

ROCK PARTICIPANT HANDBOOK



Healing Thru Horses

www.ROCKride.org

2016 - 2017

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HANDBOOK CONTENTS

1) CONTINUOUS IMPROVEMENT

In an effort to continuously improve and better communicate policies and procedures with participants and guardians, the following changes were made for this coming year at ROCK:

- The entire book has been updated this year!

2) OVERVIEW OF ROCK

VISION

ROCK's vision is to be the trusted leader in equine-assisted activities and therapies through services, research and higher learning.

MISSION

Improving independence and life skills, in partnership with the horse.

ROCK'S STRUCTURE

R.O.C.K. Ride One Center for Kids is a non-profit 501(c)(3). It is a teaching and research facility governed by a volunteer Board of Directors, which is organized into strategic implementation teams. Some of the team leaders are paid employees, while others are volunteers. ROCK receives funding from private and corporate donations, grants, participant tuition and proceeds from special events. The Professional Association of Therapeutic Horsemanship International (PATH Intl.) certifies all ROCK therapeutic riding instructors. Licensed therapists are required to have training from the American Hippotherapy Association. Volunteer horse handlers and side walkers are trained in specific methods to help provide our participants with the most beneficial experience possible.

ROCK'S STORY

Nancy O'Meara Krennek, a physical therapist with a big vision, one horse and four potential participants founded ROCK in 1998. After resigning from her school physical therapist position, she immersed herself in training that would enable her to implement her vision to provide equine-assisted therapy to those in need.

Nancy sought to purchase 5 acres of land and ended up with a donation of 20 acres from George and Barbara Brightwell. Word spread about the positive effects from equine-assisted therapy, ROCK took on more participants, added more horses, and hired more staff. Equine-assisted

therapy was working; participants experienced positive changes and told others about their results.

In 2005, Scott Sjule, manager of the Horse Detachment at Ft. Hood, was asked by Brooke Army Medical Center (BAMC) in San Antonio to use his horses to help rehabilitate soldiers who had amputations. Sjule contacted ROCK to request help and a new dream materialized. The collaboration contributed to ROCK creating its own veteran program, ROCK ON Veterans. This program has been able to provide 100% reduced tuition for the veterans that participate in the weekly program, which consists of therapeutic riding followed by fellowship and dinners provided by volunteers and donations.

In 2011, ROCK was contacted by the Texas A&M to develop a therapeutic riding center at Texas A&M in College Station. The Courtney Grimshaw Fowler Equine Therapeutic Program (Courtney Cares) was created. ROCK managed all aspects of the program including designing the program, staffing, and accreditation. Courtney Cares partners with Texas A&M Corps of Cadets' Parsons Mounted Calvary for the use of their horses. The purpose of Courtney Cares is to create a place for Texas A&M students to learn and understand the principles of equine-assisted activities and therapies.

The demand for equine-facilitated activities at ROCK has not slowed. ROCK was serving over 250 participants and their families every year. ROCK needed to grow if it was going to continue to meet the needs of the community. The land campaign began with a gift match challenge from Charles Avery in early 2014. By the end of that year, ROCK purchased 20 acres of land adjacent to the existing property. The planning process is underway to determine the best strategies for utilizing this new land as well as our existing acreage.

We are so grateful for those who believe in ROCK. Thank you to everyone who has stepped forward to make the land purchase possible as well as for those who will be part of this very exciting expansion. Please contact Nancy Krenek or one of the board members if you are interested in exploring how you can be part of building the future of ROCK and enabling even more individuals to experience Healing Thru Horses!

BENEFITS OF EQUINE-ASSISTED ACTIVITIES AND THERAPIES

The benefits gained vary from person to person and depend on numerous factors including the type and severity of the condition, the individual's

motivation and the connection between the person and the horse. Pairing horses with children and adults who have physical, mental or emotional disorders has been shown to produce remarkable results.

- Children with autism and attention deficit disorders often have difficulty communicating and interacting with others, but frequently will achieve the desired results when they have the opportunity to be in a therapeutic environment with the horse.
- Veterans have shown a decrease in depression and an increase in quality of life.
- Individuals with mobility challenges are frequently able to build up their core strength in ways that traditional physical therapy was not able to provide. The movement of the horse simulates walking and stimulates muscle systems in a unique way that only the horse can provide.
- Individuals experiencing aggressive and/or anti-social behaviors may become calmer and appropriately responsive to those around them.

Additional Benefits:

- Improved gait.
- Improved speech and language skills.
- Improved muscle tone and coordination.
- Improved gross and fine motor skills.
- Enhanced balance and posture.
- Stimulates the cardiovascular system and promotes wellness.
- Builds self-esteem and confidence.
- A relationship is developed between the participants, volunteers and the horse.
- Improves memory and organizational skills.

- Improves ability to perform activities of daily living.
- Improves communication skills.
- Improves problem-solving skills.

Research studies have shown that just being around horses can change our brainwave patterns. There is a calming effect that comes from being with the horse, resulting in a positive experience. According to Franklin Levinson, internationally known horseman and the creator of the Beyond Natural Horsemanship Program:

Horses react as a mirror to the person who's with him. He's a prey animal so he wants to feel safe and is always on the lookout for predators. A horse will become very fearful if he's with someone who's aggressive, noisy, and disrespectful or too controlling. On the other hand, if the person makes requests rather than demands the horse will begin to cooperate. He is always looking for a leader.

