

WindReach Farm

A centre for inclusion and personal achievement for people of all abilities.

www.windreachfarm.org

Dear Client,

Welcome to WindReach Farm's 2024 Therapeutic Riding Lesson programming! We are excited that we have been able to offer riding lessons to our participants for the 2023 year, and we are looking forward to another year of fun with our riders and horses. Thank you for all the support and feedback that you have given us as we continue to strive to improve our programs and services to better meet the needs of our riders.

In a continued effort to improve communications and to facilitate our registration process we are sending you this information/registration package. It provides you with all the forms and information that you should require for the coming year. Please make note of the following points:

- Please be sure to take note of the registration deadlines. It is your responsibility to get your forms and payments in to us on time. We encourage you to pre-register if you have intentions to ride in multiple sessions. This allows us to forecast our numbers more accurately and determine if/when we can accommodate new riders into the program. **Group lessons are \$60.00/lesson (1 hour in length), semi-private are \$70.00/lesson (40minutes in length) and private lessons are \$75.00/lesson (30minutes in length).**
- You are not obligated to submit the entire session's payment with the registration form. There will be a \$20.00 administration fee applied to all invoices. This fee will be waived if payment is received within two weeks of the invoice being sent. If full payment is not received within two weeks of the invoice being sent to you, we will also withhold riding until payment is completed. All riders are charged a \$5.00 CanTRA fee once a year for insurance purposes. The most effective way to pay is by E-transfer to accounting@windreachfarm.org
- This package includes all forms needed in order to register for riding lessons, a new helmet policy and the 2024 Lesson Program Calendar. It lists all the lesson dates, program breaks, facility rentals and special events. If there are changes to the calendar as the year progresses, we will email you a copy.
- **Please read new helmet policy included in the package and write the date of helmet purchase and include a copy of the receipt.**

Please note that all new riders have additional forms to complete and some returning riders are due to complete Physician Referral Update forms which are included in this package. If you are unclear about what documentation is required please feel free to contact us in the office and we'll be happy to clarify for you.

Sincerely,

Kendra Abbey

905.655.5827 x. 221

equineprograms@windreachfarm.org

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2024 WindReach Farm Rider Profile Form

Riders Name: _____ Phone #: _____

Address: _____ City: _____ Postal Code: _____

Email: _____

Age: _____ Current Height: _____ Current Weight: _____

Emergency Contact: _____ Cell Phone #: _____ Alt. #: _____

Emergency Contact: _____ Cell Phone #: _____ Alt. #: _____

Health Card #: _____ Allergies: _____

Health/Behavioural Changes: _____

Recent Surgical Procedures: _____

Please indicate preferred riding day/times and method of payment on the separate registration form. The day/time you pick is not confirmed until you receive an email or phone call from administration. Please do not pay until ride day/time is confirmed. Payment for each session must be paid in full within two weeks of your invoice being sent.

Session start and end dates are listed below:

Winter Session: Monday, January 8th – Saturday, March 2nd

Registration Deadline is December 11, 2023

Spring Session: Monday, March 18th - Saturday, June 8th

Registration Deadline is March 4, 2024

Summer Session: Tuesday, July 2nd – Saturday, August 24th

Registration Deadline is June 11, 2024

Fall Session: Monday, September 9th – Saturday, December 7th

Registration Deadline is August 15, 2024

Please refer to the 2024 Riding Lesson Program Calendar in separate attachment for program breaks, facility rentals and special events.

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WindReach Farm Helmet Policy – retrieved from CanTRA POLICY Book

O—2 RIDING HELMET SAFETY AND INSURANCE REQUIREMENTS

To ensure safety and to meet insurance standards for all CanTRA member centres, the following requirements are to be in place:

* SEI/ASTM-approved riding helmets are required for all participants in mounted activities. Please check helmet labels for these approved standards. For the list of additional approved riding helmets see Equestrian Canada, Section A: General Regulations, Headgear Standards.

*** Helmets should be replaced five years from the purchase date, and a log book kept with the date of purchase, to include details of the helmets, and the invoice stapled to the page; the helmet should also be replaced after a fall, or if the helmet is dropped on hard ground.**

* This policy applies to riding lesson participants, as well as to instructors and volunteers when schooling and exercising horses.

* Program participants are also required to wear riding helmets when grooming or working around a horse.

* It is the instructor's responsibility to ensure that each rider is wearing a correctly fitted helmet before being mounted.

* Definition of a correctly fitted riding helmet:

- No hair tucked up into the helmet, such as a top knot, braids, ponytail or loose hair.
- No head coverings, ski skull caps, balaclavas worn under the helmet.

* For maximum safety, and to meet liability insurance requirements in the event of an accident, the riding helmet must fit directly to the rider's skull.

