

Policies, Procedures, and Barn Rules Handbook



Our Mission

K. Lei Horsemanship is a Foundational Horsemanship Riding Academy. Our goal is to educate, inspire, and empower riders while promoting responsible horsemanship. Our instructor is a Certified Riding Instructor through CHA and brings over 30 years equine experience focusing on Beginner and Intermediate students both in Western and English seats. We focus on the entire equine and equestrian in every lesson, and draw from various mediums to provide individualized comprehensive instruction. As a private family barn we emphasize an importance on kindness, connection, respect and hard work in all areas of life.

Welcome to K. LEI Horsemanship!

Please read the following information provided to help you understand what to expect and to encourage a healthy and fun riding experience.

General Participation Guidelines

All riders must have a ***completed signed and dated liability form*** before they are permitted to ride. Horseback riding is contraindicated for some conditions/individuals. Please consult with your or your child's doctor for guidelines on precautions/contraindications for physical restrictions of riding. It is the responsibility of the participant or the participant's parent or guardian(s) to inform your Instructor of any changes in the participant's medical, physical, mental, or behavioral status.

Age Restrictions

Ages 3 and up are welcome! Participation is dependent on the person's ability to follow simple instructions and safety requirements. It is the Instructor's sole discretion to cancel or stop a lesson if she feels the participant is a risk to themselves or the horse(s). Parents/Guardians of riders under 13 must remain on the premises during the entire lesson unless otherwise agreed upon.

Dress Guidelines

A student's attire should be appropriate for safe equestrian activities. For your safety and comfort, please dress as follows:

1. Wear appropriate shoes – closed-toe shoes only (for students and anyone accompanying students). Preferably riding boots for students or a hard-soled shoe with a heel. No open-toed, excessive heel, steel-toed, cleats, or high rubber treaded shoes.
2. Long pants (jeans, riding breeches, leggings) that go down to ankles or past ankles are required. Long socks are recommended.
3. Wear T-Shirts or Long-sleeve shirts that are weather-appropriate and snug fitting.
4. Students must provide their own helmets. Instructor can give recommendations of where to purchase approved riding helmets if desired. Helmets must be ASTM-SEI approved for equestrian use (bicycle helmets are not allowed!). The Instructor can provide more information if desired.
5. No jewelry or other items that can get caught on a rider or horse is allowed (i.e. necklaces, charm bracelets, etc.)
6. Sunblock is recommended during spring, summer, and fall seasons.
7. Sweatshirts, coats, thermal underwear, and gloves are recommended during Fall and Winter sessions. No Scarfs! They can get caught on a rider or horse.
8. Long hair must be pulled back. For riders, long hair is recommended to be pulled back into low ponytails or braids, as to not interfere with the riding helmet.

Payments, Cancellations, Punctuality & Attendance

Payments

\$65 for 1 hr lesson (beginning Jan 1, 2023)

\$45 for 30 min Lesson (beginning Jan 1, 2023)

\$55 for 1 hr lesson (before Jan 1, 2023)

\$35 for 30 min lesson (before Jan 1, 2023)

Payments are accepted through, Vagaro, check, or cash.

Lessons will take place each week on the same day and at the same time unless other arrangements are specifically made and approved by your Instructor. The Student/Parent agrees to pay on a weekly basis at the time of services. If payment is not received, it is the Instructor's right to cancel future lessons until payment has been made.

Cancellation Policy

Call/text 24 hours or more in advance if you must cancel a lesson. Failure to notify the Instructor 24 hours or more in advance will result in paying the full cost of your lesson.

If canceled **prior to 24 hours**, the Instructor will make all best efforts to reschedule, but it is not always possible. If a student is canceling frequently, K. Lei Horsemanship, LLC reserves the right to terminate lessons with said student.

On rare occasions riding lessons may be canceled by your Instructor on the day of classes due to the possible following reasons:

Weather: Rain/snow, muddy conditions, high/low temperatures, lightning, or high winds.

Other: Sickness of Instructor or an emergency.

In the event of any/all weather conditions or other events listed above, K. LEI Horsemanship holds the right to cancel riding lessons for the safety of riders, volunteers, horses, and staff. We appreciate your understanding in these instances. No fee will be charged.