It is natural for us to want to please the horse and thus, the horse motivates us to be fully in the present, to put aside emotions such as anger or frustration, to speak and physically respond to the horse in a way that is calming and acceptable to the horse. The horse helps us draw on the self-healing potential that is within each of us.

OVERVIEW OF PROGRAMS

Sessions are 45 minutes and include mounted and un-mounted activities. They may include riding skills, fitness exercises, gym activities, horse care, arena preparation and team building. Each session includes individualized goals. Horses are an essential part of the team as they facilitate learning, motivation and skill building.

Equine-Assisted Activities or Therapies (Therapeutic Horsemanship):

Private Session: This consists of one instructor or therapist and one participant. This option is available to all participants. However, private sessions are the only option for participants that pay using a service provider (Medicaid Waiver Programs, DARS, etc.)

Semi-Private Session: This consists of one instructor or therapist and two participants. This option is not available for participants whose sessions are paid by a service provider (Medicaid Wavier Programs, DARS, etc.).

Group Session: This consists of one instructor or therapist and a maximum of four participants. The sessions will be offered in the evenings and on weekends. This option is not available for participants whose sessions are paid by a service provider (Medicaid Wavier Programs, DARS, etc.).

Equine-Assisted Therapy, Speech Therapy or Physical Therapy: Commonly known as Hippotherapy, is a physical therapy or a speech-language treatment that utilizes the movement of the horse to help achieve functional goals. This treatment can specifically address impairments of muscle tone, range of motion, motor planning, timing, attention, awareness, coordination, balance, speech, and postural control.

Equine-Assisted Therapy, ABA Therapy: Provided by a Board Certified Behavior Analyst who is also a PATH Intl. Certified Therapeutic Riding Instructor. ABA benefits participants who struggle with behavioral issues and provides them an opportunity to learn new skills. Through reinforcement, provided by the horse, the participant begins independent learning from his/her horse. Limited availability.

IS ROCK RIGHT FOR YOU?

ROCK currently provides services to participants ranging in age from 2 to 88 with many different physical and cognitive challenges including, but not limited to:

Autism	Brain Injury	Cerebral Palsy
Developmental Delay	Down Syndrome	Genetic Syndromes
Learning Disabilities	Muscular Weakness	Speech Impairment
Spinal Cord Impairment	Stroke	Visual Impairment

In order to provide the best benefit and the safest environment for our participants, ROCK has established guidelines for acceptance into the program:

- Participants must be at least 2 years of age for Equine-Assisted Therapies (i.e. PT, Speech, or HPOT).
- Participants must be at least 4 years of age and have emerging head and neck control for Equine-Assisted Activities or Therapeutic Horsemanship.
- To protect our participants, volunteers and horses, weight guidelines have been established. A participant plus tack should not exceed 20% of the horse's weight. For example, a participant that weighs 180 lbs. using a saddle that weighs 20 lbs. should ride a horse whose weight is greater than 1000 lbs.
- A therapist or instructor will screen each participant before they are allowed to participate at ROCK.

Please contact our office at (512) 930-7625 if you have any questions or need additional information.

3) APPLICATION PROCESS

PROCESS AND SUBMISSION DATES

PATH Intl. requires ROCK to update applications each year. ROCK's riding year begins in September and goes through June. Applications for ROCK's existing participants are accepted beginning the first Monday in May, starting at 8:00 am. New participant applications are accepted beginning the first Monday in June, starting at 8:00 am.

All pages of the application (except the two medical release pages) must be thoroughly completed and returned before a participant's application will be processed. The medical release forms need to be turned in by the first Monday in August. If we do not receive your medical release forms by then, you will not be put on the schedule until it is received. This could jeopardize the day and time you have requested. Please submit the application and related forms online. If you don't have access to a computer, please turn in the application to ROCK's office by personal delivery or by mail. Hard copies of the application are available through Kristin Witcher at kristinw@rockride.org or call 512-930-7625 ext. 315.

Applicants that do not get a placement for the riding year will be placed on a wait list for the current riding year only. ROCK continues to accept applications throughout the year. These applicants are also placed on the

wait list for the current riding year only. All applicants will need to reapply the following year if they wish to participate.

The participant application and financial assistance form can be found and completed online at www.rockride.org.

APPLICATION FORMS

Program Overview

Participant Registration

Billing Information

Participant Goals and Health History

Liability and Photo/Video Release

Confidentiality and Social Media Policy

Authorization for Emergency Medical Treatment

Participant Medical History and Physician's Statement

Physician's Prescription for Physical or Speech Therapy

(Not required for therapeutic horsemanship.)

Handbook Acknowledgment Form

Schedule Request Form

HIPPA Form

FINANCIAL ASSISTANCE APPLICATION

ROCK believes that no participant should be turned away due to financial hardship. A financial assistance fund is available for participants who could not otherwise participate. Financial assistance applications must be renewed each riding year. Financial assistance is awarded for the full riding year.

