Spirit Song Youth
Equestrian Academy
805 Spirit Song Way
Anna, TX 75409-3824

Spirit Song Stable & Office Policies

The following policies include important information about programs, safety, and best practices for participation in activities and acceptance into the programs at Spirit Song Youth Equestrian Academy ("SSYEA"; "Spirit Song"). Please read each one carefully and initial the end of each section.

Failure to abide by these policies may result in serious injuries, damages, and/or termination from the SSYEA programs. Spirit Song will not be held responsible for injuries or damages that result from failure to adhere to these policies.

1) Lounge Area

a) You are welcome to relax in our temperature-controlled lounge area. Please feel free to enjoy a cup of coffee or hot chocolate. We ask that only parents or adults use the Keurig machines or closely supervise children while using machine. Please clean up after yourself. Trash cans and wipes are available.
b) The restroom is also available for use. Please be respectful of others and clean up after your children and yourself.

_____ I have read and agree to abide by this portion of the SSYEA policy.

2) Staff Only Areas

a) The office door has a "Staff Only" sign. Please be respectful of employees and **do not enter this area, even if the door is open.** If the door is closed, please knock if you need assistance.
b) The "Red Barn" equipment building is also an employee-only area. For your safety, please do not enter this area without permission from a SSYEA agent or instructor.

_____ I have read and agree to abide by this portion of the SSYEA policy.

3) Cats

a) Sometimes our cats feel friendly and sometimes they prefer their space. If the office door is closed, **or if the door is open and cats are inside the Staff Only office area,** please respect that they have chosen quiet time and do not disturb them.
b) Our cats are strictly indoor cats and would face great danger if allowed outside! Please close all lounge doors correctly and completely so the cats stay safe inside.

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4) Dogs

a) Please do not bring dogs to the barn unless the dog has a service dog certificate. Spirit Song must approve this beforehand and must have a copy of the certificate on file. Please notify your instructor **before** bringing the service dog so these requirements can be satisfied. Be advised that any service dog on site must always be under the watch and care of the owner/guardian and must never be in the presence of the horses. Spirit Song cannot be held responsible for injuries that occur due to failure to follow these guidelines.

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5) Sessions

a) We ask that family members avoid the areas where your child is working with a staff member. We know it looks fun and interesting to observe, but it can often affect the participant's experience with the horse.

b) There may be times when the instructor will ask you to join or observe, but this is solely at the instructor's discretion. If you are invited to observe, please be respectful of your child's experience and allow the instructor to guide the session.

c) A qualified horse management adult or instructor must be present when participants are handling horses. Students, or any other unauthorized persons, are not permitted to enter stalls, pens, or pastures, or to remove horses from their stalls, pens, or pastures without SSYEA agent's permission. SSYEA reserves the sole right to determine who qualifies as a horse management adult or instructor.

d) **Unless otherwise indicated by an SSYEA instructor, parents and children who are not participating in the equine program/activities are not allowed in the barn or arena areas during sessions.** If you would like to spend a few minutes with the horses after the session, please ask your instructor **prior to** the start of session so they can make accommodations in their timing. Please be aware that this may cause your child's session time to be shorter to allow instructors to continue to run on time. Please be respectful of our instructors' time and schedules and understand that this additional time is often limited.

e) If you must drop off your child at the SSYEA facilities for a session, we must have a **notarized Authorization to Obtain Medical Treatment for Minor Child** form on file. This form is available from your instructor upon request. Please do not leave until you have ensured your child's instructor is available and ready to begin the session. Please be sure to arrive back to the barn at least 15 minutes prior to the scheduled end time of the session. This drop-off option only applies to a child participating in the equine program. The child must be 10 years of age or older. **Please be advised that SSYEA staff and instructors are not able to provide supervision for your child if you do not arrive back at the barn on time.**

f) There will be no sessions scheduled on the holidays observed by SSYEA. You will not be charged for sessions that fall on these holidays. A list of these holidays is available upon request.

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6) **Arrival Times**
   - **a)** Early Arrival Time
     - **i)** If you arrive more than five minutes prior to your scheduled session time, your instructor may not be available. Please wait in the lounge or in your car until your scheduled session time. Please do not enter the barn area until your scheduled session time. The only exception to this is if the door to the lounge is locked and you must enter the lounge through the barn. Please do not leave your child unattended until you ensure their instructor is available and ready for the session to begin.
   - **b)** Late Arrival Time
     - **i)** Please arrive on time for your scheduled session. Arriving late will reduce your child's participation time and additional time will not be provided to make up for this time. We do understand that you may occasionally run late for your session due to traffic, constructions delays, or accidents. Please notify your child's instructor as soon as possible if this occurs. This will assist your instructor in adjusting the activities so that the best use can be made of the remaining session time.

