

EQUINE-ASSISTED SERVICES PROGRAM MANUAL



MADISON FIELDS

21355 Big Woods Rd. | Dickerson, MD 20842 | 301.349.4007

ABOUT US

Madison Fields is a non-profit 400-acre farm dedicated to making agricultural-based opportunities available to people with all levels of ability. Located 30-miles from the nation's capital in Dickerson, Maryland, we strive to show the way of inclusion as we partner with the community to create an environment of mutual learning, healing, and recreation.

Our equine-assisted services (EAS) operate out of the Madison Fields riding center, which features an indoor arena with a wheelchair-accessible mounting ramp to allow everyone to participate safely. We offer five EAS sessions throughout the year. Lessons are taught once weekly by certified instructors and are assisted by trained volunteers, as needed.

Participation is limited to those with a medical diagnosis. Contact the Equestrian Manager for information on relative lessons which may be offered on a limited basis.

ACTIVITY DESCRIPTIONS

Participants can register for any or all of the following activities once or more per week, depending on availability:

THERAPEUTIC RIDING LESSONS (MOUNTED)

Our therapeutic riding lessons are designed to help children and adults with physical, cognitive, or emotional challenges achieve a greater sense of well-being as they overcome difficulties, develop relationships, and learn the skills necessary to ride a horse. With the aid of our specially trained horses, and in a supportive team environment, students will learn to improve balance, strength, coordination, and expand their ability to plan and communicate. Gains made throughout the session expand self-confidence help participants feel empowered. Skills taught will be tailored to the rider by PATH International certified riding instructors based on the age, riding level, goals, and personal characteristics of each participant.

EQUINE-ASSISTED LEARNING (UNMOUNTED)

Our horsemanship lessons are designed to help participants learn skills that will enable them to care for and interact with horses. Among other things, these lessons will help students build motor skills, spatial awareness, coordination, task completion, and social skills in a fun, safe environment. Skills taught will be tailored to each participant. Lessons are 30 minutes each.

PROGRAM POLICIES & PROCEDURES

By signing the agreement on the last page of this manual, you indicate that you have read, understood, and agree to the following policies & procedures.

PARTICIPANT ELIGIBILITY

Madison Fields reserves the right to determine participant eligibility in all cases. Determination will be made based on physical, behavioral and other limitations and in accordance with PATH Intl. accreditation and safety guidelines. All participants must be able to sit upright, unassisted, on a flat surface and must not exhibit conditions that contraindicate against equine-assisted therapy (see medical history form).

► AGE & WEIGHT RESTRICTIONS

Participants must be at least 4-years old and weigh a maximum of 225 pounds to participate in our riding lessons. Weight restrictions are in place to ensure the safety of riders, horses, and staff. Riders may be weighed at the time of their evaluation and periodically throughout the year to ensure the right horse is matched to the participant. Any rider over 150 pounds must be able to self-balance.

APPLICATION PROCEDURE

1. Contact Head Therapeutic Riding Instructor for session availability.
2. Read and agree to policies and procedures outlined in this manual.
3. Submit your completed paperwork, including manual agreement (pg. X) and application.
4. Schedule a 30-min intake evaluation lesson (riding lesson participants only)

INTAKE EVALUATION LESSON

All riding lesson participants are required to complete a 30-minute evaluation lesson. The lesson includes mounted and unmounted activities to assess suitability for riding and allows us to determine horse requirements and riding goals. All paperwork must be submitted before the evaluation lesson.

ANNUAL PAPERWORK UPDATES

In accordance with PATH, Intl. Standards, Madison Fields updates participant information annually. All current participants must submit updated paperwork, including a signed physician's form, by January 1st each year.

REQUIRED ATTIRE

In order to ensure safety, all participants are required to wear an *ASTM-SEI approved helmet*. Helmets are available to borrow at our riding center while riding.

In addition, all participants must wear *hard-soled, closed-toe shoes*. Should family or caregivers wish to go beyond the designated observation areas, they will also be required to be wearing closed-toe shoes.

Participants may not wear loose or dangling jewelry or clothing. Pants are recommended for comfort, but not required.

ARRIVING FOR YOUR LESSON

Lessons run every half hour. Please arrive promptly for lessons to take full advantage of your lesson time. If you arrive early, please wait in the Green Room. Participants who arrive more than 15 minutes late will have the opportunity to complete a horsemanship lesson, but will not be permitted to ride. Should the participant arrive more than 20 minutes late, however, the lesson will be forfeited and no refund will be issued.

OBSERVING LESSONS

We encourage family members and caregivers to watch lessons. For the safety of our horses and riders, please observe the lesson from inside our observation room located on the first floor of our riding center. Please do not watch from arena doors or the mounting area.

INTERACTING WITH THE HORSES

Participants and their friends, family, or caregivers must be accompanied by Madison Fields staff or volunteers when interacting with any of the horses on the property. Please do not enter the barn areas or arenas without staff or volunteers.

Not all horses on the farm are trained therapy horses. Please ask Madison Fields staff before approaching any horse you encounter outside or in the paddocks.

When near horses, always remember to use quiet voices and make slow movements. Avoid walking behind any horse. Never run, jump, or yell around a horse. All games such as tag or ball are strictly prohibited in the barn area.

All children must be supervised by an adult while at Madison Fields.

WEATHER CANCELTION POLICY

Madison Fields makes its own weather determinations based on road conditions and safety for our riders, horses, and staff. Montgomery County Public School cancellations related to snow and ice will also apply to lessons at Madison Fields.

If the outside temperature exceeds safe limits, (real feel above 110° or below freezing), riding lessons will not be offered. Riding lessons cancelled due to heat may be substituted for an unmounted horsemanship lesson at the participant's regular time.

Weather-related cancellations will be posted on the Madison Fields Facebook page and participants will be notified via email or text.