References:

Article provided by the CanTRA insurance company:

<https://www.chronofhorse.com/article/from-the-magazine-rapunzel-rapunzel-let-down-your-hair/>

Equestrian Canada, Section A. General Regulations – Headgear Standards

https://www.equestrian.ca/cdn/storage/resources_v2/RikYbqFqvrfqBm4p2/original/RikYbqFqvrfqBm4p2.pdf

Please write the Rider's First & Last Name: _____

Please write the date of helmet purchase here and include a copy of your receipt: _____

****All riders must have a proper , fitted riding helmet (new within the last five years) by October 1, 2024.**

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Liability Release 2024

(Rider) _____ would like to participate in Horseback Riding Lessons. I acknowledge the risks, and potential for risk, involved in this sport. However, I feel that the possible benefits to myself/my son/my daughter/my dependent/my ward are greater than the risk assumed. I hereby, intending to be legally bound, for myself, my heirs as assigns, executors or administrators, waive and release forever, all claims for damages against WindReach Farm, its Board of Directors, Instructors, Therapists, Aids, Volunteers and/or Employees for any and all injuries and/or losses I/my son/my daughter/my dependent/my ward may sustain while participating in Horseback Riding Lessons.

Signature: _____ Date: _____

(Rider, Parent or Guardian)

Witness: _____

Photo Release

Please check off **ONE** of the boxes below:

I hereby consent to and authorize I do not consent to and do not authorize

the use and reproduction by WindReach Farm of any and all photographs and/or any other audiovisual materials taken of me/my son/my daughter/my ward, for promotional printed material, educational activities, exhibitions, or for any other use for the benefit of the programs run by WindReach Farm.

Signature: _____ Date: _____

(Rider, Parent or Guardian)

Authorization to Contact

Please check here if you wish to receive WindReach Farm's regular communications.
If you check this box you will be put on our mailing list.
WindReach Farm does not sell its mailing lists, and you may unsubscribe at any time.

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Physician Referral Update Form 2024

To be completed and signed by the rider's physician.

Rider: _____ Health card#: _____

Have there been any changes in the past year in the following:

CHANGES OBSERVED IN THE PAST YEAR	YES	NO
GENERAL HEALTH		
MEDICATIONS		
NEUROLOGICAL STATUS		
PHYSICAL STATUS		
SURGICAL PROCEDURES		
RADIOGRAPHY OR SYMPTOMS OF ATLANTO-AXIAL INSTABILITY		

If YES to any of the above, please elaborate: _____

Allergies: Yes No If yes, does the rider carry an EpiPen? _____

Does the rider experience seizures? Yes No

If yes, are they controlled by medication? Yes No

Date of last Tetanus Immunization: _____

Height: _____ Weight: _____ **The maximum weight of any rider must not exceed 180 lbs. OR 81 kg.**

Is there any reason why this person should be precluded from a therapeutic riding program?

Physician's signature: _____ Date: _____

Physician's name (please print clearly): _____

Address: _____

Telephone: _____ Fax: _____

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Rider General Information Form 2024

Name of Rider: _____ Date of Birth: ___/___/___ Sex: M F Other

Some general information is vital for our Instructors and volunteers (only as needed) to be informed of in order to provide a safe, productive and enjoyable lesson environment. Please answer the following questions to the best of your ability.

Describe any physical, intellectual, emotional, cognitive, or social goals that the participant is looking to obtain through Therapeutic Riding:

Briefly describe the participant's likes and/or other activities that they enjoy:

Are there particular situations which the Rider might find upsetting? i.e. loud noises, proximity to animals, etc.

If the Rider becomes angry or upset, what is the most effective way to calm them?

Is the Rider verbal? YES NO If no, how do they communicate? Sign language Cards/Boards/I-pad
Other? _____

Can the Rider understand simple verbal directions and follow them? _____

Is there ANY other information that you feel we should know? _____

I hereby give permission for the individual listed above to participate in therapeutic/recreational riding lessons at The Stables at WindReach Farm.

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian's Name (print): _____

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Participant Agreement – 2024

Rider: _____ Date of Birth: _____

Please initial beside each item to verify that you have read and agree to abide by each statement.

_____ I will review WindReach Farm's Rider Policy Manual prior to my first lesson and agree to abide by the information therein. This can be found on our website.

_____ I understand that if I bring sibling(s) or other children, I am responsible for them and will not leave them unattended. I will ensure that their presence and activities do not distract or upset the participants or horses in the lessons.

_____ I will not allow any individuals, including myself, to approach horses or equipment without WindReach staff or representatives present.

_____ I understand that it is my responsibility to ensure timely arrival for class and that riders arriving after the start time of their class, for whatever reason, cannot be guaranteed to be mounted, due to the facility's daily schedule. No makeup lessons or refunds will be provided.

_____ I understand that all riders are required to wear long pants and fully enclosed footwear, and may not be able to ride if I am not dressed appropriately for class.

_____ I understand that the Rider Registration and Liability Release forms must be completed and signed by the rider (or parent/guardian), the photo release is optional. These releases are in effect until explicitly revoked.

_____ I understand that the Physician Update form must be fully completed and signed by the rider's physician as indicated by the physician on the form.