To apply for a financial assistance, please fill out the application online. The application will need to be completed along with a letter of need and a copy of the first page of your most recent tax return. A select committee reviews all applications. Financial assistance is given using a sliding scale that is based on income and the letter of need. Families will be notified with the amount of the financial assistance.

Protecting participant's privacy is very important at ROCK. The documentation for the financial assistance application is not kept with the rest of the application records. Only one staff person processes the information. When the committee reviews the applications, the participants' names are kept anonymous. When the process is complete, all tax documents are destroyed.

Applications for financial assistance must include:

- Completed financial assistance form.
- The first page of the most recent IRS income tax return.
- If the participant is a minor, the tax return for the responsible party is required.
- A letter to the financial assistance committee explaining your need for financial assistance.
- A copy of current military ID or DD-214, if applicable.

You will be notified in writing the amount of financial assistance you have qualified for.

SCHEDULING POLICY

Participants will be scheduled based on when they turn in their application, by their needs, goals, and abilities. Other considerations include the schedules of therapists, instructors, and horses. Evenings and weekends will be for group sessions. Saturday sessions may be subject to more frequent cancellations due to holidays, breaks and events. Please be aware of the restrictions placed on riders from agencies as that will affect when you may be able to ride.

On the scheduling form included in the application process, place a 1, 2, and 3 in the boxes for your 1st, 2nd, and 3rd choices. ROCK will try to accommodate your choices. However, there is no guarantee that you will get your 1st, 2nd, or 3rd choices.

NEW PARTICIPANTS

Upon receipt of all required paperwork, you will be contacted to schedule a screening. A ROCK therapist or instructor will screen new participants before they are accepted into the program. Acceptance into the program is always dependent upon the availability of volunteers and instructors/therapists, appropriate horses and safety precautions.

WAIT LIST

Applicants not offered a riding spot will be put on the wait list. They will remain on the wait list through the current riding year. Should a spot become available, ROCK will notify the family by the phone number and email address provided on the application. Applicants will have 48 hours to respond when contacted. If they decide to ride, applicants will be scheduled for a screening. Once screened, applicants will be placed on the schedule as soon as a horse, instructor/therapist and volunteer(s) are available. If the

applicant declines, the applicant will either be removed from the wait list or if the decision is due to a scheduling issue, the applicant will retain their spot on the wait list. Applicants who have not been offered a riding spot prior to the next year's application will be required to re-apply for the following riding year.

WITHDRAWAL OF PARTICIPANT

Please notify the office prior to the day of a participant's withdrawal. Paperwork for withdrawal will be prepared. Participants or guardians of participants are responsible for making sure all supplies are returned and balance is paid in full.

4) BILLING POLICIES

TUITION/FEES

Participant fees are necessary to help defray the expense of equine-assisted activities and therapies. Fees cover only 40% of the actual cost of each session. Below is a list of tuition and fees:

- Screening Fee: \$35 (One-time fee paid at initial screening)
- Administration Fee: \$25 (Paid yearly)
- Therapy Sessions (PT or ST): \$85 per therapy session
- Therapeutic Horsemanship:
 - Private - \$65 per session
 - Semi-Private - \$55 per session
 - Group - \$50 per session
 - ABA - \$65 per session
- Summer Camp: Varies based on camp. Refer to website for details.

INVOICES

ROCK requires a deposit that is equal to your first month's tuition due after your registration is confirmed, no later than September 1. This deposit will be applied to your July invoice (or upon withdrawal). You may also roll this deposit over to the next riding year.

Participants are billed at the beginning of each month for services rendered the previous month. Payment is due upon receipt and considered late if

received after the 15th of the month. If a participant is having difficulty staying current on payments, they are encouraged to apply for help from the financial assistance fund or to set up a payment plan. If you have an outstanding balance, it must be paid in full before the participant can apply for horse shows, summer camp, or for the riding session next year.

A participant who is withdrawn from the program for financial reasons will be placed on the wait list above participants who have not yet joined the program. They must pay the total balance due before returning to the program.

If your tuition is paid by a service provider (DSSW, Scoggins, DARS, etc.) ROCK can only bill for days that you receive services. Therefore, to keep things fair for all participants, if you have an unexcused absence or do not show up for the session, you will be charged a cancellation fee of \$25, for which you will be responsible. If the sessions are cancelled by ROCK, no fee will be charged.

Tuition and fees are payable to ROCK by credit card, cash or check. An automatic payment may be set up throughout the year using a credit card. There is a payment box in the Welcome Center. The front desk can direct you to its location. If you need to discuss financial issues, please contact Sheri Ruther, Business Operations Director, sheri@rockride.org

LATE PAYMENT POLICY

If a participant becomes 2 months behind in payments, they have until the 15th of the next month to pay the total balance due or they will be withdrawn from the program. His or her riding session will be offered to someone on the wait list. If at any time during the yearly session they are able to pay the total balance due and their riding spot has not been filled, they may re-enter the program.

INSURANCE/MEDICAID

Currently, ROCK does not accept private insurance or Medicaid. If requested, ROCK will provide you with an invoice for physical therapy or speech therapy to submit to your insurance.

