



# Participant Handbook

Revised July 2023

## **Mission:**

**Walk On provides equine assisted activities to people with physical, cognitive, social and emotional disabilities. Walk On is organized for charitable and educational purposes to inspire people to advance to their highest potential.**

26665 West Cuba Rd Barrington, IL 60010  
P.O. Box 376 Barrington, IL 60011  
(847) 381-4231 office (847) 842-8349 barn  
[www.walkonfarm.org](http://www.walkonfarm.org)



## Contact Information

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Mailing Address: P.O. Box 376 Barrington, IL 60011-0376  
Barn Address: 26665 W. Cuba Road Barrington, IL 60010  
Office Phone Number (847) 381-4231  
Barn Phone Number (847) 842-8349  
Fax Number (847) 381-4288  
E-mail [walkon@walkonfarm.org](mailto:walkon@walkonfarm.org)  
Website [www.walkonfarm.org](http://www.walkonfarm.org)

### Directions

The barn is located at the corner of Cuba Road and Hart Road.

From North/South - Take Route 59/Hough St north to Cuba Road. Turn west on Cuba Road. Barn is on the south side of the street. Please enter/exit from Cuba Road.

From East West - Take Route 14 to Hart Road. Turn north on Hart Road to Cuba Road. Turn east on Cuba Road to entrance, approximately 100 yards on the right.



## **General Info**

- All paperwork must be completed before the first lesson/session.
- Please arrive on time. Every effort is made to start lessons on time. Lesson/sessions times include pre and post mounted activities.
- Guardians of participants under 18 must remain on the Walk On property during the Participant's lesson.
- Your instructor will meet you either in the entrance hall or in the viewing room. If the instructor is not available, a volunteer may come out to greet you. Please do not enter the barn or arena areas without someone accompanying you. Helmets are required in both these areas.

If you need to cancel a lesson/session please call (847) 381- 4231 or email [walkon@walkonfarm.org](mailto:walkon@walkonfarm.org). No refunds for lessons/sessions canceled by the participant/parent/guardian will be made.

If Walk-On needs to cancel every effort will be made to re-schedule the lesson at the convenience of the participant, or refund for that specific lesson if no arrangement can be made.

All children that are not riding must be supervised by an adult at all times. Everyone not involved in a lesson must remain in waiting room or spectator's gazebo viewing area by the outdoor arena. Cooperation is appreciated for the safety of everyone.

Participants/visitors **must** be accompanied by a staff member or volunteer to enter the barn.

## **Billing**

- Fees are due prior to the first lesson of each session. A payment schedule is available but must be arranged prior to the start of lessons.
- A scholarship fund has been set up, but availability is determined by funding. All participants requesting a scholarship must present a letter with a request for scholarship, with a statement of what is an obtainable fee per lesson. All participants must pay something per lesson.



- You can pay via cash, check, or credit card. If you choose to pay online through our website, a \$5 processing fee will be added to your bill.
- If paying by check and the check bounces, a \$25 fee will be assessed.
- As stated above, rescheduling or refunds will be available for lessons cancelled by Walk On only.

## **Weather**

Walk-On reserves the right to cancel or shorten lessons due to weather conditions. Every effort will be made to contact participants in a timely manner if lessons are canceled. Please check <http://emergencyclosingcenter.com> if you are unsure, we will post any closings there, on our Facebook page ([facebook.com/WalkOnFarm](https://www.facebook.com/WalkOnFarm)) and on our twitter (@WalkOnFarm). It is up to the participant/parent/guardian to determine if the weather is too severe for the participant and cancellation is appropriate.

- **Cold:**  
The arena at Walk-On is heated. If there is snow/ice or otherwise poor weather conditions, the decision whether to hold classes will be made and posted to the above locations.
- **Heat:**  
Walk-On will cancel lessons when the temperature is over 95 degrees at lesson time. Walk-On reserves the right to cancel if the temperature and humidity is deemed too much for the Participants and/or horses.

## **Dress**

**All participants are required to wear an ASTM-SEI helmet to ride.** Due to health concerns, it is recommended that participants supply their own helmet. If the participant owns a helmet, it must be approved at the evaluation lesson by the therapist (or whenever you purchase). If you do not have a helmet, recommendations can be made by your instructor. Helmets take approximately two weeks to arrive. Walk On has a limited selection of helmets which are available for the evaluation lesson and the first few lessons until the participant's helmet arrives.



**Participants are required to wear long pants/breeches for all mounted activities.** Participants will not be permitted to ride in shorts.

**Hard soled shoes or gym shoes are required.** No sandals or crocs allowed in the barn or arena. Parents and siblings wearing sandals are allowed in the viewing room/gazebo area only.

