



P.O. Box 463 Maple Plain, MN 55359 (952) 934-0057 Fax: (952) 974-9688 www.wecanride.org

2021 Session Dates

Please keep for your own record

Saturday	Session I:	Jan. 9, 16, 23, 30, Feb. 6. Make-up Feb. 13th.
	Session II:	March 13, 20, 27, <mark>(Off April 3rd)</mark> April 10, 17, 24, May 1, 8. Make-up May 15 th .
	Session III:	June 12, 19, 26, (<mark>Off July 3rd)</mark> July 10, 17, 24, 31, Aug. 7, Make-up Aug. 14th & 21st.
	Session IV:	Sep. 11, 18, 25, Oct. 2, (Off Oct. 9th) 16, 23, 30, Nov. 6, 13, 20. Make-Up Dec. 4 th .
Sunday	Session I:	Jan. 10, 17, 24, 31, Feb. 7. Make-up Feb. 14th.
	Session II:	March 14, 21, 28, (Off April 4th) April 11, 18, 25, May 2, 9. Make-up May 16 th .
	Session III:	June 13, 20, 27, (Off July 4th) July 11, 18, 25, Aug. 1, 8. Make-up Aug. 15th & 22nd.
	Session IV:	Sep. 12, 19, 26, Oct. 3, (Off Oct. 10th) 17, 24, 31, Nov. 7, 14, 21, Make-up Dec. 5 th .
Monday	Session I:	Jan. 11, 18, 25, Feb. 1, 8. Make-up Feb. 15th.
	Session II:	March 15, 22, 29, (Off April 5th) April 12, 19, 26, May 3, 10, Make-up May 17 th .
	Session III:	June 14, 21, 28, (<mark>Off July 5th)</mark> July 12, 19, 26, Aug. 2, 9. Make-up Aug. 16th & 23rd.
	Session IV:	Sep. 13, 20, 27, Oct. 4, (Off Oct. 11th) 18, 25, Nov. 1, 8, 15 (Off Nov. 22nd) 29, Make-up Dec. 6 th .
Tuesday	Session I:	Jan. 12, 19, 26, Feb. 2, 9. Make-up Feb. 16th
	Session II:	March 16, 23, 30, (Off April 6th) April 13, 20, 27, May 4, 11. Make-up May 18th.
	Session III:	June 15, 22, 29, (<mark>Off July 6th)</mark> July 13, 20, 27, Aug. 3, 10. Make-up Aug. 17 th & 24th.
	Session IV:	Sep. 14, 21, 28, Oct. 5, (Off Oct. 12th) 19, 26, Nov. 2, 9, 16 (Off Nov. 23rd) 30, Make-up Dec. 7 th .
Wednesda	y Session I:	Jan. 13, 20, 27, Feb. 3, 10. Make-up Feb. 17th.
	Session II:	March 17, 24, 31, (off April 7th) April 14, 21, 28, May, 5, 12. Make-up May 19th.
	Session III:	June 16, 23, 30, <mark>(Off July 7th)</mark> July 14, 21, 28, Aug. 4, 11, Make-up Aug. 18th & 25th.
	Session IV:	Sep. 15, 22, 29, Oct. 6, (Off Oct. 13th) 20, 27, Nov. 3, 10, 17 (Off Nov. 24th) Dec. 1. Make-up Dec. 8 th .
Thursday	Session I:	Jan. 14, 21, 28, Feb. 4, 11. Make-up Feb. 18 th .
	Session II:	March 18, 25, April 1, <mark>(Off April 8th)</mark> April 15, 22, 29, May 6, 13. Make-Up May 20th.
	Session III:	June 17, 24, July 1, (Off July 8th) 15, 22, 28, Aug. 5, 12. Make-up Aug. 19th & 26th.
	Session IV:	Sep. 16, 23, 30, Oct. 7, (Off Oct. 14th) 21, 28, Nov. 4, 11, 18 (Off Nov. 25th) Dec. 2. Make-up Dec. 9th.