5) SESSION PROCEDURES

OVERVIEW

Sessions are 45 minutes and include mounted and un-mounted activities. They may include riding skills, fitness exercises, horse care, arena preparation and team building. Each session includes individualized goals. Horses are the foundation of the team as they facilitate learning, motivation, group skill building and three-dimensional symmetrical movement.

During a session, up to 6 participants may be in the arena at one time. At times this may create a delay getting participants on horses. ROCK makes every effort to keep that delay to a minimum by reviewing procedures for efficiency. If there is a delay ROCK will rotate the order participants mount horses each week.

ARRIVAL

It is important for a participant to arrive about 10 minutes prior to the scheduled session time so that he/she will be prepared for the services provided. This gives the participant time to put on a helmet, greet people and not be rushed. If a participant is late for the scheduled session time, ROCK cannot guarantee he/she will be able to ride or receive services for the full time. Once the session has begun, the instructor/therapist may not be able to leave the other riders to mount late arriving participants. Tack will be taken off the horse and volunteers released 15 minutes after the scheduled session starts. Please contact your instructor/therapist at ROCK if you are going to be late.

ATTENDANCE AND CANCELLATIONS

In order to maximize the participant's progress, it is critical that he/she attend all scheduled sessions. Arriving late or missing sessions impairs the participant's ability to progress, disrupts staff schedules and may affect agency coverage.

Please note the following:

- If you are unable to make your session, please give ROCK a minimum of 24 hours notice. If you have a last minute cancellation, contact your instructor/therapist directly or call the office at 512-930-7625.
- Cancellations made less than 24 hours prior to an appointment result in a \$25 cancellation fee billed on the following month's statement. We understand occasionally emergencies happen or a participant may get sick within the 24-hour cancellation period. If this happens, please contact your instructor/therapist as soon as possible to cancel the session. Then contact Kristin Witcher at (512) 930-7625 ext. 315. The reason for cancellation will

then be reviewed. Agencies will not pay these charges, so families need to be prepared to pay out of pocket.

- If you do not call and do not come for your appointment time, you will be charged a \$25 No Show fee that will be billed on the following month's statement.
- Three cancellations in a row or five cancellations per fiscal year could result in the loss of your scheduled session time and/or financial assistance. The fee may be waived with a doctor's written excuse.
- ROCK's schedule leaves little to no room for scheduling make-up sessions. Therefore, cancellations will have no guarantee that a make-up session can be scheduled.
- If you are returning after an injury or hospital stay, you must have a note from the doctor to return to riding at ROCK.

CLOTHING REQUIREMENTS

ROCK requires closed toed shoes and helmets to participate in equine-assisted activities or therapies. ROCK provides helmets. If you choose to have your own helmet, it needs to be a labeled ASTM/SEI approved helmet and cannot exceed more than 5 years past the manufacture date. Please see your instructor or therapist with any questions.

Wear comfortable clothing such as long pants or shorts based on the weather. Do not wear jeans with sequins on the pockets as it may cause damage to saddles. For shoes, wear closed toed shoes or boots. As the weather changes consider sunscreen, gloves, or a jacket, as needed.

WEIGHT GUIDELINES

A participant's weight plus tack should not exceed 20% of the horse's weight. For example, a participant that weighs 180 lbs. using a saddle that weighs 20 lbs. should ride a horse whose weight is greater than 1000 lbs. Please talk to your instructor/therapist if you have any questions.

CAREGIVER ONSITE POLICY

Caregivers of participants that ride at ROCK may leave the premises if the following conditions are met. First, the caregiver informs the instructor/therapist that he/she is leaving. Next, the caregiver returns to the premises before the participant dismounts from the horse. Finally, the participant must be completely independent in the restroom.

INSTRUCTOR/THERAPIST COMMUNICATION

At the beginning of each riding year, your instructor or therapist will send you an email of introduction that has their contact information. In addition, group instructors/therapists will send emails over the breaks to check in with you. Email or call them directly if you have questions or updates throughout the year. Instructors/therapists need a minimum of 24 hours to respond to emails or phone calls as they are in the dirt working with participants throughout the workday.

We realize that it can be difficult for long or private conversations before or after sessions. If needed, ROCK will provide a private area suitable for conducting a confidential interview or for processing sessions. The private area may include but is not limited to a private office, gazebo or other outside space.

If you have questions or concerns regarding sessions, begin by talking with your instructor or therapist. If you need further assistance, your instructor/therapist can direct you to a different staff member or person who can help. You may also refer to the staff page on the website for assistance finding emails or phone numbers.

PARTICIPANT GOALS

Goals are created each year for participants based on the participant's current goals, goals from previous years and input from therapist or instructor.

6) SUMMER CAMP

Summer camps are held at ROCK during the month of July. A variety of camps are held each summer. Some of these may include a sibling camp, horse show camp, camps for kids ages 4 - 8, 9 - 16 and 16 +. The participant brochure/application can be turned in beginning the first Monday of April, starting at 8:00 am.

New participants must complete the online participant application and a camp brochure/application. Both are found on the website. There is a new participant registration fee of \$25 that is payable with the application. In addition, there is a new participant-screening requirement that has a fee of \$35. Upon turning in the applications and fees, new participants will be contacted to schedule a screening.

To help with fees and tuition, ROCK offers a family discount. The first participant is full price; each additional family member will receive a \$25 discount.

