



## Enrollment Renewal Form

*In order to ensure coordinated care, staff and volunteers are provided with information about the abilities/disabilities of participants.*

**Participant's Name** \_\_\_\_\_ **Preferred Name** \_\_\_\_\_

**Date of Birth** \_\_\_\_\_ **Age** \_\_\_\_\_ **Male or Female (circle one)**  **Height** \_\_\_\_\_ **Weight** \_\_\_\_\_

**Street** \_\_\_\_\_ **City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Phone** \_\_\_\_\_ (home/cell) **Phone** \_\_\_\_\_ (home/cell)

**Email address:** \_\_\_\_\_

**School Name** \_\_\_\_\_ **Grade** \_\_\_\_\_

**Diagnosis (optional):**

**Primary** \_\_\_\_\_ **Secondary** \_\_\_\_\_

### Emergency Medical Treatment

**Physician's Name** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Health Insurance Company** \_\_\_\_\_ **Policy #** \_\_\_\_\_

**Preferred Medical Facility** \_\_\_\_\_

**Allergies/Allergies to medication** \_\_\_\_\_

**Current medications** \_\_\_\_\_

**In the event of an emergency contact: Name** \_\_\_\_\_

**Cell phone** \_\_\_\_\_ **Relationship** \_\_\_\_\_

### Consent to Emergency Medical Treatment

In the event emergency medical aid/treatment is required due to illness or injury during the process of receiving services or while being on the property of Master's Touch Recreational Riding, I authorize Master's Touch Recreational Riding to: 1. Secure and retain medical treatment and transportation if needed. 2. Release records upon request to the authorized individual or agency involved in the medical emergency treatment. This authorization includes x-rays, surgery, hospitalization, medication, and any treatment procedure deemed "life-saving" by the physician. This provision will only be invoked if the person(s) above is unable to be reached.

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**Adult Participant SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_\_\_ Parent/Guardian if participant is under 18 years of age **Relationship** \_\_\_\_\_  
to participant if participant is under 18 years of age \_\_\_\_\_

**Please check service of interest:**

- Recreational Riding
- Western/English Riding Lessons
- Group lessons
- Small Spurs
- Silver Spurs
- Recreational Driving

**Please check your primary goal(s) while at MTRR.**

- Equestrian/horsemanship (goals \_\_\_\_\_)
- Recreational/therapeutic (goals \_\_\_\_\_)
- Social (goals \_\_\_\_\_)
- Other \_\_\_\_\_

**Describe previous riding experience, if any:**

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**Fees and Payment Procedures**

- Recreational Riding: \$45/\$40 (when enrolled) for 45 min
    - Rec Riding group fee: \$35 per lesson (enrolled only)
  - Small Spurs: \$40/\$35 (when enrolled) for 30 min
    - Group Small Spurs fee: \$35 per lesson (enrolled only)
  - Silver Spurs: \$45/\$40 (when enrolled) for 45 min
  - Recreational Driving: \$45/\$40 (when enrolled) for 45 min
  - Western/English Riding: \$50/\$45 (when enrolled) for 1 hr.
    - Group Western/English Riding Fee: \$35 per lesson. (must be enrolled, evaluated by instructor)
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- **Discounted fees at a rate of \$5 per lesson** are available when students enroll for an entire semester and pay the monthly enrollment fee by the first of each month.  
*(This is a savings of more than \$80 for the semester)*
  - Fees must be paid by cash, check, or card (at the barn or online).
  - Fees paid after the 10th of the month are subject to a “late fee” of \$25.00.
  - All bank fees charged for returned checks are the responsibility of the participant.
  - Fees for using a card will be paid by the participant
  - Payments can be paid by mail or in person— Send payments to Master’s Touch, 2794 McGarity Road, Social Circle, GA 30025. Fees paid in person are to be placed in the drop box located on the side of the office. Please put the payment in a closed envelope, label it with the rider’s name, and the date/month of the lesson. They should not be given to the instructors or volunteers.

