

# SWITCH WILLO STABLES LESSON POLICIES

## LESSON SIGN UP PROCESS

- To sign up for the Switch Willo Stables Riding Academy, please speak with Lesson Directors Holly or Lindsey about lesson placement and billing. Contact information: 512-920-2276 or lessons@switchwillo.com.
- Complete and sign the Lesson Contract at least 3 days prior to beginning lessons. The current lesson contract may be found on our website ([www.switchwillostable.com](http://www.switchwillostable.com)), under the “Riding Academy” menu selection.
- Pay the first month’s tuition along with the appropriate deposit by Check or Cash at least 3 days prior to beginning lessons. **The deposit and tuition payments are non-refundable.**
- Credit Card payments are accepted and are subject to a processing fee of 3.4%.
- Provide a valid credit card to be held on file (required even if you pay by cash or check).

## LESSON DESCRIPTION & FEES

Lessons are available and payable monthly and are payable by cash, check or credit card. You may take more than one lesson a week, or rider may decide to reserve a horse, subject to availability.

Lesson Type	Description	Lesson Price	Non-Refundable Deposit
<i>Beginner Mini Limited Group</i>	<i>3 students 2 instructors</i>	<i>\$550</i>	<i>\$550</i>
<i>Limited Group</i>	<i>3-4 students 1-2 instructors</i>	<i>\$550</i>	<i>\$550</i>
<i>Modified Group</i>	<i>4-5 students</i>	<i>\$500</i>	<i>\$500</i>
<i>Novice Group</i>	<i>4-5 students</i>	<i>\$500</i>	<i>\$500</i>
<i>Intermediate Group</i>	<i>4-5 students</i>	<i>\$500</i>	<i>\$500</i>
<i>Advanced Intermediate Group</i>	<i>5-7 students</i>	<i>\$495</i>	<i>\$495</i>
<i>Advanced Group</i>	<i>4-7 students</i>	<i>\$495</i>	<i>\$495</i>
<i>Semi-Private</i>	<i>2 students</i>	<i>\$600</i>	<i>\$600</i>
<i>Private</i>	<i>1 student</i>	<i>\$675</i>	<i>\$675</i>

## LESSON HORSE RESERVATION INFORMATION

The following information applies only to leasing a lesson horse owned by Switch Willo Stables.

Lessons / Week	Lesson Price	Non-refundable Deposit
<i>One</i>	<i>Lesson Cost + \$150/month reservation fee</i>	<i>\$150</i>
<i>Two</i>	<i>Lesson cost + \$300/month reservation fee</i>	<i>\$300</i>

- Reserving a lesson horse reserves that horse for your regular weekly lesson only. It does not reserve that horse for horse shows.
- Use of a particular horse for a horse show is on a first come first serve basis. In some cases, you may be asked to share the horse with another student at the show.
- For options on half-leasing/full leasing for Switch Willo horses or privately owned horses, please contact Trainer Michelle Simmons.

## LESSON PAYMENT, MAKE-UP AND LEAVE OF ABSENCE POLICY

As the calendar falls, each Switch Willo Riding Academy student receives 4 additional lessons per year. Every client pays for 48 lessons yearly but receives 52 lessons. Therefore, these additional 4 lessons will be considered your makeup lessons. It is still of the utmost importance that you let us know of any absences with 48 hours' notice. For late call absences, a minimum of 2 hours' notice is required for the instructors to plan, and to prepare the horse accordingly. Any cancellation with less than 2 hours will result in a charge of \$50 to the client.

### • LESSON PAYMENT:

- Contract, first month's payment, and final month's deposit are required to start lessons. Please include Driver's License Number on all checks.
- Lesson fees are due the first lesson of every month. If payment is not RECEIVED by the 15th of the month, a \$25 late fee will be automatically added to your account sheet. In that event, please check your balance on your sheet before submitting payment. If payment of the fee is not submitted with your next check, the charge will be run on your credit card with a 3.4% processing fee.

### • No Refunds:

- Missed lessons will not be deducted from the regular monthly riding fees, nor refunded. Your deposit will be applied to your final month of lessons and is not refunded.
- Credits will not be applied to the following month.
- To discontinue lessons, 30 days written notice, dated no later than the first of the month, must be submitted to the Lesson Director, after which point you will be able to

ride off your deposit. If you wish to ride off your deposit, you must contact the Lesson Director 30 days prior to the riding of the deposit.

• **LEAVE OF ABSENCE:**

- If you must take a leave of absence, a **30-day written notice** submitted prior to the month of requested leave is required.
- For an unpaid leave of absence, we are unable to hold your lesson spot and cannot guarantee that you will have a slot when you return.
- Without a 30-day written notice of a leave of absence, your deposit will be applied to that month. To guarantee your lessons slot, you must pay for the month of leave.

