



Dear Participant, Parent, or Caregiver,

Welcome to Grace Lake Ministries Equine Assisted Services! We are looking forward to serving you. Please read through this handbook thoroughly and let me know if you have any questions. This handbook will give you an overview of Grace Lake as well as our policies and procedures.

Grace Lake adheres to the high safety standards of the Professional Association of Therapeutic Horsemanship International (PATH Intl.) and has been a PATH Intl. Center Member since we began in 2004. We offer several distinctive Equine Assisted Services listed in this handbook and below are a couple of other unique qualities that we enjoy.

First, Grace Lake is a God centered program. Each of our classes begin with prayer. Our mission is to provide Equine Assisted Services to people with disabilities and others in need of hope and healing in a Christian environment. Our goal is to facilitate the development of wholeness into the lives of the people that we serve. We believe that wholeness begins by knowing and following Jesus Christ. We trust God to lead us down the path that each individual needs to reach their full potential.

Second, our riders enjoy the beautiful trail rides offered on this historic 230-acre ranch in Collin County. We are grateful to have the opportunity to work on balance, focus, and improving riding skills using trail obstacles while participants connect with their horse in a peaceful and natural setting of ponds, hills, trees, and wildlife.

And lastly, Grace Lake is a 501© 3 nonprofit organization committed to keeping our programs affordable for our participants. We work diligently to make this possible through ongoing fundraising events, company sponsorships, grant applications, and the generous support from individual donors in our community. As a part of our Grace Lake family, you are in a unique position to assist with our fundraising success by sharing your experience at Grace Lake and linking us to potential collaborative resources. Funds raised go directly to supporting our specially trained therapy horse herd, maintaining our beautiful horse facility and unique trails, and keeping quality Equine Assisted Services affordable to our special needs participants. We are thankful for your collaborative support!

Blessings,

Holly Robinson
Founder/Director/Head Instructor
director@gracelakeministries.org
(972) 837-4621



10/26/2021

Participant Handbook

1. GETTING STARTED

First, complete the online Participant Inquiry Form. Once received and processed, you will be contacted by a Grace Lake staff member to answer any questions and set up a time for a Meet and Greet. At the time of your Meet and Greet, the instructor and / or Therapist will discuss each program with you and make a recommendation as to which program is most appropriate for the participant. The next steps include completing the on-line Registration Form and printing the Physician's Statement (both located in Participant Resources at the bottom of each page of our website). Please have the Physician's Statement completed and signed by the participant's physician and mail (Grace Lake, 9611 FM 1827, Anna, TX 75409) or email (director@gracelakeministries.org) the completed Physician's Statement by the due date (Spring Session – February 1; Summer Session – May 1; Fall Session – August 1)

If an opening does not currently exist, then you will be placed on a waiting list and notified as soon as an opening becomes available.

2. PROGRAMS

Adaptive Riding Program: Participants ride once a week for 45 minutes. Private lessons (1 rider) and Group lessons (up to 4 riders) are offered. Classes are grouped into sessions of Spring, Summer, and Fall. All Adaptive Riding classes are instructed or supervised by a PATH Intl. Certified Therapeutic Riding Instructor.

Physical Therapy Program: Participants in this program will participate 1-2 times per week. A licensed Physical Therapist Certified by the American Hippotherapy Association (AHA) and a PATH Intl. Certified Therapeutic Riding Instructor will conduct all sessions. This program offers outpatient private PT treatment with the horse being utilized as one of the treatment tools. Some insurances cover this type of therapy. Equine Assisted Physical Therapy is grouped into sessions of Spring, Summer, and Fall and are typically 1 hour. Physical Therapy office visits without the use of the horse are available in between sessions.

Groundwork Connection Program: Private lessons (1 participant) are offered 45 minutes weekly. These classes are taught or supervised by a PATH Intl. Certified Equine Specialist in Mental Health and Learning with extensive knowledge in natural horsemanship. Classes are grouped into sessions of Spring, Summer, and Fall. This program increases the participants relational and communication skills.