**Initial** \_\_\_\_\_

Please check the preferred schedule/payment	Program Descriptions
<p><b>Please check the preferred schedule/payment</b></p> <ul style="list-style-type: none"> <li>○ <b><u>Fall Semester 1</u></b> (pay by month) <ul style="list-style-type: none"> <li>• Dates: August 4- September 30</li> <li>• No Classes: Sep. 1 (Labor Day)</li> </ul> </li> <li>○ <b><u>Fall Semester 2</u></b> (pay by month) <ul style="list-style-type: none"> <li>• Dates: October 1- December 19</li> <li>• No Classes: Nov. 11 (Veterans Day)</li> <li>• No Classes: Nov 24-28 (Thanksgiving Holiday)</li> </ul> </li> <li>○ <b><u>Winter Semester</u></b> (pay by month) Dates: January 5 – March 31 <ul style="list-style-type: none"> <li>• No Classes: Jan. 19 (MLK Day)</li> <li>• No Classes: Feb. 16 (President's Day)</li> </ul> </li> <li>○ <b><u>Spring Semester</u></b> (pay by month) <ul style="list-style-type: none"> <li>• Dates: April 1- May 22</li> <li>• No Classes: the week of May 25th</li> </ul> </li> <li>○ <b><u>Summer Semester</u></b> (No enrollment, book online and pay by session) <ul style="list-style-type: none"> <li>• Dates: June 1- July 31</li> <li>• No Classes: July 4 (Independence Day)</li> </ul> </li> </ul> <p><b>Students who are not enrolled need to book online and pay by the session unless otherwise instructed by the scheduling manager.</b></p> <p>*Individual sessions may additionally be booked upon request during semester breaks, aside from holidays*</p> <p><b>Private fees:</b></p> <ul style="list-style-type: none"> <li>● Recreational Riding fees: \$45 by the session</li> <li>● Small Spurs fees: \$40 by the session</li> <li>● Silver Spurs fees: \$45 by the session</li> <li>● Recreational Driving fees: \$45 by session</li> <li>● Western Riding Lessons fees: \$50 by session</li> </ul>	<p><b>Program Descriptions</b></p> <p><b>Recreational Riding</b> is designed to provide a therapeutic experience for children and adults with physical, mental, and emotional disabilities through the development of horseback riding skills. These sessions focus on exercises intended to improve cognitive, physical, emotional, and social. Catering to students 5 years and older, students will participate in activities on the sensory trail as well as learn riding skills in the arena.</p> <p><b>Small Spurs</b> is a program that caters to children under the age of 5, using equine-assisted activities for physical, mental, or social development. All mounted exercises are designed to positively influence cognitive, physical, emotional, and social development.</p> <p><b>Silver Spurs</b> is Recreational riding sessions for ages 65+ to improve balance, coordination, memory, daily life skills, overall mood and more. During the sessions, the riders will also experience a sense of purpose and responsibility through learning how to take care of their lesson horse.</p> <p><b>Recreational Driving</b> sessions are offered, but not limited to, children and adults who struggle with physical, mental, sensory, or emotional disabilities. It allows students the opportunity to experience control of a horse while sitting in a cart. During the session, the individual will have the opportunity to learn how to care for the horse, tack up and control the horse from their buggy. The service provides a riding alternative for those who are unable to ride in a saddle due to weight, balance, fatigue, allergies, fear of heights, asthma, anxiety, or are unable to sit astride.</p> <p><b>Western/English Riding</b> sessions are traditional riding sessions available to anyone over the age of 5 years old. Students will focus on mastering basic riding and horsemanship skills as well as horse care.</p> <p><b>Group Western/English Riding</b> sessions are limited to students with more experience in the program and must be approved by the instructor. They focus on increasing horsemanship skills and knowledge of multiple riders.</p>