Days Off in the 2021 Riding Season:

Saturday April 3rd through Friday April 9th. Saturday July 3rd through Friday July 9th. Saturday October 9th through Friday October 15th. Monday November 22nd through Friday November 26th.

WE CAN RIDE



IMPORTANT

We Can Ride - 2021 Payment Policy

Clients, Families and Caregivers:

We appreciate having you as part of our We Can Ride family! Please read this **2021 Payment Policy Notice** carefully and contact the office if you have any questions (<u>finances@wecanride.org</u>). Fee changes reflect changes in prices for horse care and upkeep of programming.

2021 Fees:	Group Ground Lessons:	Winter - \$300.00 five-week session Spring, Summer - \$480.00 eight-week session Fall - \$600.00 ten-week session
	Private Ground Lesson:	Winter - \$360.00 five-week session Spring, Summer - \$576.00 eight-week session Fall - \$720.00 ten-week session
	Therapeutic Riding:	Winter - \$360.00 five-week session Spring, Summer - \$576.00 eight-week session Fall - \$720.00 ten-week session
	60 Min. Riding & Ground Group:	Winter - \$460.00 five-week session Spring, Summer - \$736.00 eight-week session Fall - \$920.00 ten-week session
	Semi-Private:	Winter - \$410.00 five-week session Spring, Summer - \$656.00 eight-week session Fall - \$820.00 ten-week session
	60 Min. Riding & Ground Semi-Private:	Winter - \$525.00 five-week session Spring, Summer - \$840.00 eight-week session Fall - \$ 1050.00 ten-week session
	Private:	Winter- \$475.00 five-week session Spring, Summer - \$760.00 eight-week session Fall - \$950.00 ten-week session
	60 Min. Riding & Ground Private:	Winter - \$600.00 five-week session Spring, Summer - \$960.00 eight-week session Fall - \$1200.00 ten-week session
	Specialty PT/OT:	Winter - \$1,060.00 five-week session Spring, Summer - \$1,696 eight-week session Fall - \$2,120 ten-week session
	NEW Client Screening: Annual Registration: Family Registration (2 or more): Session Deposit:	 \$65.00 due at the time of the screening \$60.00 due with registration paperwork \$70.00 due with registration paperwork \$100.00 due with registration paperwork

WE CAN RIDE



Responsibility: A \$100 per session deposit must be made in order to register for each session. This deposit will go toward the total session fee.

- A \$25.00 late fee will be assessed if payment has not been received within a week following each session's due date.
- The deposit is refundable if a cancellation is made **30 days prior to class start date**.
- If a cancellation is made less than 30 days prior to the class start date, the remaining class fee remains the client's responsibility and must be paid in full prior to attending another session. The entire \$100 deposit is NOT refundable.
- Exceptions will be made for individuals who pay through a 3rd party & on a case by case basis.
- There will be a \$20.00 admin. fee assessed for refund checks, when requested.

The full **Session Fee** *must be paid three weeks prior to the start of the Session.* Please contact the Finance Manager at <u>finances@wecanride.org</u> prior to the payment due date if you need to make arrangements due to financial hardship. *All credits will expire at the end of the current calendar year. Unless otherwise instructed, credits will be used to support We Can Ride's program operation.*

If the client is scheduled for more than one session, payment is due only for the immediately upcoming session; payment for the next enrolled session will be due three weeks prior to that session's start date.

We Can Ride does not administer third party billing. You will be invoiced directly. You are responsible for all charges due on your account, even if you are seeking insurance coverage or waiver services.

If the session fee is not paid in full by the payment due date, or arrangements have not been made with the Finance Manager by that date, the client will be removed from class for that session and their spot given to another client.