Minimum Age: Adaptive Riding: 5 years old

Groundwork Connection: 5 years old

Physical Therapy: 2 years old

Weight Maximums: Adaptive Riding and Physical Therapy: 120-150lbs. Considerations include the availability of a suitable horse related to the height, weight, cognition, balance, and behavior of the participant. Each horse must stay fit and healthy to be able to perform their job. A participant towards the top of the weight range must be completely balanced while mounted. If an appropriate horse is not available due to the participant's weight and/or physical abilities, the Groundwork Connection program may be recommended to safely enjoy the therapeutic value of horsemanship.

3. COST

Spring Session (10-week session): Adaptive Riding Group Class: \$400

(March, April, and May)

Adaptive Riding Private Class: \$600

Groundwork Connection Private Class: \$600

Summer Session (5-week session): Adaptive Riding Group Class: \$200

(June and July)

Adaptive Riding Private Class: \$300

Groundwork Connection Private Class: \$300

Fall Session (10-week session): Adaptive Riding Group Class: \$400

(Sept, Oct, Nov, and Dec)

Adaptive Riding Private Class: \$600

Groundwork Connection Private Class: \$600

Per Visit Treatment: Equine Assisted Physical Therapy: \$175

(Same sessions as offered above)

Questions concerning insurance will be answered on a case-by-case basis.

Grace Lake provides financial assistance of 10% and up to 90% of the cost of tuition based on annual income. Please see the Financial Aid Application for more information.

4. TUITION PAYMENT

Grace Lake offers 3 ways to pay tuition each session.

- Online payment: The "Make a Payment" button is located at the bottom of every page on our website and also located in Participant Resources. ***Please use this payment method if a receipt is needed.***
- Venmo: @GraceLake-Ministries
- Pay by Check: Place your check in the black lock box located inside the barn under the Grace Lake banner.



Grace Lake Ministries
@GraceLake-Ministries



venmo

Scan this code to pay

5. ABSENCES AND CANCELLATIONS

It is important that our participants attend their sessions on a regular basis so that their goals can be met, and progress is made in a timely manner. We understand that all families need to cancel on an occasional basis, but please be aware that we may have individuals on a waiting list that would utilize that time. We ask each of our families to make a commitment to regular attendance of their weekly scheduled lesson.

Our Equine Assisted Services are grouped and billed in 5- and 10-week sessions as listed above. Our programs are conducted outdoors and subject to weather cancellations. If Grace Lake must cancel an equine class due to weather or other circumstances, we will schedule a makeup class at the end of the scheduled session. If Grace Lake cancels (due to weather or other circumstances) and the full 5- or 10-week session is not available, the remaining balance on your account will be credited to the next session.

Grace Lake keeps you updated via text messages in Remind. To receive texts from Remind, you must sign up by contacting Holly at director@gracelakeministries.org.

- ❖ If you cancel, the class cannot be refunded or made-up. (For Equine Assisted Physical Therapy, this applies to the \$70 horse fee)
- ❖ If you will be absent, please text via Remind as soon as possible (or a minimum of 3 hours in advance) so that we may alert your team and volunteers.
- ❖ Participants who have excessive absences (3 or more) or more than 1 no-show in a session will be ineligible for future sessions.
- ❖ If you have dates that you already know you will not be attending, please let us know via Remind text messages as soon as possible.
- ❖ Any time a Participant is late, their class time will be decreased accordingly so that the schedule remains intact. If a Participant is 15 or more minutes late, they will not ride in that class that day.

For our current session schedule (class days and weather cancellations), please refer to our website calendar.

6. SAFETY

- ~ Severe anxiety, aversion to the outdoors, or intolerance of heat or cold may limit participation. Please note that all Grace Lake programs are outdoors (no indoor or covered arena)
- ~ If seizures are severe or frequent, it may not be safe to be around horses.
- ~ Behavior must not pose a safety threat to others or horses.
- ~ Grace Lake staff will review PATH recommendations to identify specific situations that make riding / horsemanship unsafe.
- ~ Balance: For adaptive riding, participants must be able to maintain a steady center of balance on a moving surface with minimal assistance. For Equine Assisted Physical Therapy, participants must be able to maintain a steady center of balance on a static surface with moderate assistance.