**Please dress for the weather:**

- **Summer**

Avoid pants that can be converted to shorts. The seam is very irritating and makes it difficult for the participant to grip with the legs. No spaghetti strap tank tops, shorts, skirts, sandals, halter-tops, crop-tops and clothing too loose to maintain safety in the barn/riding environment will be allowed.

Sunscreen, sunglasses and bug spray are a good idea.

- **Winter**

Please wear mittens/gloves. A headband will fit comfortable under the helmet and provide warmth, whereas a hat is difficult with the helmet. Avoid synthetic fibers like nylon as they are very slippery and make it difficult to maintain a participant's position on the horse, as well as get chilly. Layers are great, so that we can add or subtract clothing as the participant is warm or cold.



## Safety

### Falls From Horses

The Instructor is in charge of the situation. Volunteers will halt all participants and will supervise their participant. The instructor will determine the immediate needs of fallen participant and act accordingly such as call 911, provide first aid, remount or whatever is appropriate. The first aid kit is located in the feed room on the shelf.

### Emergency Procedures:

Path International Standards

#### Fire

- The instructor will be in charge and will direct the staff, participants, guests and volunteers. The instructor will designate someone to call 911.
- All participants will be dismounted and given their assistive devices to facilitate in the evacuation process.
- Participants, volunteers and staff will move to the gazebo on the north side of the outdoor arena. Follow the directions posted throughout the building for the exit nearest you.
- The instructor in charge will designate one person to bring the volunteer sign-in book and participant attendance book.
- ***No one is to leave the property unless cleared by the instructor in charge.*** Designated staff will handle the care of the horses.



## **Tornado**

- The instructor will be in charge and initiate emergency procedures and direct the evacuation process.
- All Participants will be dismounted and given their assistive devices. Participants, volunteers, guests and staff will move to the office (house adjacent to the barn), if the weather permits safe movement. If time does not permit safe travel to the house, participants, volunteers, guests and staff will move to the bathroom in the barn.
- Designated staff will handle and care for the horses.
- ***No one is to leave the property unless cleared by the instructor in charge.***
- Since staff is working in the barn, staff is not always aware of impending poor weather. It is the responsibility of the Participants/parents/guardians to determine if weather conditions are not suitable for safe travel.

## **Dismissal Policy:**

Path International Standards

Walk On values the safety and the quality of the riding experience for each Participant and their visitors. The following guidelines have been established to insure all Participants, guests, volunteers, horses and staff are treated with care and consideration for their safety. The program staff, on behalf of Walk On, reserves the right to be the sole authority in determining a Participant's appropriateness for the program. All Participants will be given one warning with the exception of violations that endanger the health or welfare of our Participants, volunteers, visitors, staff or horses. Each Participant will be given individual consideration. All dismissals will be made in writing. The following list is intended to give you notice of reasons for participant dismissal. However, it does not include every type of unacceptable behavior or event that can or will result in a participant's dismissal from the Walk On program. Walk On reserves the right to dismiss any participant as it sees fit in its sole and absolute discretion.

- Any Participant who has achieved a level of skill which is appropriate for integration in a regular riding program will be assisted, by the instructor, to be transitioned into a local riding program which will meet their needs.



- Any Participant who has a significant change in medical status which negates their appropriateness for the program.
- Participants who exhibit or possess any of the contraindications specifically listed in the current edition of the Path International Standards Manual Chapter on Precautions and Contraindication to Therapeutic riding may not be accepted for riding.
- Riding causes a decrease in the Participant's physical or psychological functioning.
- Participants who exhibit inappropriate or uncontrollable behavior, which places the Participants, volunteers, staff, spectators or horses in an unsafe situation will be asked to leave the premises and may be asked to withdraw from the program.
- Participants who exceed prescribed weight guidelines may at the discretion of Walk On be dismissed. A Participant may not exceed 130lbs if the Participant is not able to sit astride a moving horse unassisted.
- Participants whose weight exceeds 180lbs will be evaluated on an individual basis for participation.
- Walk On cannot provide an appropriate mount, volunteers or equipment to meet the Participant's needs.
- Failure to comply with payment schedules or subsequent payment schedules will be requested to withdraw from the program.
- Participants who have three unexcused absences will be contacted by the office and determine program status.
- Participants who wear any of the following prohibited clothing will not be allowed to ride that day. Repeated offenses may jeopardize their riding slot.
- Visitors, spectators or family members who do not conduct themselves in a manner appropriate to the riding premises will be asked to exit the premises and may jeopardize the riding experience for their participant.