We Can Ride 2021 Returning Client Registration

<u>Please read the following guidelines closely before completing page two</u> <u>Procedures have changed in 2021!</u>

- Clients will NOT be placed in a class until ALL paperwork is complete and received by the office and deposit/deposits and registration fees have been paid.
- 1. Classes fill for the whole year on a "first come, first serve" basis.
- 2. 2021 Session Layout: Winter 5 week session, Spring 8 week session (one off in the middle), Summer 8 week session (one off in the middle), Fall 10 week session (two off in the middle) see payment policy for prices.
- 3. Clients will be placed in their classes according to their <u>assigned level</u> and your preferred time. (Numerical 1-5, specialty OT/PT, ground lessons). If you want a private or semi-private option please see the schedule for available times or ask the Program Director if you need a time that isn't listed.
- 4. Your class confirmations will be sent out by email when you are registered for a class. Your invoice will come in a separate email from the Finance Manager (finances@wecanride.org) at least one month before you are scheduled to ride. Please be sure to add this email to your contacts so invoices don't go into your spam folder.
- 5. You will **NOT** be contacted by the office unless one of your preferred classes or sessions are not available.
- 6. What to do if you will be absent from class: 1. Call the office for known future absences at: (952)934-0057 and reach instructor line for last minute cancellations or being late to class at: (612)268-2731.

POLICIES AND PROCEDURES

- 1. <u>Loss of Class Participation</u>: We Can Ride may remove a Client from participation for any of the following: (a) if there are more than two no-shows for class per Session, (b) payment arrangements have not been made on an outstanding balance; (c) yearly required paperwork has not been turned in to the office; (d) our instructors and/or therapists believe that participation would be contraindicated. See your Client Handbook or call for more information about our policies.
- 2. <u>Annual Registration Fee</u>: In order to register for classes with We Can Ride, you must pay a non-refundable annual registration fee of \$60.00, which covers the cost of enrolling in classes.
- 3. <u>Billing Information</u>: **Please see the Payment Policy for specific lesson costs**. Fees must be paid at least three weeks prior to class start date, or the client may be removed from class.
- 4. <u>Cancellation Policy</u>: You must notify We Can Ride of a session cancellation at least <u>30 days</u> prior to the start of the session. We reserve the right to charge you for a cancelled session if less than **30 days**' notice is given. \$100 deposit will be retained if the session is cancelled with less than 30 days to start date.
- 5. <u>Confidentiality</u>: We Can Ride is bound by confidentiality requirements of state and federal law and does not disclose confidential client information without permission. All clients, parents, guardians and other caregivers agree to abide by the confidentiality rules.

To Complete Registration & be Placed in a Class, Please Complete ALL that Apply!

- 1. 2021 Client Registration (Page 2 -3 signed by self, parent or guardian)
- 2. 2021 Client Medical History (Signed by a Physician)
- 3. 2021 Authorization for Emergency Medical Treatment (Signed by self, parent or guardian)
- 4. 2021 Specialty Forms (e.g. Spina Bifida Information, physician-completed Down Syndrome AAI, Seizure, Scoliosis Information), if applicable and included in your Registration materials. (Signed by physician). Hippa and Class Cancellation Forms can be signed by parent or guardian and will be required for specialty PT/OT.
- 5. 2021 Liability Release (Signed by self, parent or guardian)

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We Can Ride

2021 Returning Client Registration

Please submit this form to the office

Client Name:		Parent/Guardian:	
Parent/Guardian Employer(s):			
2021 Riding/life Goals:			
Caregiver/person bringing to class (if	not guardian):	Ph	one:
Preferred Phone:	Home/Cell E	nail:	

Please list any times that **absolutely will not** work for you:

Session (Circle)	Class Type	Day & instructor	Time (please circle/number for preference)				
I, II, III, IV	Private/Semi-pri vate/ground	Tuesday Natalie (SI, II) Michelle (SIII, IV)	9:45-10:45 11:00-11:45 12:15-1:15 am 60 Min 45 Min pm 60 Min			1:30-2:15 pm 45 Min	2:30-3:30 pm 60 Min
I, II, III, IV	PT/OT	Wednesday Doug	1:30 pm - PT (SII, III, IV only) 2:30 pm - PT			3:3	0 pm - PT
I, II, III, IV	PT/OT	Thursday Simone	10:00 am - OT	10:00 am - OT 11:00 am - 0T 0T 0T		1:30 pm - OT	2:30 pm - OT
II, III, IV	Riding	Monday Samantha	5:00 - 6:00-7:00 - (60 Min.) TR & Private/Semi Ground, L.4		7:15 pm - L1-2		
I, II, III, IV	Riding	Tuesday Heather (Natalie SIV)	5:00 - Private/Semi (SIII only)	6:00 - L.3		7:00-8:00 pm – (60 Min). TR & Ground, L.3	8:15-9:15 pm (60 Min) - L.5
III	Riding	Wednesday Natalie	5:00 - 6:00 (60 min) Private/Semi	6:15 pm - L1-2		7:15-8:15 pm (60 Min) - L3	8:30-9:15 - L4
II, III, IV	Riding	Thursday Michelle H.	4:45 Private/Semi	5:45-6:45 (60 min) L.3	7:00-7:45 L.3	8:00-9:00 pm–(60 Min.) TR & Ground, L.4	
I, II, III, IV	Riding	Saturday Bethany	10:00 am L.1-2		pm (60 min) .4	12:30-1:30 - (60 Min.) Riding & Ground, L.5	1:45-2:45 - (60 Min.) Private Riding & Ground
I, II, III, IV	Riding	Sunday Bethany	10:00 am L.1-2		pm (60 min) .3	12:30-1:30 - (60 Min.) Riding & Ground, L.5	1:45-2:45 - (60 Min.) Private Riding & Ground

<u>Responsibility for Payment</u>: I hereby acknowledge that I am ultimately responsible for <u>all</u> charges applied to my account **whether or not covered by insurance or waiver**. I further acknowledge that I have read and understood the Payment Policy Notice as well as all additional policies and procedures provided on page one.

Parent/Guardian Signature X	Date:	Payor:
Billing Address:	City/Zip:	
3 rd Party Payor Name:	3 rd Party Contact <u>:</u>	
3 rd Party Phone:	3 rd Party E-mail Address <u>:</u>	

Please use the next sheet for Credit Card information

We Can Ride 2021 Returning Client Registration

Credit Card Information

Out of pocket payers' – Please pay with a check and include with your paperwork.

3rd **Party payers'** - This will be processed for registration and deposits for session/s requested if deposits/membership fees have not been received within 45 days of invoice due date. Credit card information will be kept on file (in our system, paper copies will be shredded) and will be processed 45 days after each session invoice due date (only if funds have not been received from 3rd party).

*You may also call and provide this information.

Name on Card:	Card type:	CVV:
CC Number:	Expiration Date:	

Billing zip code:_____

We Can Ride 2021 Authorization for Emergency Medical Treatment

Date

Submit to office

Client's Name:	DOB:	Phone:
Address:		
Health Insurance Co.:	Policy #	:
Allergies to medications:		
Current medications:		
Please list two people who may be contact	ted in case of emergency (thes	e may include guardian)
Name:	Relation:	Phone:
Name:	Relation:	Phone:

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 the agency, I authorize *We Can Ride, Inc.* to:

- 1. Secure and retain medical treatment and transportation if needed.
- 2. Release client records upon request to the authorized individual or agency involved in the medical emergency treatment.
- 3. To take all other reasonable measures to secure medical aid for the emergency.

Photo Release

CHECK ONE: I hereby **do consent / do not consent** (Circle one) to and authorize the use and public distribution of any and all photographs of myself or others for whom I am authorized to give consent, including the use of audio/visual materials for promotion, education or exhibition or any other use to benefit *We Can Ride, Inc.*

I have read, and understand all the material in this document. I hereby consent and agree to the conditions set forth herein.

