



Ian Millar School of Horsemanship Policies

January 1st, 2023

- **COMMUNICATION:** All communication including but not limited to, lesson confirmations and cancellations, is to be done by **EMAIL ONLY**.
- **PAYMENT:** Payment for lessons is due 7 days following receipt of invoice. **Lessons are sold in monthly blocks.** 1.5% interest will be accrued on all invoices over 30 days. There will be 3% processing fee for any credit card payment on an invoice over \$2,500. Any accounts outstanding more than 30 days overdue will result in a lesson freeze until the account is up to date.
- **HOLD FEE:** Riders who wish to take a leave of absence from lessons while holding their lesson time/spot, will be required to pay \$23 (+HST) per lesson that they will miss in order to save their lesson time for their return. WCP reserves the right to approve leave of absence on a case-by-case basis with 30 days' notice, this is a non-refundable fee. Please note that this rule does not apply to boarders. This fee can be used instead of being invoiced for the full lesson rate if prior months notice is given.
- **CANCELLATION POLICY:** In the event that you need to withdraw from class, please email lessons@wesleycloverparks.com 30 days prior to your withdrawal. You can withdraw from lessons mid-month, but you will not be refunded for lessons missed.
- **ARRIVAL FOR LESSONS:** WCP requests that all students, with the exception of horsemanship, be in the barn 30 minutes before their scheduled lesson time in order to properly care for and tack up their horse.
 - If riders consistently show up less than 15 minutes before their scheduled lesson, WCP reserves the right to decline the lesson or invoice a tack up fee of \$28.00 +HST.
 - Following your lesson, your horse must be groomed properly and all tack must be cleaned with leather soap and water (bits MUST be cleaned). A \$28.00+HST fee will be charged if this is not done appropriately.
 - Horsemanship clients are to arrive at their scheduled lesson time, unless otherwise arranged by their instructor.
- **MAKE-UP LESSONS:** Due to limited ring time, we do not offer makeup classes for those lessons you choose to miss. Credits will be available for the following circumstances:
 - If your child is diagnosed with COVID-19, a credit is available upon request, for the remaining classes in that month. Proof of the diagnosis is required, e.g., screenshot of the COVID test result or notification from Public Health.
 - If Ottawa Public Health confirms that your child cannot attend a lesson, a credit is available upon request. Proof of the directive is required, e.g., screenshot of the notification from Public Health.
 - Cancellations for any other medical reasons must be supported by a medical note in order to be considered for a credit.
 - Refunds will no longer be available under any circumstances. The full value of your credit will be applied to your account for future use.
- **CANCELLED CLASSES/CLASS CHANGES:** While we do our best to avoid cancelling classes, we may sometimes have to do so. If we need to cancel for any reason, the cost of a class will be credited to your account. IMSoH strives to keep scheduling and instructors consistent, however from time to time there may be scheduling or instructor changes. We do our best to keep parents and students informed of upcoming changes.



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- **DEVELOPMENT OF THE RIDER:** IMSoH believes strongly that horsemanship skills are a necessity to staying safe and building well-rounded riders. Please be aware that our instructor team will be providing both on-horse and theory lessons as part of their lesson plans. No credits will be offered if a rider declines a theory lesson.
- **WEATHER:** Our weather policy states that when the weather reaches +35 with humidity, or -35 with wind-chill your lessons may be modified for the safety of our horses and students – this will be up to the discretion of your instructor.
- **SAFETY NOTES:**
 - For your safety and that of our horses, only staff and riders are permitted in the barn areas and arena at this time.
 - For the safety of the horses, students, and families, WCP requests that all small children are properly supervised by an adult at all times. Family and friends are respectfully requested to not interfere in lesson time by speaking to students or entering the ring when viewing is permitted.
 - Please note that dogs are not permitted in the barn/office or arena, and must be on a leash at all times while on-site.
 - WCP requests that riders do not hand feed any treats to the horses. That they must be placed in their feed tub/ground.
 - Please note that all students will need to purchase their own helmet and grooming supplies after assessment and horsemanship program if they haven't done so already.
- **ANTI-ABUSE, HARASSMENT & DISCRIMINATION PRACTICES :**
 - Our centre maintains high standards for positive interaction, communication and role-modeling for children. Harassment, abuse, and discrimination will therefore not be tolerated from any party. If at any point a parent/guardian, provider or staff feels uncomfortable, threatened, abused or belittled, they may immediately end the conversation and report the situation to their instructor and/or our lesson coordinator.
 - Everyone, including members of the public and professionals who work closely with children, is required by law to report suspected cases of child abuse or neglect. If a parent/guardian, instructor or staff expresses concerns that a child is being abused or neglected, they will be advised to contact the local Children's Aid Society (CAS) directly. Persons who become aware of such concerns are also responsible for reporting this information to CAS as per the "Duty to Report" requirement under the Child and Family Services Act.

By signing below and/or participating in lessons at Wesley Clover Parks' Ian Millar School of Horsemanship, I agree to the terms of the lesson program indicated below, and the terms of the policies above.

Print rider Name: _____ Signature: _____

- **If rider is under 18 years of age:**

● Print Parent/Guardian Name: _____ Signature: _____





IMSOH Barn Rules

- For safety reasons we would like to keep the traffic in the barn aisle down to a minimum, so only students and Wesley Clover Parks staff are allowed in the aisle way during their scheduled times in the barn. If your child needs assistance, one of our Barn Team members would be happy to help.
- Students may only enter the barn aisle to start getting their horse ready a maximum of 30 minutes before their lesson and may only remain in the barn aisle a maximum of 30 minutes after their lesson. If you are running late for your lesson or need to leave early, we can invoice you a tack up/un-tack fee.
- Students should follow the posted timeline and be fully tacked up 5 minutes prior to their lessons
- Anyone entering or exiting the arena should knock and call "door" before opening the arena door or walking through the doors.
- All students must wear an ASTM/SEI approved helmet while riding.
- All students must wear long pants for mounted lessons, no shorts, skirts, or dresses are permitted.
- Everyone must wear closed toed shoes while in the barn aisle and must wear boots with a heel for mounted lessons.
- Long hair must be tied back in a ponytail or braid, or tucked into the rider's helmet while riding or interacting with the horses.
- Students should not reach their hands through the metal bars of their horses' stall; this can be very dangerous.
- Students are not permitted to hand feed treats to our horses. Any treats must be placed in feed tub or on the ground.
- Students must have their horse haltered and attached to the cross-ties at all times when grooming, tacking up, and handling.
- Students should never sit, lie down, or kneel in the barn aisle or when working around a horse.
- No running in the barn aisle or when working around the horses.
- No yelling in the barn aisle or around the horses.
- No horseplay or any form of hitting, pushing, etc. will be tolerated, whether directed at the horses or between students.
- Horses, tack/equipment, staff members, and other students must be treated with respect at all times.
- Horses must be properly groomed before attending their lessons. This includes removing mud or dirt from their legs and taking shavings out of their tails.
- Staff member ONLY may enter the horse paddocks, volunteers must have earned this responsibility or be accompanied by a staff member. All other may not enter the paddocks.
- Anyone wishing to walk by the outside of the paddocks to observe the horses should please touch base with a staff member before doing so.
- All tack should be cleaned and neatly put away at the end of your lesson and your horse's bit must be rinsed. If this is not done, you will be invoiced a tack cleaning fee.
- Students should clean up after themselves and leave shared areas (tack room, groom stalls, etc.) cleaner than they were upon arriving.
- If you are unsure how to do something, please ask a staff member for assistance.