



Maryland Therapeutic Riding, Inc.

PARTICIPANT MANUAL

*Please read this Participant Manual and then sign and return the
Receipt of Participant Manual form with your Application Packet.*



1141 Sunrise Beach Road, Crownsville MD 21032
410.923.6800 (phone) 410.923.1432 (fax)
www.horsethatheal.org



Receipt of Participant Manual

Maryland Therapeutic Riding, Inc. operates under guidelines established by the Professional Association of Therapeutic Horsemanship International (PATH Intl). These guidelines allow us to provide quality equine experiences while ensuring safety for all participants. Please read this manual thoroughly and sign and return this page, acknowledging your receipt. Please contact us at 410.923.6800 if you have any questions. Thank you for your cooperation.

Participant's Name: _____
(please print)

I have read, understand and agree to comply to the rules and policies in Maryland Therapeutic Riding, Inc.'s Participant Manual. I acknowledge that failure to comply with MTR's policies may result in dismissal from the program.

Signature of Participant, Parent, Guardian, or Caregiver _____
Date

Program Descriptions

The MTR programs are outlined below:

Therapeutic Riding

The Therapeutic Riding program is designed to teach individuals with physical, cognitive or emotional challenges the skills necessary to ride a horse, as well as the skills necessary to appropriately groom and tack a horse in preparation for riding. Skills taught will vary depending on the rider. Therapeutic Riding lessons are offered during all sessions and are taught by PATH Intl. Certified therapeutic riding instructors.

Maryland Therapeutic Riding considers the characteristics, age, riding level, and goals of all participants and will make recommendations on whether participants will be in a group or private lesson when scheduling. The maximum class size is three riders. Private lessons are 45 minutes in length and group lessons are 55 minutes in length. Participants may indicate their preference for a private or group lesson at the time of registration.

Equine Learning

Maryland Therapeutic Riding offers unmounted horsemanship lessons to any individual interested in learning skills related to horse health and care, horse handling, barn maintenance and equine body language. This program allows participants to form a unique bond with the horse by learning how to communicate and work with the horse on the ground. Private lessons are 45min in length.

Hippotherapy

Our Hippotherapy services offer private occupational, physical, and speech therapy sessions with trained and licensed therapists. In this unique form of rehabilitation, therapists utilize the horse and the horse's movement in conjunction with traditional therapy techniques to improve functional outcomes. The horse is a wonderful motivator, and clients are usually very responsive in this type of treatment setting.

Occupational Therapy is designed for:

- Individuals who wish to improve motor control, balance, and attention to task, problem solving skills, cognition, and sensory processing.

Physical Therapy is designed for:

- Individuals who wish to increase their balance, strength, endurance, and flexibility, and improve their gross motor and mobility skills.

Speech Therapy is designed for:

- Individuals who wish to improve speech and language communication through augmentative communication, sign language and verbal modalities.

Equine Facilitated Psychotherapy

Equine Facilitated Psychotherapy is defined as a form of experiential psychotherapy that includes equine(s). EFP is defined as an interactive process in which a licensed mental health professional working with an appropriately credentialed equine professional partners with suitable equine(s) to address psychotherapy goals set forth by the mental health professional and the client. Horses provide reflective opportunities that can be utilized to meet individual, couple, or families' treatment goals.

Equine Facilitated Psychotherapy is a treatment approach within the classification of Equine Assisted Therapy that provides the client with opportunities to enhance self-awareness and re-pattern maladaptive behaviors, feelings and attitudes through observation and interaction with horses on the ground. Equine Facilitated Psychotherapy both promotes personal exploration of feelings and behaviors, and allows for clinical interpretation of feelings and behaviors. EFP denotes an ongoing therapeutic relationship with clearly established treatment goals and objectives developed by the therapist in conjunction with the client.

Equine Facilitated Psychotherapy may benefit people with mental health needs, as well as those looking for overall life skill improvement. Examples include, but are not limited to:

- Self-esteem and confidence building
- Major life change and adjustment issues
- Anxiety Disorders
- Mood Disorders
- Communication skill development
- Connection and relationship building skills
- Trauma
- Grief and Loss
- Family Counseling

Program Policies and Procedures

Statement of Participant Eligibility or Dismissal

Maryland Therapeutic Riding offers services to individuals with special needs. Eligibility for participation in MTR's programs is based solely upon an individual's ability to participate meaningfully and safely, provided the necessary resources are available including: an instructor, horse, volunteers and class availability which meets individuals' needs.