Please check our Summer Camp Brochure for descriptions about the camps being offered and for other detailed information. The brochure can be found online. If you have questions, please contact Kristin Witcher at kristinw@rockride.org or call 512-930-7625 ext. 315.

7) HORSE SHOWS

Most years, ROCK participates in three horse shows. These include the following shows.

- Gold Stirrup: The show is held in March during the Austin Rodeo at the Travis County Exposition Center. The minimum age requirement for participation is age 8.
- Special Olympics Area: The show is held during April. The location varies. The minimum age requirement for participation is age 8.
- Special Olympics State: The show is held during May each year at the Brazos County Expo Center in College Station. The minimum age requirement for participation is age 12. This competition also requires that the participant has participated in Special Olympics Area.

Deciding if a participant is ready to attend a horse show should be based on the participant's ability to complete the tasks asked of the rider during the horse show. If after reviewing the below tasks you still have questions about participation, please discuss them with your instructor/therapist.

- Trail Riding: A horse and a rider maneuver around a series of obstacles.
- Barrel Racing: A horse and rider attempt to complete a pattern around preset barrels in the fastest time.
- Equitation: A horse and rider follow commands from a judge while in the arena. For example the judge may ask the rider to walk, trot, halt or reverse.
- Showmanship with Halter: This involves a person on the ground, leading a horse wearing a halter through a series of maneuvers called a pattern.

8) PATH INTL.

ROCK is a PATH Intl. Premier Accredited Center. PATH Intl. stands for Professional Association of Therapeutic Horsemanship International. It is a 501(c)(3) nonprofit that was formed in 1969 to promote equine-assisted activities and therapies. PATH Intl. is the largest organization governing equine-assisted activities and therapies. Its mission is to promote safety and optimal outcomes in equine-assisted activities and therapies.

ROCK has been a Premiere Accredited Center with PATH Intl. since 2000. This means that ROCK has voluntarily participated in a site visit from PATH Intl. to ensure that it is following the safety standards for horse care, service, and business set by PATH Intl. ROCK goes through reaccreditation every five years. Being a Premiere Accredited Center means ROCK implements best practices for the industry.

9) ROCK POLICIES

RESEARCH AND TEACHING

ROCK has made a commitment to being a leading research and learning facility. Conducting research and teaching people to become instructors are essential to this mission. At ROCK, interns and instructors in training will participate in sessions by observing and learning from ROCK Certified Instructors and therapists and by teaching our participants. ROCK partners with area medical centers and universities for research to help further best practices, reimbursement from private insurance companies and improve services. A ROCK participant may be asked to participate in a research opportunity. We hope you will support this very important component of ROCK.

WEATHER POLICY

The ROCK instructors and therapists make every attempt to provide services, even in inclement weather. Sometimes, if riding is not possible, un-mounted horsemanship sessions may be given inside or goals will be worked on in the therapy room.

If temperature + humidity is over 150 degrees, if temperature drops below 32 degrees Fahrenheit or if there is any inclement weather, alternative sessions will be administered in the therapy room to work towards the participant's goals and objectives. If Georgetown ISD cancels school then ROCK will cancel sessions and no sessions will be held at ROCK inside or outside.

The decision to continue mounted activities during inclement weather or pending inclement weather, is made by the instructors and therapists who are teaching that hour with input from the Equine Team. The decision will be for the whole hour. Ground sessions will be offered at the discretion of the instructor or therapist.

If severe weather happens while you are at ROCK, the tack room is a category IV storm shelter. When the Emergency Broadcasting System indicates a severe storm warning, all people will be evacuated to the tack room for safety.

Your instructor, therapist or the staff in the front office will call the number that has been designated to inform you of session cancellations. You may also call the office or contact your instructor or therapist if you have questions. You will not be charged for sessions cancelled by ROCK.

ILLNESS AND INJURIES

Participants should be fever free without fever-reducing medicine for 24 hours before returning to ROCK. In the event a participant needs to miss a session, please notify the office and your instructor or therapist.

If a participant has experienced an injury outside of ROCK, a doctor's note is needed before a participant will be allowed to return to riding.

If a participant requires medical care, ROCK will contact the participant's emergency contact directly. Please ensure that ROCK is kept informed of any changes in telephone numbers so that this service remains efficient.

If a participant needs emergency medical help, ROCK uses the services of Georgetown Emergency Medical Services. ROCK staff will have records of emergency medical conditions for participants.

It is very helpful to keep in close contact with your instructor or therapist about any health problems a participant has however slight they may seem. Even small health concerns can affect a participant's behavior or performance. Being aware of any changes with a participant will help instructors or therapists meet the ongoing needs of the participant.

MEDICAL LEAVE

Medical leave may be applied to participants who are absent due to a hospital stay or a significant medical issue. The staff along with the families

will determine, on a case-by-case basis, if the absences are considered medical leave. Common illness and doctor's appointments are not considered medical leave. Participants may have up to 4 consecutive absences for medical leave during the year without losing their place in the riding schedule or being charged a session cancellation fee.