7. ATTIRE AND EQUIPMENT

- Boots with a one (1) inch heel are recommended but not required. Closed toed shoes are required.
- All riders are required to wear a helmet while mounted. We provide a variety of sizes of helmets. We recommend that you purchase your own well fitted ASTM-SEI certified equestrian helmet.
- To ensure a safe helmet fit, please avoid beads, high ponytails, and bows. Low ponytails and close fitted braids are acceptable.
- Long pants are recommended. Please do not wear slick material pants.
- Do not wear big or priceless jewelry as it can easily get lost or caught on something.
- It is common for the temperature to feel significantly different at our barn (colder and warmer). We suggest wearing layers in cool weather. This means wear warm clothes that can be added or removed easily as needed.

8. OUR FACILITY RULES

- ✓ Show respect to all animals, people, and to yourself.
- ✓ Family members and visitors, please watch from the waiting area during class time.
- ✓ Keep our facility clean by putting your trash in the trashcan inside the barn.
- ✓ Do not climb on hay, gates, fences, or mounting ramp.
- ✓ Do not enter any horse pens without permission from a staff member.
- ✓ Parents are responsible for the supervision of their children.
- ✓ Pet the cats, dogs, and horses at your own risk! They may bite or scratch. No picking up or chasing dogs and cats.
- ✓ Personal dogs/pets are not allowed on the property.
- ✓ No smoking on the property.
- ✓ Have a good time, grow, and give God the glory!

We ask everyone to be mindful of the fact that Grace Lake facilities are located on private property. Access to the property is limited to specific class times and events.

9. OUR VOLUNTEERS

Grace Lake has an amazing group of volunteers that enable each class to take place. Please remember they are busy people who take the time out of their week to serve you. Our volunteers are the heartbeat of our program.

As participants of our program, we ask that you respect our valuable volunteers by:

- Giving as much notice as possible if cancelling a scheduled lesson. Volunteers are here for you. If you are not coming, they do not come either. Please cancel at least 3 hours before your scheduled lesson or as soon as possible to save volunteers and staff time planning.
- Attending your scheduled lesson. We understand that people get sick, and things happen. Please remember, when you sign up for a session there are up to 5 people working their schedule around your class time each week. Because of this, there are no make-ups or refunds for non-weather-related absences.
- **Show the volunteers you appreciate their investment. Volunteers want to know that the time that they are giving is making a difference. Your expression of gratitude is impactful.**

10. PARTICIPANT DISMISSAL & DISCHARGE POLICY

It is the discretion of Grace Lake's staff to accept or remove a Participant from the program. The results of a risk/benefit analysis will be considered. Participants who do not adhere to the rules and procedures or meet the guidelines for eligibility are subject to dismissal or discharge. Possible grounds for dismissal may include but are not limited to: conduct endangering another participant, volunteer, staff, or horse, conduct endangering themselves, consistent failure to follow safety procedures, a gain in weight above the Grace Lake maximum, frequent cancellations, or no shows, the development of a contraindicated condition or the deterioration of a condition to the point horseback riding / horsemanship is no longer beneficial or could be harmful to the participant, where safety for the participant or others has become a concern, or a suitable horse is no longer available.

Participants at Grace Lake shall have no history of inappropriate behavior with fire, or any tendencies or history of abuse or violence directed toward other people or animals. Grace Lake reserves the right to deny services to any individual based upon concerns for the applicant's safety and/or the safety of the horses, volunteers, staff, facility, or other reasons in accordance with PATH Intl. operating center guidelines.

Follow us on Facebook to see pictures of classes and other happenings around the barn.

Grace Lake Ministries 9611 FM 1827 Anna, TX 75409 (972) 837-4621
www.gracelakeministries.org