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7) **Failure to Show**
   - **a)** If circumstances beyond your control prevent your child from attending a session, it is the responsibility of the parent or guardian to notify the instructor as far in advance of the scheduled start time as possible, **but no later than two hours prior to the scheduled start time.** Your instructor will attempt to reschedule the session, but please understand that instructors' schedules are often very rigid, and a time may not be available before your child's next scheduled session. Please discuss the rescheduling options with your instructor.
   - **b)** Program spaces are limited. Please be respectful of your instructors and those on the waiting list by showing up for sessions, being on time, and not canceling sessions last-minute for non-emergencies.
     - **i)** **Building Blocks** participants, parents, or guardians who forget about a session, fail to show for a session, or cancel a session less than two hours prior to the scheduled start time for non-emergency reasons will not be offered a make-up session. Any subsequent occurrences will result in being charged for the missed session and no make-up session will be provided.
     - **ii)** **YES Waiver** participants, parents, or guardians who consistently forget about sessions, fail to show up for sessions, or cancel sessions less than two hours prior to the scheduled start time for non-emergency reasons will be at risk of losing their spot in the equine program. Your instructor reserves the right to determine when this begins to cause problems and termination should be considered. You will be notified and given an opportunity to correct this issue before termination occurs.

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8) Illness

a) For the health and safety of you and your family, as well as our staff, please notify your instructor as soon as possible if you are not feeling well prior to the session. **If your child has had a fever of 100.4 or higher, diarrhea, or vomiting within the 24 hours prior to session, please contact your instructor ASAP and do not come to the barn.** Please understand that should staff members become ill, this will affect not only your child's subsequent session but also those of other participants.

b) Covid

i) If you, your child, or **any member of your immediate family** have tested positive for Covid or have had Covid-like symptoms in the **72 hours** prior to your scheduled session, **please contact your instructor as soon as possible and do not come to the barn.**

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9) Inclement Weather

a) Most programs at Spirit Song can run rain or shine, as our programs cover many different aspects of personal growth and horse care and management which can be conducted in the barn and/or our covered arena. If a storm or heavy rain should pop up during your child's session, the SSYEA instructor reserves the sole right to determine the safest activity to conduct during that time.

b) If strong storms, hail, or other severe weather conditions are forecast for the time of your child's session, your instructor reserves the right to cancel or reschedule the session. This is not only for the safety of the child, but for the horses' safety as well. If you are concerned about the weather, please contact your instructor as soon as possible prior to the session to discuss the best plan of action.

_____ I have read and agree to abide by this portion of the SSYEA policy.

10) Attire

a) Please remember to wear CLOSE-TOED shoes to every session! This is extremely important for safety. For this reason, participants **will not be allowed to take part in activities if wearing sandals, crocs, flip-flops, etc**. Spirit Song instructors reserve the sole right to determine what constitutes safe footwear.

b) Shorts are acceptable for non-riding (YES Waiver and Building Blocks) participants during the warmer months.

c) No dangling necklaces, earrings, or bracelets should be worn by any participant while working with horses.

d) Layers are recommended during the colder months of the year, as weather often changes quickly, and work areas tend to be colder than the actual temperatures. Your instructor may need to adjust to an indoor activity, resulting in less time interacting with the horses, if you forget a jacket or coat.

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11) General Safety Items

- **a)** Cell phone use is not permitted by participants during sessions. This can become a distraction and, therefore, a safety issue. Please leave cell phones with parent or guardian, at home, or in the car. Spirit Song will not be held responsible for lost or stolen items.
- **b)** Movement is noise to horses. We ask that you be mindful of this. **Running, skipping, screaming, and yelling ARE NOT PERMITTED** while in the barn and/or around the horses. The only exception to this rule is if an urgent, unsafe situation is about to occur or has occurred that requires immediate attention or an immediate alert to an SSYEA staff member, or to warn an individual of impending danger.
- **c)** An Automated External Defibrillator (AED) is located on the East wall inside the lounge, should it be necessary in an emergency. Please do not handle the AED unless an emergency requires, or unless given permission by a SSYEA instructor.
- **d)** **All interactions with horses must be with permission from, or supervision by, an SSYEA staff member or instructor. SSYEA will not be held responsible for injuries caused by failure to heed staff members' warnings and/or instructions.**
- **e)** Each horse at SSYEA has a carefully selected and controlled diet. Please do not bring your own treats for horses.
- **f)** Please do not hand-feed treats to horses unless given permission by an SSYEA staff member or instructor.
- **g)** Parents and guardians are responsible for and must always supervise all children not participating in an SSYEA activity.
- **h)** Be aware that Spirit Song Way is a private driveway and not a through road. **Please be mindful of your speed when entering the SSYEA property.** This is especially important when arriving during the time horses are in use for sessions or are being taken to and from pastures. Speeding vehicles can cause horses to spook, creating a very dangerous situation for the participants, staff, and horses involved.
- **i)** No smoking or consumption of alcohol or any other non-prescription drugs is permitted in the barn or on the SSYEA premises at any time.

_____ I have read and understand this portion of the SSYEA policy.

POLICY AGREEMENT:

I have read, do understand, and will comply with the policies set forth in this document. I understand that Spirit Song will not be held liable for any injuries, damages, or loss that may occur as a result of the failure to follow these policies and procedures.

_____ _____

Participant Signature **Date**

_____ _____

Parent/Guardian Signature **Date**

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