Signature of Release X

Client, Parent or Guardian

We Can Ride 2021 Medical History Form Physician Signature Required

Submit to office

NAME:	Gender:	DOB:
Address:	City:	Zip:
Parent/Guardian:		
DIAGNOSIS:		
Scoliosis: YesNo (Degree & Region)		
IMMUNIZATIONS UP TO DATE: YESNO HEIG	GHT:WEIGHT:	(Must be filled to participate)
Allergies: YesNoIf yes, to what?:		

 Seizures: Yes_____No____Seizure type: _____

 Controlled: Yes_____No _____date of last seizure: ______

Indicate any problems and/or surgeries in any of the following areas by checking Yes or No; If yes, please comment.

Area	Yes	No	Comments
Vision or Auditory			
Speech Delay			
Attention, Learning			
Cognitive Delay			
Psychological			
Cardiac, circulatory			
Pulmonary			
Neurological			
Orthopedic - scoliosis,			
subluxation/dislocation			
,osteoporosis			
Pain			
Tactile Sensation			
Muscular/Balance			
Immunity			
Breathing			
Digestion/Elimination			

MOBILITY (PLEASE CIRCLE): INDEPENDENT CANE CRUTCHES BRACES WALKER WHEELCHAIR PLEASE INDICATE ANY SPECIAL PRECAUTIONS:

In my opinion, this patient can receive equine assisted therapy (that may include riding) under appropriate supervision. However, I understand that *We Can Ride, Inc.* will determine whether they can safely provide services.

(Print):	Signature:
Date:	Stamp Address Here:
Clinic Name:	
Phone Number:	

We Can Ride 2021 Medical History Information Page

Dear Client/Parents:

In order to safely provide equine activities, we request that you complete the attached Medical History form. Note that the following conditions may suggest precautions and contraindications to equine activities. Please review and indicate any precautions or contraindications on the attached form.

Orthopedic:	Medical/Psychological:
Atlantoaxial Instability - include neurologic symptoms	Allergies
Coxarthosis	Animal Abuse
Cranial Defects	Cardiac Condition
Heterotopic Ossification/Myositis Ossificans	Physical/Sexual/Emotional Abuse
Join subluxation/dislocation	Blood Pressure Control
Osteoporosis	Dangerous to Self or Others
Pathologic Fractures	Exacerbations of Medical Conditions (RA, MS, etc.)
Spinal Joint Fusion/Fixation	Fire Setting
Spinal Join Instability/Abnormalities	Hemophilia
	Medical Instability
Neurologic:	Migraines
Hydrocephalus/Shunt	PVD
Seizure	Respiratory Compromise
Spina Bifida/Chari II Malformation/Tethered Cord/Hydromyelia	Recent Surgeries
	Substance Abuse
Other:	Thought Control Disorders
Age - Under 4 years old	Weight Control Disorders
Indwelling Catheters/Medical Equipment	

Medications

Poor Endurance

Skin Breakdown

Please keep for your reference



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2021 Release and Waiver of Liability

The undersigned Participant (the "Participant" or "I") desires to participate in the activities with We Can Ride, Inc., a Minnesota nonprofit corporation, including without limitation, being on property owned or used by We Can Ride, Inc. and engaging with or being near horses (the "Activities"). In consideration for being allowed to participate in the Activities, Participant hereby agrees, on behalf of Participant, and Participant's personal representatives, assigns, heirs, next of kin and any other successors-in-interest who are bound by the terms of this Release, as follows:

 ACCEPTANCE OF RISK. I UNDERSTAND THAT EQUINE ACTIVITIES, INCLUDING WITHOUT LIMITATION, RIDING, HANDLING AND BEING NEAR HORSES, AND BEING ON THE PROPERTY OF WE CAN RIDE, INC. HAVE MANY DANGERS AND RISKS AND CAN RESULT IN PERSONAL INJURY, DEATH AND/OR PROPERTY DAMAGE. I desire to be a part of the Activities and understand and accept that participating in the Activities may entail risks to myself, to others and to property, and that my participation in the Activities is at my own risk.