<p><b>Group fees:</b></p> <ul style="list-style-type: none"> <li>• Western/English Group: \$35/lesson (enrolled only)</li> <li>• Recreational Riding Group: \$35/lesson (enrolled only)</li> <li>• Small Spur Group: \$35/lesson (enrolled only)</li> </ul>	<p><b>Make-Up Clinics</b></p> <p>Each instructor may have different makeup clinic dates and times. They will reach out to you with your makeup options each month. Different makeup options may be provided throughout the week on a case by case basis at the discretion of your instructor. If a client cancels or reschedules a lesson three or more times per semester (NOT including illness, weather, or emergency) they will be excused from the enrollment program.</p> <p>All makeup lessons accumulated must be caught up by the start of the next semester or they will be forfeited. Special exceptions are up to the discretion of each instructor.</p>
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## **MTRR Guidelines**

### **Benefits of Becoming an MTRR Member**

- What is a member: students committing to a semester with a signed contract and monthly payments
- Priority scheduling: There is a waiting list for many after-school session hours. Clients with current contracts will be given priority when choosing lesson times. Schedule opportunities for the next semester will be provided to enrolled members before non-enrolled members.
- Events: Members will have priority in obtaining spots for camp, clinics, and other events and services offered during the year, with limited space available.
- Fee discounts: Paying per month is an approximate \$20 savings over paying per session.

### **Lesson Standard**

- A horse will be provided for the participant based on a number of factors. The participant is not promised to ride the same horse every session. Horses have bad days like humans, and occasionally may be unavailable for a session.
- In the event the client does not have a mounted lesson (due to non-cooperative behavior) payment is still expected.

### **Dress Code for Participants**

- Appropriate attire is essential for the comfort & safety of the participant. Long pants are required. Pants that are made of nylon, polyester, or other “slippery” materials are not acceptable.
- Boots are mandatory for all participants. Participants riding with stirrups will need appropriate riding boots.
- Please refrain from wearing revealing clothing, clothing with inappropriate messages, blood, gore, skulls, and any other violent references.

- Please provide jackets, sweaters, gloves, etc., in the event of colder temperatures. Remember, the arena is not heated.
- Shorts, skirts, or dresses are not permitted. Participants' legs can become irritated unless they are protected.
- The participant may NOT ride if not dressed appropriately. If a participant comes to sessions in inappropriate footwear or clothing, the participant will not be permitted to ride, but will still be charged for the session.
- Helmets must be worn by all participants prior to and throughout the entire session time. MTRR will provide an ASTM/SEI-certified helmet if the participant does not have their own.
- Boots may be available at MT in limited sizes for the use of students who cannot obtain their own.

### **MTRR Etiquette**

- The covered area in front of the classroom, picnic tables, tractor playground, lawn, garden, and hiking trails (when not being used by horses) are available for your enjoyment while you are waiting on a lesson. Please **ask one of our staff members before** you go on any trails. Do not enter the mini barn without a staff member's or a staff member's permission for the safety of our animals and clients. The classroom, new enclosures behind the mud kitchen, and pastures are **strictly off limits** during lessons. Please do not go behind any closed doors or closed gates without permission. Your children can play on the tractor playground and mud kitchen; however, you **MUST** clean up any mess made before you leave. If any families leave behind a mess, we will either ask you to not use those spaces anymore, or charge a fee for those amenities. Please be mindful and courteous when using these spaces.
- Our first priority is to our riders, so please be considerate of sessions in progress
- Only the instructor, volunteers, and participants directly involved in sessions are allowed in the arena, sensory trail, and tacking areas at all times, unless directed otherwise by the instructor.
- If a previous session is in progress or dismounting, please stay in the car or quietly go to the parent/participant waiting areas listed above.
- All participants are to wait in designated non-rider areas until a volunteer or instructor comes to escort them.
- If you need to talk to the Instructor about medical or physical problems that may have a safety implication for the current session, please do so before the mounting phase begins.
- While a riding session is in progress, all parents, family members, and guests are welcome to use our playground, trails (ask a staff member first), garden, or other family areas previously listed.
- All scheduling must be done outside of session times through Wix, email, or text/phone, for the instructor to provide an effective teaching/therapeutic environment.
- Please do not run around animals or through the barn. While our horses are not easily spooked, they are still flight animals and can cause dangerous situations when startled.