• **BARN LESSONS:**

- In case of inclement weather, we will offer a barn lesson. We put the same emphasis on barn lessons as we do on riding. There is so much knowledge that goes into this sport and barn lessons are a great opportunity to learn more about the horse and rider.

• **TERMINATION OF LESSON SERVICES:**

- Switch Willo Stables reserves the right to terminate lesson services to any rider at any time and for any reason. If Switch Willo Stables terminates lesson services, Switch Willo Stables will refund the balance of any remaining deposit within 14 days. The balance of the deposit will be returned via first class mail to the last known address of the depositor. It is the responsibility of the depositor to notify Switch Willo Stables of any change of address.

## **WEATHER POLICY**

In the event of bad weather or unsafe footing in the arenas due to rain, instructors will conduct barn lessons. These lessons will cover different areas of horse care and horsemanship that are not covered during riding lessons. The care of the horse and learning different aspects of our sport is vital to developing well rounded riders. We highly encourage parents to attend these barn lessons as they are a great opportunity to learn more about what is involved in owning, leasing, and showing a horse. Students are also encouraged to have someone attend their lesson and video their riding. We can also use barn lessons as a time to review and analyze video footage of a student's riding. If a student does not attend a barn lesson, they will forfeit any make-up lesson, and no refund or credit will be issued.

## **HORSE SHOWS**

Switch Willo horses are available to students in the lesson program for horse shows. Horse shows are a great way to showcase skills learned in weekly lessons. Signup sheets for upcoming shows will be posted on the bulletin board in the main barn. Switch Willo show fees will be billed following the event. These charges include (but are not limited to): entry fees, clipping, mane pulling, hauling, set-up fee, Coggins, medications, schooling and day care, stall fan (if applicable), and horse use fee. Each horse show will have separate entry fees, stall charges, shavings fee, etc., which will be paid by the rider/parent directly to the show management. If you are interested in participating in a horse show, speak with your instructor and lesson directors for more information.

## EQUIPMENT REQUIRED

Riders are required to have the following equipment, which we recommend obtaining at the nearby Dover Saddlery retail store. **We DO NOT provide loaner helmets or boots.**

- Hard-soled boots with regular-sized (quarter inch) heels
- ASTM/SEI approved riding helmet. We recommend purchasing a black, traditional English-style riding helmet, acceptable for showing. \* **Bicycle helmets are not allowed**
- Long pants
- Half-chaps (optional)
- Short or long-sleeved shirt
- Small grooming tote / box with curry comb, hard brush, soft brush and hoof pick (required for riders who tack up for themselves).

## RIDER RESPONSIBILITIES

- Please check your assigned horse for missing or twisted shoes and any signs of injury or lameness before grooming and tack-up begins. Immediately inform your instructor of any findings or suspicions of injury.
- Students should expect to ride different horses on a weekly basis.
- Once you have groomed your horse properly and have picked their feet, please apply Durasole to the bottom of hooves. Apply plentifully to the clean frog and sole, and scrub in with a hoof pick brush. If unsure on how to apply, please ask your instructor for guidance.
- Pick up droppings after your horse and sweep crossties free of debris.
- All grooming supplies and tack used for your lesson should be put back to its proper place in the lesson tack room. Square pads, fleece pads (if dirty) and girths should be placed in the dirty laundry bin. Bits should be wiped clean and stirrup irons run up before putting saddles and bridles away. Please put saddles and bridles back in the appropriate location.
- After the lesson, when the horse has been properly groomed and his body temperature has cooled, return him back to the location from which he was retrieved. Ensure all latches and gates are secured. **Students under the age of 14 are not allowed in school horse paddock. Students under the age of 12 are not allowed in horse stalls.**
- Do not enter paddocks or stalls except to retrieve or put away your horse.
- Students should wear helmets when working with horses *and* while mounted. Students still learning the basics of horsemanship (in Mini Limited Group Lessons) are required to wear their helmet while working with their horse from the ground, in addition to while mounted.
- Speak to your instructor about properly bathing horses after the lessons.
- No chewing gum, opened toed shoes, shouting, or running.
- Jumping of any height is not allowed without an instructor present.
- Please refrain from cell phone use during the lesson.
- Respect staff, instructors, fellow students, and horses always.

## PARENT / GUARDIAN RESPONSIBILITIES

- Please ensure your child understands and abides by the rider responsibilities outlined above.
- Children under 12 should not be left unsupervised outside of scheduled lesson time.
- We encourage parents to watch their child from one of our seated viewing areas but ask you

to refrain from interacting with either student or instructor during the lesson. Do not coach from the rail.

- Speed limit leading into the facility is 15 mph, and 5mph in front of barns. We ask that you not drive on unpaved areas.
- It is the responsibility of the rider and his/her parent or guardian to review the Switch Willo Stables Rules, Lesson Policy, Make-Up, and Bad Weather Policies prior to signing their lesson contract.