_____ I understand that the WindReach Farm riding programs are volunteer based and that each rider is asked to be accompanied to the lesson by an individual who is prepared to assist in the lesson should the need arise (please refer to the Safety section of the Rider Policy Manual).

_____ I will review and abide by the general stables regulations as listed in the Rider Policy Manual and the EAP Policies and Procedures Manuals which are posted at the stables.

_____ I understand that I, and any others who accompany me, are to remain within the stables boundaries and are not to wander over to the farm unless I have called and booked a visit in advance.

_____ I understand that missed lesson(s) will not be rescheduled nor reimbursed, unless cancelled by WindReach Farm.

I have read and agree to comply with all requirements outlined by the above Participant Agreement. This agreement shall remain in effect unless expressly revoked by the rider/parent/guardian, at which time the rider is ineligible to continue with the WindReach Farm riding programs.

Signature of Parent/Guardian/Rider

Date

Tel: 905-655-5827

312 Townline Rd., Ashburn, ON, L0B 1A0

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Release Form for Riders Prone to Seizures (This form is to be completed for any rider who is prone to or has had seizures)

Rider: _____

Guardian: _____

Address: _____

Phone #: _____ Cell #: _____

Email: _____

The undersigned hereby gives consent for the rider to participate in the therapeutic horseback riding program offered by WindReach Farm. It is understood that there is an increased risk of injury because the rider is prone to seizures (or has experienced seizures in the past). The undersigned hereby releases and discharges WindReach Farm, it's staff, instructors, agents, volunteers, and board members from any and all claims, demands or actions inclusive of costs that may arise out of the clients participation in the program, including any claims or actions for the injuries sustained by the client while participating in the program, regardless of how such injuries may be caused.

Rider/Guardian signature: _____

Witness: _____

Date: _____

WindReach Farm 2024 Therapeutic Riding Registration Form

Participants Name: _____ Email: _____ Phone #: _____

SELECT LESSON TYPE	SELECT SESSION(S)	SELECT TIME OF DAY	SELECT DAY(S) OF THE WEEK
<input type="checkbox"/> Group - \$60/lesson <input type="checkbox"/> Semi-private - \$70/lesson <input type="checkbox"/> Private - \$75/lesson	<input type="checkbox"/> Winter 2024 Jan 8 – Mar 2 Registration due: Dec 11, 2023	<input type="checkbox"/> Morning 9am-12pm <input type="checkbox"/> Afternoon 1pm-4pm <input type="checkbox"/> Evening 5pm – 7pm *Saturdays are 10am-2pm	<input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Saturday <i>(7 – 8 weeks)</i>
<input type="checkbox"/> Group - \$60/lesson <input type="checkbox"/> Semi-private - \$70/lesson <input type="checkbox"/> Private - \$75/lesson	<input type="checkbox"/> Spring 2024 Mar 18 – June 8 Registration due: Mar 4, 2024	<input type="checkbox"/> Morning 9am-12pm <input type="checkbox"/> Afternoon 1pm-4pm <input type="checkbox"/> Evening 5pm-8pm	<input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Saturday <i>(11-12weeks)</i>
<input type="checkbox"/> Group - \$60/lesson <input type="checkbox"/> Semi-private - \$70/lesson <input type="checkbox"/> Private - \$75/lesson	<input type="checkbox"/> Summer 2024 July 2 – Aug 24 Registration due: June 11, 2024	<input type="checkbox"/> Morning 9am-12pm <input type="checkbox"/> Afternoon 1pm-4pm <input type="checkbox"/> Evening 5pm-8pm **There are no lessons past 1pm on Saturdays	<input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Saturday 9-1pm <i>(6-8 weeks)</i>
<input type="checkbox"/> Group - \$60/lesson <input type="checkbox"/> Semi-private - \$70/lesson <input type="checkbox"/> Private - \$75/lesson	<input type="checkbox"/> Fall 2024 Sept 9 – Dec 7 Registration due: Aug 15, 2024	<input type="checkbox"/> Morning 9am-12pm <input type="checkbox"/> Afternoon 1pm-4pm <input type="checkbox"/> Evening 5pm-8pm	<input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Saturday <i>(12-13weeks)</i>

IMPORTANT NOTES:

1. An administration fee of \$20.00 applies to all invoices. This fee will be waived if payment is received within two weeks of the invoice being sent.
2. Your ride day/time will be confirmed with administration by email or by phone.
3. The school program runs in the mornings during the spring session so space is limited.
4. Please refer to the program calendar in the registration package for special events, program breaks and lesson cancellations.
5. All riders are charged a \$5.00 yearly fee that goes to CanTRA for our insurance.
6. Saturday Lessons in the Winter will run from 10am-2pm. Space is limited.
7. You can sign up for as many sessions now as you would like. This form will be emailed again before each session.

PAYMENT OPTIONS:

1. E-TRANSFER
(no password required)
Send E-Transfers to: accounting@windreachfarm.org
2. CHEQUE
Make cheques payable to WindReach Farm

EMAIL FORMS TO:

equineprograms@windreachfarm.org