### **Social Media**

- Please ask your instructor for permission before posting pictures/videos taken of our animals or staff on personal social media accounts.

## **Supervision Requirements**

- All participants under the age of 18 must be accompanied by a parent or adult unless otherwise approved by the Executive Director. An adult must remain on the premises and will be responsible for any dependent's needs and/or emergencies, and must accompany participants unless approved by the instructor.
- Children under the age of 18 are not permitted to enter the miniature animal enclosure without an adult unless advised by the instructor.
- All participants must follow the rules and guidelines posted at the miniature animal enclosure. Failure to do so will result in dismissal of the enclosure.
- If a guardian is approved to leave the premises during the session, the guardian must arrive back before the session ends. You MUST ask the instructor for approval before leaving the property during your child's lesson.
- Participants are responsible for any guests accompanying them.
- Any siblings or minors MUST stay with the guardian at all times during the lesson. Please do not leave any children unattended at any time.

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## **Horses and other animals**

- Please do not feed anything to any of the animals at MT without permission. This includes, but is not limited to, the dogs, horses, donkey, and all of our minis.
- Please do not feed any of the horses unless authorized by the instructor. Our horses' diets are supervised solely by our Equine Director.
- If you are bringing any type of treat for our horses, such as carrots, apples, etc. you may let the instructor know, and the proper treat can be given (with the instructor's help) at the end of the session.
- Participants are not permitted to go into the barn area or pasture without an instructor's authorization.

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## **Pets**

- While we strive to provide a safe environment for the whole family, pets are not permitted on the premises. Exceptions are made for certified companions or working therapy support animals. Therapy animals are not allowed at any time to enter or approach the MT miniature animal enclosure.

## **Smoking or Vaping**

- No smoking or vaping is permitted on the property by participants, volunteers or guests at any time. Even vaping or smoking in the car at the parking lot with a window cracked is enough to spook a horse that your child might be riding.

## **Parking**

- Please park in the designated areas. The area to the side of the walk-through gate is reserved for our staff.

- Help us maintain the safety of everyone involved by using a 10 MPH courtesy standard when entering and exiting the property. We could have horses and/or participants moving from one area to another. Your cooperation is appreciated.
- When entering the driveway and parking lot, please treat this as a quiet zone. Sessions are in progress, and loud noises or unexpected movements have the tendency to spook even the best horses.

### **Payments**

- Payment is due by the 10th of every month. If your payment is late, a late fee will be added to your invoice. We accept payments via card, exact cash in a labeled envelope, or check. Please do not use Cash App, PayPal, or any other app as a form of payment. If your payments are consistently late or if there are outstanding invoices that have not been paid, it is up to the discretion of the director as to whether your child will be allowed to continue enrollment. Please check your email regularly to make sure all invoices have been paid, as we send out regular reminders. It is necessary for payments to be made on time.
- Due to an increase in fees, we will have to begin passing along the credit card usage charge to those who pay online. This is what the “convenience fee” on your invoice is. If you bring a check or cash to the farm, you will not need to pay the convenience fee listed on your invoice; you will pay the subtotal. When bringing cash or a check to the farm, please do not give it to your instructor or any other farm employee/volunteer. Please put the payment in a closed envelope and label it with the rider's name, then drop it in the mailbox on the left side of the office door.
- Students with invoices that are not paid by the last day of the month will not be allowed to return to lessons until all invoices and late fees are made current.