As a fully accredited PATH Intl. operating center, MTR fully ascribes to the Precautions and Contraindications as recommended by the Medical Committee of PATH Intl. as well as Professional Standards. Therefore, our professional staff provides initial and ongoing evaluations for all prospective and active participants.

Due to the nature of therapeutic riding and other equine related activities, there are individuals for whom MTR's programs are deemed inappropriate during the evaluation process and are not accepted for enrollment

or not eligible to continue in MTR's programs. This determination is made on the basis of physical, behavioral and other limitations including PATH Intl. premier accreditation and safety guidelines.

Individuals accepted into MTR's programs are required to take part in periodic progress reviews and follow MTR's rules and procedures. During these reviews, or as a result of unusual occurrences during a program session, the MTR professional staff may find that continuance in the program for a given individual is inappropriate or contraindicated. For this reason, MTR reserved the right to discontinue the participation of an individual in its programs when it is deemed that discontinuance is in the best interests of MTR and/or the individual concerned.

Maryland Therapeutic Riding reserves the right to decide we are unable to serve an applicant due to unavailable resource(s) and/or safety concerns including PATH Intl. guidelines relating to contraindications for participation.

Participation Criteria

Mounted Programs:

- Physically able to sit symmetrically with torso upright and legs astride the horse during dynamic movement
- Physically able to maintain head and neck position independently in proper alignment with dynamic movement
- Weigh less than 200 pounds
- Able to tolerate a riding safety helmet
- Ability to accommodate the movement of the horse without pain
- Adequate range of motion in hip(s) to sit astride

All Programs:

- Does not exhibit physical or behavioral conditions that are contraindicated by PATH Intl. (see Medical History Form)
- Have current signed and dated paperwork – including Registration and Release Form, Medical History Form, and Annual Update Form
- Benefit physically, emotionally, socially and/or cognitively from services provided at Maryland Therapeutic Riding, Inc.
- Complete an intake assessment where trained staff evaluate eligibility
- Safety awareness around animals
- Ability to express pain or discomfort
- Behave in a manner that is safe for self, horses and others

Age and Weight Requirements

Minimum age for Hippotherapy participants is 2 years old, five years old for Therapeutic Riding, and 8 years old for Equine Learning and Equine Facilitated Psychotherapy. There is no maximum age limit. Participants involved in mounted activities may not exceed 200 lbs. due to the weight limits of the current horse herd.

Registration and Fees

All participants must have a fully completed application prior to registering for a service or program. Session dates are available on the annual session calendar posted under the 'Services' link on our website and are attached. The current fee schedule is also attached. Registration will not be considered if the annual paperwork and annual fee have not been received. Any rider with an outstanding balance from a previous session will also not be placed on the schedule until their balance is made current.

Therapeutic Riding and Equine Learning Enrollment:

All participants must complete a registration form to enroll in the program. Enrolling in a session, is a commitment to attend ALL weekly lessons as scheduled. . Pre-registration for upcoming sessions will be available for all active riders and will be available at the farm one week prior to the opening of General registration. Registration forms for each session will be sent via email when it is made available. If you have any difficulty downloading the forms, please contact the Program Department at 410-923-6800.

When completing the registration form, participants may request their first choice of lesson type (private or group lesson). While every effort will be made to honor lesson preference, group spaces may be limited. Participants may choose to defer registration to the next session if their lesson preference is unable to be met.

Hippotherapy and EFP Enrollment:

Hippotherapy and EFP participants may enroll on a rolling basis and continue treatment until discharged. All program activities follow the session schedule and program activities may take place during a scheduled Make Up Week but will be canceled during scheduled Break Weeks.

Payment Information for all programs/services:

Payment may be made via check or credit card. If you prefer not to pay the entire tuition by the first day of the session, you may choose to make multiple payments dependent upon the length of the session and as outlined on the registration form that will be billed throughout the session. All participants will be asked to complete a credit card on file form. In the event that a session balance is not paid by the end of a session, the credit card on file will be billed for the balance.

Scholarship applications are available for those participating in all programs. Scholarship applications must be updated on an annual basis. Please review our Scholarship Policy, as well as a list of funding resources found on our website. Many clients in our hippotherapy program are receiving reimbursement from their insurance companies for occupational, physical, and speech therapy sessions. Additionally, clients participating in Equine Facilitated Psychotherapy can also submit their receipts to insurance. The therapists will provide you with any paperwork necessary to facilitate the reimbursement process.