Long-term medical leave is when a participant is on medical leave for more than 4 consecutive sessions. After the 4th absence, the participant is offered 2 options:

- Option 1: The participant may request Medical Tuition Assistance to hold their spot in the riding schedule. This means that the participant is responsible for paying half of the tuition amount for each session missed over 4 sessions.
- Option 2: The participant may choose to give up their riding spot for the rest of the year so it can be offered to someone on the wait list. If they choose to give up their spot but plan to return to the program within the year, they are placed at the top of the wait list.

COMMUNICABLE DISEASES

Communicable diseases such as scabies, head lice, ringworm of the scalp and impetigo are highly contagious and can cause problems in ROCK's environment. Participants with these conditions must notify their instructor or therapist and show proof of their treatment. In order to help prevent the spread of head lice, a lice spray is used on ROCK's helmets after each use.

PHOTOGRAPHY AND VIDEO

ROCK controls what is posted on the ROCK Facebook page and other ROCK media outlets. Only participants with a signed Photo/Video Release may have photographs or videos posted. Participants and families are asked verbal permission prior to posting items. The last name of a participant is not posted.

If taking pictures or video for personal use, respect the privacy of other riders by not posting photographs or videos on any form of social media that includes other participants.

SIBLINGS

If siblings are in attendance with parents of participants, parents are responsible for the direct supervision of these children at all times. Please

keep in mind, noise and lots of activity or movement can distract riders, staff and horses from the optimal lesson.

REQUEST FOR RECORDS

When there is a request for records, ROCK will provide copies of the records to the participant or guardian to forward to the requesting party. In the event that ROCK is asked to provide information regarding a participant, the original copy will be given directly to the participant or guardian to forward to the requesting agency and ROCK will send the agency a letter indicating the requested information has been given directly to the participant or guardian. Records will be given only when the financial account is current.

CODE OF CONDUCT

It is mandatory that everyone complies with all posted safety rules and abides by all posted off-limit areas. ROCK is a no smoking facility and the use of drugs or alcohol on the property is strictly forbidden. No mistreatment, abuse, or suggested abuse of any person or animal will be tolerated. In accordance with Texas Penal Code 30.07 ROCK does not allow the open carry of weapons on the premises. ROCK reserves the right to ask anyone to leave the premises.

BACKGROUND CHECKS

All staff, all volunteers and participants over 18 that have guardianship over themselves will be subject to background checks. If information is revealed that is a concern for ROCK, the CEO and staff will take appropriate action.

ANTI-DISCRIMINATION AND HARASSMENT POLICY

ROCK does not discriminate on the basis of gender, race, color, age, sexual orientation, national origin, ethnicity, religion or disability. ROCK does not, and will not, tolerate any type of harassment of our employees, applicants for employment, our participants, their families, or our volunteers.

SOLICITATION OF GOODS AND SERVICES

The solicitation of goods and services is not allowed at ROCK except during sanctioned events. While we understand that we have many talented persons and successful companies within our community, connections should not be made through solicitation. No printed information may be distributed to staff, participants, parents or volunteers.

RESOLUTIONS FOR CONFLICT AND CONCERNS

The purpose of this policy is to provide individuals with an orderly process for the prompt and equitable resolution of complaints. The Board encourages people to discuss their concerns and complaints through informal conferences with the appropriate staff member or other administrator. Concerns should be expressed as soon as possible to allow early resolution.

Level 1: Informal Conflict Resolution

Participation in this informal resolution process shall be mandatory prior to the filing of a Level Two complaint. The Board expects that every reasonable effort shall be made to resolve a complaint at the informal level. At the informal resolution stage, there shall be an in-person meeting or telephone conference between the staff member and the individual to discuss the possible complaint. The staff member may obtain the assistance of other staff in an effort to reach an informal resolution of the complaint. If, however, it appears that an informal resolution is not possible, the staff member shall review this complaint policy with the participant or participant's guardian and provide a copy of the complaint process.

If the individual's concern is with a staff member and that individual is uncomfortable approaching the staff member, he/she may contact the Program Director, Kristin Witcher, at (512) 930-7625 ext. 315. She will act as a facilitator in the process.

Level 2: Written Complaint to the Chief Executive Officer

When a ROCK participant or guardian of a participant has a complaint or concern regarding ROCK, the individual shall bring their complaint or concern in writing to the Chief Executive Officer. The complaint must be brought within 14 days of the date that the complainant knew or should have known of the concern. The complaint must be specific, and where possible suggest a resolution. The Chief Executive Officer must hear the complaint, attempt to remedy the complaint in the best interest of the affected parties, and document the outcome. The Chief Executive Officer must respond to the complainant and issue a final decision within 14 days of the Chief Executive Officer receipt of the complaint.

Level 3: Written Appeal to Board of Directors

If the individual bringing the complaint is not satisfied with the Chief Executive Officer's decision, the individual may appeal their complaint in writing to ROCK's Board President within 14 days of receiving the Chief Executive Officer's decision. The complaint shall be addressed to the President of the Board, and shall include a copy of the written complaint to

the Chief Executive Officer, along with a copy of the Chief Executive Officer's decision. The President of the Board, upon reviewing the complaint will decide if the Executive Advisory Committee, the Executive Committee of the Board or the Board of Directors is needed to determine a resolution. The decision shall be based on a review of the record developed at the Chief Executive Officer's level. Any action regarding the complaint shall be taken in compliance with the Texas Open Meetings Act. The decision by the Board is final.