Under Minnesota law, We Can Ride, Inc. is not liable for personal injury, death or property damage resulting from the inherent risks of equine activities. Pursuant to Minn. Stat. § 604.055, nothing in this Release purports or intends to waive liability for damage, injuries, or death resulting from conduct that constitutes greater than ordinary negligence.

- 2. RELEASE AND INDEMNITY. I agree to release, hold harmless and indemnify We Can Ride, Inc. and each of its owners, agents, employees, officers, directors, representatives, therapists, volunteers, assigns, members, owners of premises and trails, affiliated organizations, insurers and other acting on its behalf ("Representatives") from any and all present or future claims, losses, liabilities, costs and expenses of whatever kind of nature, including attorneys' fees ("Liability"), whether in law or in equity, arising from the Activities, including without limitation We Can Ride, Inc.'s alleged failure to comply with applicable laws and regulations or any Liability for personal injury, communicable diseases, death or property damage which results from the ordinary negligence of We Can Ride, Inc. or its Representatives. IN NO EVENT SHALL WE CAN RIDE, INC. HAVE ANY LIABILITY FOR ANY CONSEQUENTIAL, INDIRECT, SPECIAL OR PUNITIVE DAMAGES, WHETHER BASED ON TORT OR CONTRACT, OR WHETHER WE CAN RIDE, INC. KNEW OR SHOULD HAVE KNOWN THE LIKELIHOOD OF SUCH DAMAGES.
- 3. **OTHER.** We Can Ride, Inc. does not assume any responsibility to provide Participant with financial or other assistance, including but not limited to medical insurance, health insurance, or disability benefits (other than as may be specified in a written employment agreement). We Can Ride, Inc. shall not be liable for the loss of,



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2021 Release and Waiver of Liability page 2

theft of, or damages to any personal property of Participant. This Release shall be governed by and construed in accordance with the laws of the State of Minnesota and is intended to be as broad and inclusive as permitted by law. If any provision of this Release is held invalid, illegal or unenforceable, the validity, legality or enforceability of the remaining provisions shall not be affected.

BY SIGNING THIS RELEASE, I EXPRESSLY STATE THAT I HAVE READ AND UNDERSTAND ITS TERMS AND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS AND I INDICATE MY INTENT TO ENTER INTO THIS RELEASE KNOWINGLY AND VOLUNTARILY.

Participant Name

Participant Signature

Date

PARENT OR GUARDIAN SIGNATURE

(Must be completed by all parents and guardians for participants under the age of 18)

BY SIGNING THIS RELEASE, I CERTIFY THAT I AM THE PARENT OR LEGAL GUARDIAN OF THE PARTICIPANT, THAT I HAVE LEGAL AUTHORITY OVER PARTICIPANT, THAT I HAVE READ AND UNDERSTAND THE TERMS OF THIS RELEASE, AND THAT I FREELY SIGN THIS RELEASE AND WILL ABIDE BY ITS TERMS FOR MYSELF AND ON BEHALF OF PARTICIPANT.

Parent or Guardian Print Name

Relationship to Participant

Parent or Guardian Signature

Date



We Can Ride Weight Limits

In keeping with our veterinarian's' recommendations, the following rider weight limits have been established. Depending on horses and volunteers available, WCR reserves the right to refuse service to anyone in order to provide the safest service. Special consideration will be made, if necessary, based on muscle tone and mobility. <u>Please be sure the medical</u> <u>history form height/weight is listed and accurate</u>!

*Weights for hippotherapy follow different guidelines.

- <u>Height</u> Under 5 feet 5' – 5'6"
- 5' 7" 6'
- 6′1″ 6′ 5″

<u>Maximum weight</u>

- 150 lbs 165 lbs
 - 180 lbs
 - **190 lbs**