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### **Attendance**

- Punctuality is required! Please let us know if you are going to be late. Classes are planned in advance for you; our dedicated team of volunteers and instructors will be waiting. So, if you're late, communicate! Call or text the barn at **770-672-5759**. We will wait for fifteen minutes past the scheduled ride time. Horses will be put away after this 15-minute period and no longer available as to not disrupt the current active class. NO credit will be issued. If clients communicate or arrive less than 15 minutes late, the lesson will continue as scheduled, but will still end at the original set time.
- Absences must be reported in advance and will be considered eligible for make-up (by attending our monthly makeup clinic) as long as we receive 24 hour notice prior to the scheduled session. Exceptions to the attendance and fee rules can be made in unusual and extenuating circumstances per written request and review of circumstance by the instructor and or the board of directors.
- Any participant who cancels or reschedules a lesson more than three times per semester will be excused from enrollment. This DOES NOT include reschedules due to weather, extreme illness, or reschedules on behalf of the instructor. Online bookings will still be available as an alternative for the participant if desired. Exceptions under certain circumstances can be made by the executive director.
- Cancellations must be called/text into MT at 770-672-5759. Email notification is not sufficient since MT email is not monitored on a 24/7 basis. Cancellations received less than 24 hours are

considered to be a NON-EXCUSED FORFEITED absence, and the cost for the session is still due. Eligibility for makeup sessions will be determined by the instructor based on circumstances.

- Extended Illness or surgery – An extended illness is considered to be an illness that is in excess of two weeks. MT must be notified of the participant's extended illness or surgery when the surgery is scheduled or the illness begins. Credit towards make-up sessions will be provided when the participant is able to return. Refunds will be done on a case-by-case basis and must be submitted in written form for documentation.
- Any participant missing two lessons within the semester without prior notification (no call/no show) will be dismissed from the program.
- All makeup lessons accumulated must be caught up by the start of the next semester, or they will be forfeited. Special exceptions are up to the discretion of each instructor.

\* Exceptions to the attendance and fee rules can be made in extenuating circumstances, but is solely at the discretion of MT. Any client/family with such a situation can submit all pertinent requests in writing to MT.

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#### **Cancellations due to weather:**

- Cancellation of classes due to weather is at the sole discretion of MT and is NOT determined by school closures. Participants will be notified by the instructor or office staff in the case of severe weather, no earlier than two hours prior to the start time of the sessions for the day.
- In the case of rain, the instructor may still provide the lesson with alternative activities on the ground to improve horsemanship skills as well as benefit from therapeutic activities. In the event of rescheduled lessons due to weather, a monthly makeup clinic will be offered. Alternative or additional makeup options may be provided on a case-by-case basis at the discretion of your instructor.
- Lessons will be rescheduled if the weather is below 30 degrees unless otherwise directed by the instructor, as our grounds will freeze. When taking the heat into account, typically, we will add the humidity level plus the temperature. If that number combined exceeds 170, then it is too hot for our horses to be working. The wind is also taken into consideration during lessons, as horses tend to get spooked more easily when it is windy. If there are wind gusts that exceed 15-20 MPH, then lessons will be rescheduled.
- All cancellations due to weather are subject to change by each instructor, depending on the conditions, the horse being used, and each individual rider. Under all of the weather conditions, your instructor will do their best to provide a ground session instead of a mounted session. Lessons will only be canceled when absolutely necessary, and the monthly makeup clinic will be offered as an alternative.

#### **Time to Shine Horse Show:**

- Please mark your calendars if you wish to participate in our Spring Time To Shine in-house horse show for enrolled riding students. The show date is Saturday, May 2nd. The event is up on our website [masterstouchriding.com](http://masterstouchriding.com) for friends and family to RSVP. We will send out the full registration and information mid-semester.

- In order to participate in the horse show, you must be committed to the full semester of lessons. We typically close registration by April, so you need to know before you register that you wish to keep consistent weekly lessons through the Spring semester, which ends May 22nd. Keeping consistent weekly lessons during the show semester greatly improves your student's confidence in their riding and it also helps us work out the show details.

**The client must provide 30 days written notice of intent/desire to take off more than two weeks from their contracted term for any reasons other than those outlined under \_\_\_\_\_.** During that 30 day period, the client is still responsible for all costs associated with scheduled lessons for the participant.

**By signing below, I confirm that I have reviewed the rules provided for enrollment and accept full responsibility for adhering to them.**

**Name (Printed):** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_