SAFETY PROCEDURES

Following safety rules and procedures is required to protect the people, horses and equipment at ROCK. Training is provided to volunteers and staff. Follow all signs that are posted throughout ROCK stating safety rules. Violators of safety procedures will be talked to and asked to leave the property if the behavior continues.

FIRE/MEDICAL EMERGENCY

Fire extinguishers are located throughout the facility. They are bright red and clearly labeled. If a fire is growing larger and cannot be contained, all people will move to a safe area outside the eastside main gate.

First aid equipment is located in the main office and in the tack room. The AED is located in the tack room and should be used only by a trained person. Therapists and instructors are trained in emergency medical treatment. Any injury to a person at ROCK should be reported to the main office as soon as possible, and an incident report completed. Should it be necessary to call for emergency medical assistance, ask that the responding agency turn off their siren when approaching ROCK to avoid any discomfort to the horses and riders.

ROCK maintains a phone service for emergency and business use. All phones have emergency information posted near the phone.

HEAT EXHAUSTION/STROKE

Strenuous exercise during the hot summer months can cause dehydration in both humans and horses. Sweating, paleness, dizziness, severe headache and nausea are observable symptoms of over-heating. The simplest prevention is to drink plenty of water. ROCK's temperature policy is that horses will not be ridden if the temperature + the humidity exceeds 150 degrees. ROCK will conduct un-mounted sessions at the discretion of the instructor or therapist.

10) ROCK INFORMATION

CONTACT AND OPERATING INFORMATION

Location

2050 Rockride Lane (formerly CR 110)
Georgetown, TX 78626

Mailing Address

P.O. Box 2422
Georgetown, TX 78627

Phone: (512) 930-7625

Fax: (512) 863-9231

Hours of Operation

Sunday: Closed

Monday: 8am - 5pm

Tuesday: 8am - 9pm

Wednesday: 8am - 9pm

Thursday: 8am - 9pm

Friday: 8am - 5pm

Saturday: 8am - 3pm

CALENDAR

ROCK begins regular sessions in September and ends sessions in June. Breaks and holidays are included during that time. ROCK has a break in the fall, winter and spring. We closely follow the GISD calendar for most holidays and weather issues. For detailed information, you will find a copy of ROCK's calendar on the website. During summer break, ROCK offers a variety of summer camps during the month of July.

COMMUNICATION

ROCK is open to suggestions for improvement. The goal is to help every participant have a meaningful experience with the horse to facilitate independence and life skills.. ROCK provides a variety of ways for all people involved at ROCK to give feedback. ROCK will communicate regularly with parents through electronic media, including the website, newsletters and mass emails. Instructors, therapists and staff will communicate with

participants or guardians of participants on an individual basis using emails, in-person conversations and phone calls. Survey monkey is used throughout the year to gather anonymous evaluations of services provided by ROCK. Please participate in these opportunities to communicate how ROCK can better serve you and your family.

CONTACT NUMBERS

ROCK works hard to communicate with participants or guardians of participants. The website has a sections with names, titles, job descriptions and email addresses. Please look there if you need to contact staff. There is also a Board of Directors email (board@rockride.org), if you need to contact the board directly. You may call the office to have them connect you with anyone you need to speak with at ROCK.

EMAIL

For your convenience, each ROCK staff member has a ROCK email account. Please note that staff do not access email during instruction time and are not required to access email after scheduled work hours. ROCK's policy is to reply to an email within 24 hours. Because of this, important information should be shared with your instructor or therapist via calling the front office and leaving a message or by texting the instructor or therapist directly.

SUGGESTION BOX

A suggestion box is located in the front office and checked by staff regularly. Suggestions or comments can be placed in the box at any time.

NEWSLETTER

A newsletter will be sent out by email periodically during the year. Please make a habit of reading this letter so you will be informed of any important events or happenings around ROCK.

TECHNOLOGY

Please follow ROCK on Facebook, Twitter and Instagram to see all that goes on at ROCK. You can also go to the website to keep up with ROCK or find answers to your questions.

ROCK'S HERD

ROCK's therapy horses are carefully screened for health, training, and temperament before they are accepted into the program. After screening, a horse undergoes a 90-day trial period to determine if it is a good candidate for the program. After that time, the horse is either officially adopted to live

and work at ROCK or returned to their original owners.

We care for our family of horses in the best way possible. They get their feed, farrier, and medical needs met. They also enjoy a high quality of life at ROCK. Please go to our website and check out the Meet the Herd page. There you will find names, pictures and descriptions of the horses that help at ROCK.

Horses are matched to participants based on several factors. The instructor or therapist takes into account the goals and needs of the participant. This is combined with their knowledge of the unique movement, size and temperament of each horse. Finally, the horses schedules and health are also factored in to select a horse that matches with a participant. Occasionally during the riding year, participants will have a change of horse due to any of the above factors. Please talk with your instructor or therapist if you have any questions.

ROCKATEERS

Fulfilling the mission of ROCK would be impossible without the commitment and dedication of our volunteers. Not only does ROCK make a difference in the lives of our participants and their families, it also makes a difference in the lives of our volunteers.

