camps and horsemanship classes are for beginner/intermediate riders 8 to 15 years old. Riders must bring their own lunches for full day camps. Snacks and water will be provided.

### **DISCHARGING A PARTICIPANT**

A participant can be discharged at any time for not following any of our policies. In addition, there are circumstances when we are unable to accommodate participants such as weight, behavior, or a medical condition. It is the

riders' responsibility to verify with their doctor if horseback riding or groundwork is an appropriate activity for them. If a rider has seizure condition or has down syndrome, then we require a signed doctors note before

they are allowed to participate in horseback riding lessons. If it is determined that the rider is unable to ride, then we can set up groundwork sessions if appropriate.

We follow the Professional Association of Therapeutic Horsemanship (PATH Intl.) standards and guidelines to help determine which participants we can safely serve. If situations arise in which it is deemed a safety concern for rider, participant, or volunteers, then there will be a conversation between Instructor, rider, and/or guardian to either dismiss the participant or come up with alternative arrangements.