Annual Update of Paperwork

It is a requirement of both PATH Intl. and MTR that ALL participants submit an Annual Participant Application Update January 1 (or stated deadline) of each new calendar year (or the first session of the New Year). This standard is regardless of how often an individual has participated at MTR during the previous year.

It is the participant's responsibility to be sure paperwork is current. Failure to comply will result in a temporary suspension from the program until paperwork is made current. All of the participant paperwork is available at MTR's website: www.horsethatheal.org.

Submission of other paperwork such as IEPs and therapy evaluations is encouraged, as these assessments are a beneficial part of lesson/treatment planning. Participants with outdated forms will not be allowed to participate.

Scholarships

MTR, Inc. is a non-profit organization. Participant fees are necessary to help defray the expenses of equine assisted activities and cover only a small portion of the actual cost.

It is the policy of Maryland Therapeutic Riding (MTR) to provide financial assistance to MTR participants in an objective, fair and responsible manner. MTR is committed to providing this type of financial assistance to participants who **would not be able to participate** without this financial support. Prospective participants and their families are expected to exhaust all other options of financial support prior to filing a scholarship application. (Please see list of outside funding sources) Scholarship applications received after the scholarship application deadline will not be considered. Students may not receive more than one semester of scholarship assistance per calendar year if a student receiving a scholarship misses more than 30% of their lessons, and they will not be eligible to re-apply for another scholarship during that calendar year. We ask that you contribute a share of the participation fee so that there will be enough scholarship funds available for all who need them. **Participants who receive funds from outside funding organizations do not qualify for an MTR scholarship.**

Outside Funding Requests and Policies

Please note the following applies when receiving outside funding for services at MTR:

1. Outside funding does not guarantee a spot in a specific session. Opening are on a first come, first-serve basis, with current participants getting first choice at registration. If we are not able to get you into a session, you will be put on a wait list until an opening becomes available, or you will need to register for the following session.
2. Outside funding must be used within one year of Maryland Therapeutic Riding receiving the funds.
3. Extensions are available only in situations where a participant slot is not available within the one year time-frame.
4. Participants must complete MTR enrollment process (submitting a completed participant application for the applicable service) BEFORE outside funding requests can be made. Invoices or paperwork needed for the funding will not be provided if the individual has not completed their enrollment process.
5. Please allow the MTR Billing Department at least a one week (7 day) return on any outside funding requests.

Please see our website www.horsethatheal.org to download the scholarship policy and application.

Please Note: If you are applying for an MTR Scholarship, your completed Financial Resource Packet must accompany your registration form. If you are awarded an MTR Scholarship, a letter will be mailed to you

notifying you of the award given. For additional information on scholarships, please go to the 'Participate' link on our website.

Attire

All riders must wear ASTM-SEI approved headgear while mounted. Riders are encouraged to purchase their own helmet. Shared helmets are available at the arena. Long pants are preferred; shorts are permitted, but not recommended, in warm weather. Nylon pants (such as warm-up pants or ski pants) are not permitted because they are too slippery against the saddle or pad. Hard soled shoes or boots with a heel are ideal for riding, but sneakers are acceptable. Sandals or open toed shoes are not permitted. Jewelry should be kept to a minimum.

Participants should dress appropriately for the weather conditions so they can be comfortable during lessons. All participants must wear closed-toe shoes. Remember to layer clothing during cold weather and to wear warm coats, heavy socks, long underwear or tights, gloves, and ear protection that will fit under the riding helmet.

In warm weather, please remember to wear light-colored clothing and apply sunscreen before riding. Participants may also want to bring their own water bottles.

Cancellation Policy

Please find our cancellation policy for each program below.

1. Cancellations by Therapeutic Riders and Equine Learning Participants: Once enrolled in a session, Therapeutic Riding clients are responsible for attending all weekly lessons in that session. Refunds or make-ups will not be provided when riders cancel, due to the complicated nature of rescheduling rider, horse usage and volunteers. Individual arrangements will be made on a case-by-case basis, primarily for extended illnesses and/or surgery with doctor documentation.

