

# RIDING ACADEMY POLICIES AND PROCEDURES

Little Engine Farm  
PO Box 1412  
Alpharetta, GA 30009

770.852.7433  
www.LittleEngineFarm.com

## HORSEMANSHIP AND SAFETY RULES

For your safety and the health of the horses, please ask permission before handling or feeding any horse and please keep your canine friends at home. Good horsemanship also dictates proper warm-up and cool down of your horse, therefore this is integrated into your lessons.

For practical reasons and for respect of your sport, appropriate and neat dress is required. All riders must wear an approved safety helmet (loaners are available). Long hair must be in a pony tail or braid, no hoop or dangly earrings and chewing gum must be properly disposed of prior to riding. Everyone must wear a low heeled boot that covers the ankle (sneakers and cowboy boots are not acceptable), close but not tight fitting long pants or breeches and a well fitted tee-shirt or top (collared shirts for advanced riders).

## TACK AND GROOMING

Please leave ample time to tack-up and cool out your horse before and after your lesson. Tack and grooming supplies are available (please return everything back to its place). You are welcome to use your own grooming supplies and tack, but unfortunately, the barn is not big enough to house everyone's belongings, so please bring your gear home with you.

All items left behind will be placed in a lost and found bin in the school tack area. We can not be responsible for items taken from the bin. (We will make a monthly donation to charity of unclaimed items).

## LESSON TIMES

We make every effort to adhere to a time schedule and expect you to be prepared to start as scheduled, however since we deal with the unpredictable nature of both horses and children we sometimes run behind schedule. Please allow ample time for this.

Riders who arrive 15 minutes late for an hour lesson (10 minutes for a half-hour lesson) will not be allowed to join the lesson and will be ineligible for a make-up.

## MAKE-UP POLICY AND PROCEDURES

Scheduling make-up lessons is the rider's responsibility. All make-ups need to be scheduled within the same month for which the rider has paid for them. Be proactive and plan ahead. Schedule your make-ups in advance whenever possible, lessons are offered Tuesday, Wednesday, Thursday and Saturday.

Lesson cancellations must be made 24 hours in advance to be eligible for a make-up lesson. No exceptions. If the weather is not suitable for riding (i.e. – too cold, too hot, or unsafe riding conditions due to severe storms) a message will be left on the barn phone, (770) 852-7433, canceling lessons and make-ups must be individually scheduled. (When in doubt check the message.)

## PAYMENT POLICY

Our prices are based on industry standards for this area and are subject to change as warranted. Payment must be received by the 3<sup>rd</sup> of the month or a late fee of \$50 will be incurred. Students may not ride until they have paid for their monthly lessons. It is Little Engine Farm's goal to provide a positive atmosphere for all of our riders, your prompt payment insures we will not be put in a position to forfeit any lessons due to non-payment. Special events such as camps, clinics and shows are priced individually and payment is due prior to the event.

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Due to the volume of riders and the expense of maintaining a large pool of high caliber school horses and a quality facility our policy is as follows:

- To discontinue taking lessons, 30 days notice must be given.
- If you are going to be away for one month, you must pay for the month and make-up the lessons before you leave.
- If you are going to miss more than one month of riding, your lesson slot will be given to another rider. While riding is enjoyable it is also a difficult sport in which consistency is key, therefore our best student is one which rides on an ongoing basis. Extended breaks are discouraged.
- Lessons are non-refundable.

*Please check the barn bulletin board, the website ([www.LittleEngineFarm.com](http://www.LittleEngineFarm.com)) and the barn message (770.852.7433) for important announcements, lesson cancellations and upcoming events.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

