



## Lesson Policies & Procedures

### **Student & Guest Expectations**

Riders are to have proper equestrian equipment, including riding boots, riding pants, and an ASTM approved helmet. A helmet is to be worn at all times while mounted.

Riders should arrive with enough time to thoroughly groom and tack their horse (20-30 minutes). If the rider's assigned horse is already tacked, the student can help another rider. Students are to untack their horse and blanket and/or turn out the horse as needed. If a student is unable to arrive early enough, she will notify Twin Oaks so a staff member can tack the horse.

Please follow signs for general parking, on the north side of the barn. Front of barn is reserved for staff so not to disrupt lessons going on in the outdoor arena.

Guests and family are permitted to watch lessons from the designated seating area near the outdoor arena. Guests will please not enter the arenas. Student's family members and friends should not crowd the aisle of the barn while students are preparing for lessons. No open toed shoes are permitted around the barn. All pets must be on a leash, and if causing a problem must remain in the car.

Students and their guests are to adhere to standard etiquette around horses- no running, loud noises, no feeding any horse without permission, no entering stalls or paddocks without express permission.

Students are expected to clean up after themselves in the barn including but not limited to: removing any manure from tacking areas, driveway, and wash rack, sweeping after their horse if tacking in the main aisle BEFORE riding, rinsing off bits, putting brushes and grooming totes away after use, returning halters and lead ropes to the proper stall.

We occasionally take photos around the barn or in lessons that are posted to social media accounts or on the website. Please notify Mackenzie if photos of yourself or your child cannot be used for any of these purposes.

### **Payment, Scheduling, & Makeups**

Lessons are \$480 every 8 lessons. Students have 10 weeks to complete their 8 lessons, allowing for up to 2 absences. Students are to notify Twin Oaks of absences in advance via email, text, or marking on the attendance sheet in the tack

room. Any lessons not taken within the 10 weeks are forfeited. See below for policies and discount for twice weekly lessons. Checks can be made to either Twin Oaks Riding Academy or Mackenzie Parks and left in the black mailbox in the barn. If mailing a check, please send to 37947 Morrisonville Rd Lovettsville VA 20180.

Makeup lessons can be scheduled when there are spots open in an appropriate class. Makeups are not offered if the student did not notify of the absence in advance. Any makeup lessons cancelled with less than 24-hour notice are forfeited.

Lessons with 3 or fewer students may be shortened to 45 minutes.

Lessons are ongoing and continuous. New students should have the intent to continue lessons for a long period of time. There are no breaks between 8 week blocks, and spots will not be held if a student decides to discontinue lessons for any period of time. Payment is due on the 8<sup>th</sup> lesson in advance for the next 8 lessons.

Students or parents will receive an email outlining that day's lesson schedule. If you do NOT receive an email with the daily lesson schedule, you are not on the lesson roster for that day. Please contact Mackenzie if you believe you should be on the schedule but did not receive an email.

We do not follow the school's cancellation policy and rarely cancel due to weather. The only holidays we routinely cancel lessons are Thanksgiving Day, Christmas Eve, and Christmas Day. If there is a cancellation for any reason, you will be contacted via email.

### **Extra Riding Opportunities & Volunteering**

If a student desires to ride more than once per week, she can schedule extra lessons on a week-by-week basis depending on availability. A student may also enroll in 2 classes per week at a discounted rate (\$440/8 lessons), with 5 weeks to complete the 8 lessons.

Occasionally there are additional riding opportunities such as clinics, trail rides, etc. Often these extra activities "count" as a lesson on the attendance sheet for ease in payment. However, they do NOT count as a makeup lesson. For example, if a student had missed 3 lessons in the 10-week period, and does a clinic, their third missed lessons is still forfeited. If an additional riding opportunity is cancelled with less than 24 hour notice, the lesson will be forfeited.

Students interested in volunteering at the barn should talk to Mackenzie and will start with basic tasks. Help with camp (Saturdays, and weekdays in the summer) is always needed. After proper training, paid positions are sometimes available.