2. Cancellations by Hippotherapy and Equine-Facilitated Psychotherapy Clients: For morning sessions, a cancellation call must be made by 7:00 AM, for the afternoon and evening sessions, a call must be made by 12:00 noon. Any cancellation that is made without appropriate notice will incur a \$75.00 cancellations fee. In addition, cancellations without advance notice of 2 or more weeks in succession will result in the loss of your appointment time.

3. Cancellations by MTR: Every attempt will be made to avoid cancellations. However, there are situations that are unavoidable at times, such as, equine health related issues, dangerous weather, and staffing. We appreciate your understanding and support regarding our cancellations policy.

MTR Weather Policies and Procedures

1. Program Manager, or staff/Instructors/Therapists on site, will check the weather for Crownsville, MD via www.weather.com at least two hours prior to the lesson start time. Whenever possible, staff will check the weather the afternoon prior to morning lessons scheduled for the following day. Instructors, therapists, EFP team, Pony Partners and participants are encouraged to also track the weather related to their sessions.
2. Weather related cancellations may be made due to:

- Wind chill for the day is below 25 degrees
 - Heat index for the day is above 97 degrees
 - Winds exceeding 25 MPH
 - Tornado or hurricane warnings
 - Severe rain or hail
 - Snow and/or hazardous driving conditions
 - Weather related closures by Anne Arundel County Schools
 - Thunderstorms: lessons may be canceled in advance if a severe thunderstorm warning is issued for Anne Arundel County. In the event of hearing thunder during a lesson, riders will be asked to dismount or discontinue horse interaction and wait in the waiting area for 10 minutes. Lessons may resume if no thunder is heard after 10 min. In the event of a significant storm, the remainder of the lesson may be canceled.
3. If it is determined that sessions must be canceled, every effort will be made to make timely cancellation phone calls/texts to the number(s) provided. When texting or leaving a message, recipients will be asked to confirm that they received the message. If no confirmation of text or call is received, the responsible party will make an additional phone call.
4. **Make-Up Weeks:** MTR will provide one make-up week at the end of each session. All Hippotherapy and EFP participants will have sessions during the Make-up week. **For Therapeutic Riding and Equine Learning participants, make-up weeks are utilized for cancellations that are made by MTR.** If MTR does not cancel any lessons during the session, riders may have the opportunity to purchase an additional lesson for that session. If riders cannot attend their make-up class, the lesson will be forfeited. Credits will be given to riders for any lesson cancelled by MTR that is unable to be made up. **Please note that MTR cancellation credits must be used in the current or next riding session, or will be forfeited.** MTR Maintains daily attendance of riders and will keep track of any credits for the current session. Prior to each session, a notice will be sent to riders with credits, reminding them when they are to be used or giving them a choice to donate the credits to MTR and receive a tax receipt. This can only be done for self-pay riders.
5. **Break Week:** All programs are closed during designated Break Weeks.

Late Arrivals

Participants who arrive 15 minutes or later will have their lesson cancelled. Hippotherapy clients who are late will still be charged from the scheduled start time of their session.

After the fifteen **(15) minute** waiting period has passed, the volunteers will be instructed to return the horse to the barn and the lesson will be forfeited. Hippotherapy and EFP clients will be charged a \$75.00 cancellation fee.

Parking

Dedicated participant parking is marked with signs and is available near the arenas and in the upper parking lot adjacent to the 2 small barns. **Please note that the speed limit on the farm is 5 mph.**

Designated Waiting Area and Observation Area

For Therapeutic Riding, Hippotherapy, and Equine Learning, upon arrival for sessions, riders and family members/caregivers should gather outside their assigned mounting area. Instructors/Therapists will meet participants at this location to select helmets and prepare for the lesson. Family members/caregivers and guests should use the observation areas outside the arenas for observation of lessons. Children must be under the supervision of a parent/adult at all times. EFP participants may wait in the waiting area in the Main Office for their therapist to meet them.

The barn is a busy place during lesson times. For your safety and the safety of others, please do not congregate in the barn, in front of the barn, or in the pathway leading from the barn to the mounting area. This area needs to remain clear for the horses. Only staff and volunteers are permitted in the barn, paddocks, and arenas.