ABSENCES, CANCELTATIONS & MAKE-UPS

Scheduled absences that are communicated at the time of enrollment may be prorated. Participants who have not communicated their anticipated absence and fail to show up for a scheduled lesson, however, will receive no refund or make-up opportunity.

If participants must cancel their lesson, contact Madison Fields as soon as that determination is made. Participants may be offered the opportunity for one make-up lesson per session.

Madison Fields reserves the right to cancel lessons when necessary for the safety of our participants, staff and horses. Participants will be promptly notified of any cancellations. In the event that a make-up lesson cannot be scheduled, participants will not be billed for cancelled lessons. If payment has already been made, credit will be applied toward the participant's next riding session. Refunds for cancellations will be issued upon request.

PAYMENT & BILLING

Participants are expected to submit payment equal to 50% of the total cost of their session at the time of enrollment. The remaining balance will be collected mid-way through the session. Reminders will be sent via email. Personal checks should be made out to *Madison Fields*, and are the preferred method of payment. We also accept credit cards. Invoices will be provided by your instructor upon request.

ENROLLMENT

Enrollment will open 2-weeks prior to the start of each session. Limited spots will be filled on a first-come basis. Participants enrolled in the previous session will be granted priority enrollment 3-weeks before the start of the next session.

GENERAL FARM RULES

The following rules must be honored by all visitors to Madison Fields while on the premises:

1. Smoking is prohibited on the property
2. The consumption of alcoholic beverages and use or possession of illegal substances is prohibited
3. Children must be supervised by an adult
4. Parents, guardians, or caregivers must remain on the premises if:
 - ▶ the participant is under the age of 14, or
 - ▶ the participant is in the care or under the supervision of said party
5. Observe the posted 15mph speed limit on Madison Fields driveways
6. Observe a 5mph speed limit around buildings
7. Respect the property – dispose of all trash properly
8. Visitor's dogs are not permitted on the property
9. Observe all off-limits area unless otherwise instructed or accompanied by a staff member. Off-limits areas include:
 - ▶ pastures not occupied by Madison Fields horses
 - ▶ the 28-stall barn (east of the indoor arena)
 - ▶ the railroad tracks (north of the arena)
10. Do not swim in the pond or pool without a Madison Fields representative present
11. All injuries, accidents, or damages are to be reported to Madison Fields personnel immediately
12. Visitors, riders, volunteers, and staff must complete all required paperwork prior to participating in any activities at Madison Fields
13. Riding helmets must be worn when mounted on a Madison Fields horse
14. Do not offer food to program participants as they may have allergies or dietary restrictions
15. Before moving a vehicle, please check under and around for animals

2021 SESSION CALENDAR

STARR SUMMER PROGRAM A

SUMMER STAAR PROGRAM B

| JANUARY | | | | | | |
|---------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

| FEBRUARY | | | | | | |
|----------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | | | | | | |

| MARCH | | | | | | |
|-------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

| APRIL | | | | | | |
|-------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | |

| MAY | | | | | | |
|-----|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

| JUNE | | | | | | |
|------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | | | |

| JULY | | | | | | |
|------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

| AUGUST | | | | | | |
|--------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

| SEPTEMBER | | | | | | |
|-----------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | | |

| OCTOBER | | | | | | |
|---------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

| NOVEMBER | | | | | | |
|----------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | | | | |

| DECEMBER | | | | | | |
|----------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

2021 FEE SCHEDULE

Payment may be made via check or credit card at the Madison Fields office.

| ITEM | FEE | PAYMENT DUE |
|--|--------------------|--|
| Intake Evaluation | \$45 one-time | Due immediately prior to evaluation lesson. |
| Private (30 min lesson) | \$65 per Lesson | First installment is due at time of enrollment, equal to 50% of the total cost for the session. Second installment is due mid-session, upon request from your instructor. |
| Semi-Private (2 riders, 45min lesson) | \$50 per Lesson | |
| Unmounted (30 min lesson) | \$45 per Lesson | |

2021 SESSION SCHEDULE

When you enroll in a session, you commit to attending one lesson every week of that session.

| SESSION | START | END | ENROLLMENT DEADLINE |
|---------------------|------------|-------------|---------------------|
| WINTER (8 weeks) | January 18 | March 14 | January 15 |
| SPRING (8 weeks) | March 29 | May 23 | March 26 |
| SUMMER (8 weeks) | August 30 | October 24 | August 13 |
| FALL (6 weeks) | November 8 | December 19 | November 1 |

COST DETERMINATION

Reference the information above to determine the full cost of your session. Note that first-time participants will be charged an additional \$45 for a one-time intake evaluation.

$$\begin{array}{ccccc}
 \$ & & \times & & = \$ \\
 \text{lesson fee} & & & \text{\# of weeks} & \\
 & & & \text{in session} & \\
 \hline
 & & & & \hline
 \end{array}$$

EAAT PROGRAM MANUAL AGREEMENT

Please return this completed form with all other participant paperwork at the time of your intake assessment (for riders) or at the time of enrollment. If you have any questions regarding the contents of the EAS Manual or need further clarification, please contact the Program Manager.

By signing below, I acknowledge that I have received, reviewed, and agree to comply with all policies, procedures, and rules outlined in Madison Field's Equine-Assisted Services Program Manual. I understand that failure to comply with Madison Fields' policies may result in dismissal from the program.

Participant's Name (please print)

Date

Signature (must be at least 18yrs of age or legally competent to sign)

Signee's Name (if not the Participant): _____

If Participant is a minor, what is relationship of Signee to Participant: ☐ Parent ☐ Legal Guardian ☐ Other: _____



MADISON FIELDS

21355 Big Woods Rd. Dickerson, MD 20842 | 301.349.4007