ROCK is always looking for dedicated volunteers! Volunteers are thoroughly trained in courses that cover ROCK's procedures, safety practices, and handling of horses. Regardless of prior experience, anyone wishing to work with the horses or participants must be trained and demonstrate competency in the area they wish to assist.

Steps to become a volunteer:

- Check the rockride.org website for upcoming volunteer training dates.
- Call Dorothy O'Neal or Kristin Witcher at (512) 930-7625 to register for training.
- Complete the volunteer application that can be downloaded from the website (www.rockride.org) and bring it with you when you come for volunteer training.
- Complete a background check and volunteer training.

For more information about volunteering, email rockateers@rockride.org or call (512) 930-7625. You may also check out the Volunteer Frequently Asked Questions page located on the website.

USE OF FACILITIES

ROCK has an open and welcoming environment. If you are new to ROCK please check in at the Welcome Center. Please help us take care of the facility for everyone by leaving areas the same or better than you found them.

Remember to be quiet while sessions are going on. Noise and lots of movement are disruptive and distracting to the horses and riders. ROCK has indoor and outdoor space available for participants, parents, staff, volunteers and visitors to congregate away from the arena.

BUILDING

ROCK is a handicapped accessible facility. The facility was built and is maintained to continue with compliance.

Patti Colbert Learning Center and Kitchen: This is a large room used for meetings.

IKEA Family Room: This room is a place for participants, families and visitors to enjoy when at ROCK. The family room has a kitchen and bathroom for visitors and participants to use as well.

Welcome Center: This is a large office area in the northeast corner at ROCK. It contains the front desk and many staff offices.

Offices: Throughout the facility there are staff offices. Please respect that space and only enter when invited by a staff member.

Lynne C. Christianson Therapy Gym: This space contains therapy equipment for use during sessions. Helmets are also located here.

ROCKateer Lounge: Volunteers that help out at ROCK use this room. It gives them a space to warm up or cool down based on the weather. It also gives them a place to rest or eat during down time.

Tack Room: The tack room stores equipment and tack for the horses.

Bathrooms: Several public restrooms are located throughout the facility.

Horse Stalls: The stalls are located on the south side of the building. Please read and respect all signage. This area is only for trained staff and volunteers.

Hoope's Work Room: This room provides storage for equipment.

Merlin Hoppe Arena: This is the heart of ROCK. Only authorized staff, volunteers and participants may enter the arena.

Classic ROCK: This is an uncovered arena located in the front of ROCK. It is used as additional riding space for participants. This space is only accessible with authorized staff or volunteers.

DONATIONS

ROCK gratefully accepts donations. There are many ways to help. Some ideas are listed below. Donors will be provided a ROCK contribution form, which can be used as a donation receipt for tax purposes.

Ways to help:

- Sponsor a rider.
- Join the Horseshoe Club where you can feed or care for the needs of a therapy horse through a monthly, yearly, or a one-time donation. Current sponsors and a list of needs are posted in the ROCKateer Lounge.
- Invest in the future of ROCK by helping us pay off the note on the adjacent 20 acres that were recently purchased.
- Make a donation in memory or honor of a special person, pet or horse.
- Become a partner. There are many opportunities for you or your company to partner with ROCK. Contact us at 512-930-7625 to find out more information.
- Shop online with Give As You Get. Give to ROCK while getting the things you want! It's easy to give back while shopping online through Give As You Get.
Purchases provide ROCK with a donation of 1 - 4% of each sale.

- Amazon Smile. You can support ROCK by shopping at Amazon.com and selecting ROCK Ride On Center for Kids as your preferred charity. Visit Smile.Amazon.com. You use your regular account and get the same prices. No difference, except that 0.5% of your purchase is donated to ROCK. You can order on the site and have it sent directly to ROCK!

- ROCK Wish List. It doesn't matter what season it is, ROCK is always in need of items; be it for humans or horses! With approximately 25 horses, 250 + participants, 350 volunteers, the arena, and the land, the list just seems to grow. Please check our Facebook page for frequent updates to the wish list items, or call ROCK.

- Donate a Horse. If you feel your horse is ready for a rewarding career as a therapy horse, we invite you to contact Lesley Shedeck for donations and Lindsey Ruther for sale horses at 512-930-7625. ROCK is currently seeking younger, more experienced horses for sale or donation.

Therapy Horse Criteria:

- Calm, patient and friendly temperament with excellent ground manners.
- Sound in all three gaits (walk, trot, canter or walk, jog, lope).
- Symmetrical conformation with no injuries or vices.
- Ideally between the ages of 8-17 years old.
- Training in a Western or English discipline preferred.
- Show ring experience is a plus.

FUNDRAISING

Because ROCK's tuition and fees do not cover the expenses of the program, various fundraisers are conducted each year. Some events include the Barn Dance and Golf Tournament. Information about the events will be available throughout the year. Each event is a lot of fun and a great way to meet people involved at ROCK and in our community.

ENDOWMENT FUND

The board of directors has established a separate endowment fund that will be used to maintain the facilities at ROCK, provide financial assistance funds and stabilize the financials at ROCK for years to come. Donations to this fund are tax deductible.

Contact Nancy Krennek at (512) 930-7625 or nancy@rockride.com if you have any questions.