General Barn and Farm Rules

1. **Treats must not be offered to the horses by anyone at any time.** If you wish to donate carrots or apples, please bring them to the main office. No other types of treats will be accepted. It is important for the horse's health that these guidelines are followed. ***Volunteers, however, are allowed all forms of treats such as cookies, chips, etc. Donations of treats for our hardworking volunteers are always welcome and appreciated and may also be delivered to the main office.***
2. For safety reasons, several areas around the farm are posted "Authorized Personnel Only". Please observe these signs during your visits. **Only staff and volunteers are permitted in the barn.**
3. There is no smoking allowed on the property.
4. The speed limit on the farm is 5 mph. Please drive carefully.
5. Dogs are not permitted on the property, this includes your car.
6. Parents, guardians, or caregivers must remain on the premises during lessons if:
 - the participant is under the age of 16, or;
 - The participant is in the care of or under the supervision of a parent, guardian or caregiver.
7. **Please supervise children at all times to ensure that they do not enter any restricted areas.** No running or fence climbing is allowed. Please encourage quiet play in the designated waiting and observation areas. This is for the safety of the children and to ensure that no horses are startled during lessons.
8. Photography is permitted as long as it is not interfering with the lesson in any way or startling the horses.

2021 Program Calendar

Winter Session: 6 Weeks

Week of January 4-Week of February 8

Make Up Week: Week of February 15

Break Week: Week of February 22

Spring Session: 13 Weeks

Week of March 1-week of May 1

Closed the week of April 26 for Debry Day

Closed for Memorial Day

Make Up Week: week of June 7

Break Week: Week of June 14

Summer Session: 9 weeks

Week of June 21-week of August 16

Closed for Independence Day

Make Up Week 1: Week of August 23

Make up Week 2: Week of August 30

Break Week: Week of September 6

Summer Celebration Week 1: Week of June 21

Summer Celebration Week 2: Week of August 16

Fall Session: 12 Weeks

Week of September 1-Week of November 6

Closed for the week of Thanksgiving

Make Up Week: week of December 13

Holiday Break: week of December 20

Holiday Break: week of December 27

2021 Fee Schedule

<i>Item</i>	<i>Fee</i>	<i>Payment Schedule</i>
Annual Registration Fee (all programs and services)	\$50 per family	Due prior to first lessons/sessions in 2021
Private Therapeutic Riding and Equine Learning (class length 45 minutes)	\$85 per class; total fee varies based on number of weeks in the session	Total fee due with registration (registration will not be processed without receipt of total fee)
Group Therapeutic Riding (class length 55 minutes; 2-3 riders per group)	\$75 per class; total fee varies based on number of weeks in the session	Total fee due with registration (registration will not be processed without receipt of total fee)
School Group Therapeutic Riding (class length 55 minutes; group dependent upon # of school participants)	Please inquire within; total fee varies based on number of weeks in the session	Total fee due with registration (registration will not be processed without receipt of total fee)
Summer Celebration, (Monday-Friday, 9am-2pm)	\$650.00 per week	Total fee due with registration
Day on the Farm, Therapeutic Riding and/or Equine Learning	Please inquire within	Total fee due with registration
Hippotherapy: Individual Occupational, Physical, and Speech Therapy Sessions	\$125 for 60 min.	Due at the completion of each treatment session
Private EFP Session (session length 55 minutes)	\$150.00 per participant	Due at the completion of each treatment session
Group EFP Session (groups up to 8)	Please inquire within	Due at the completion of each treatment session
EFP Sessions contracting with Ten Ten Counseling (session length 55 minutes)	In network with Carefirst, Blue Cross Blue Shield + \$75 horse usage fee. Out of network fee, please inquire within	Due at the completion of each treatment session and billed through Ten Ten Counseling's patient portal. Horse usage fee is billed directly through MTR.

Changes to Participant Manual due to COVID



Participant parking is in front of the Main Office.

Make sure participant has mask and helmet on.

An MTR staff members will meet you at the car at your lesson time.

With your instructor/therapist, proceed to the arena hand washing station and wash your hands with soap and water for 20 seconds then dry.



Please practice social distancing!



Stay at least one horse length apart from each other.



WELCOME BACK!

Here are a few steps you will need to follow when you come back to Maryland Therapeutic Riding

Parents/Caregivers if you have brought a chair you may place it in designated area.



Please practice social distancing while observing.

Don't forget to bring...



Participants are required to bring their own, ASTM-SEI certified helmet.



Please also bring your own labeled water bottle.

We appreciate that you arrive on time and depart without delay (to keep everyone safe!)