If lessons are to be canceled on the day of classes, the Instructor will notify you as soon as the information is available. If in doubt, feel free to call us for the most up-to-date information. We will also post updates on our social media pages as the information is available.

No-Show Policy

Students will be charged the full price of a lesson for no-shows. A "no show" is when a participant does not show up for the lesson without prior communication.

Makeup lessons

If it has been agreed that a participant can make up a missed lesson, they must do so within the same calendar month.

NOTE: There is no guarantee that a lesson can be made up.

Punctuality

Late Arrivals – It is recommended to arrive 10 minutes before the start of your scheduled lesson. If our Instructor has approved you to arrive 30 minutes before your scheduled lesson time to groom and tack up your horse, please do so. If you arrive 20 minutes late for your scheduled lesson's start time, your appointment is deemed a late cancellation, as there will not be enough time to properly groom, tack up, ride, untack, and re-groom your horse. These processes are for the well-being of both horse and rider. Please respect our horses' care, staff schedule, and time.

Off-Limits Areas and Emergencies

For your safety, Please stay within the designated viewing areas.

Emergencies

In the event of an emergency at K. LEI Horsemanship, instructors and staff will have a cell phone that can be used to call 911.

REMEMBER:

- »→ **Remain Calm.**
- »→ **Get to Safety.**
- »→ **Call 911.**
- »→ **Do not hang up unless told to by the dispatcher; they may need more information from you.**
- »→ **Tell the dispatcher that all lights and sirens must be turned off to avoid frightening the horses, which can lead to further injuries.**
- »→ **Do not move an injured person unless they are in imminent danger!**

Please take the time to review the barn evacuation diagram that is posted in the barn.

Dismissal Policies

Volunteers or guests may be asked to leave the facility/program for several reasons, including, but not limited to:

- The use of alcohol or illegal drugs at the facility or any events hosted by K. LEI Horsemanship.
- Coming to the facility under the influence of alcohol or illegal drugs.
- Smoking at the facility.
- Mistreatment of the horses or other animals at K. LEI Horsemanship.
- Persistent disruption of staff during lessons or special events.
- Verbal or physical abuse, sexual harassment, or other inappropriate behavior toward participants, volunteers, or staff members.
- The use of vulgar language, inappropriate jokes, or disrespectful language.
- For frequent missed lesson times without prior notification or explanation
- Any other behavior that is deemed inappropriate by a facility director.

Barn Rules and Safety

Attention! The following rules apply to everyone who visits, participates, volunteers, or works at K. LEI Horsemanship. Please read and familiarize yourself with all rules and relay information to anyone who may come with you to the barn.

1. All students under 13 years old must be accompanied to lessons by a responsible adult. The adult **MUST** remain on the premises for the duration of the lesson.
2. No students or accompanying members are permitted in the pasture without an Instructor unless the Instructor has stated otherwise.
3. Anyone handling horses must wear closed-toed shoes.
4. Riders must wear pants, boots with a small heel, and riders under 18 **MUST** wear an approved ASTM/SEI helmet. Helmets are encouraged for all ages. You must provide your own helmet.
5. Riders are responsible for wearing weather-appropriate clothing. Lessons will continue in many different weather conditions, so please check with your Instructor if you have concerns about the weather before assuming your lesson will be canceled.
6. No matter your experience level, you must follow the K. Lei Horsemanship, LLC Instructor's training and safety requirements. Consistent practices by all students provide security to the horses and encourage their best performance.

7. Please feel free to share your horse preference for the lesson, but due to rider skill or scheduling, know that your selection may not be available for your ride.

8. Rider AND Horse safety will always be the priority in lessons. Instructors must carefully assess riders' abilities before moving them into advanced training, so please be patient during your assessment phase. If a student is disrespectful to the horse or Instructor, the lesson can be terminated early, and the lesson fee will be forfeited.

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Compliance of Requirements**

I/We have read and understand this document and will abide by all rules and regulations at all times. If a parent or guardian is signing on behalf of a minor, they take full responsibility for carrying out these policies with the minor(s) listed below. I/We understand that if these rules are broken, I/We may be asked to leave immediately, per the Instructor's discretion, and may be found to have grounds for dismissal. Any questions or concerns can be answered by Krystal McNallie during operating hours at 360-631-8507.

_____ Printed Name of Participant	_____ Signature of Participant, Parent/Guardian
_____ Date	
Minor(s) _____	