



Equi-librium, Inc.

Participant Handbook

2015





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2015 Season

Dear Equi-librium Participant:

We at Equi-librium are thrilled to welcome you to the 2015 Therapeutic Horsemanship program season. As we continue to provide services at our new location in Nazareth, we look forward to the growth and opportunities the 2015 season brings.

This handbook will be your guide to Equilibrium's services and programs. We have added services, changed the name of others and made some adjustments to the calendar.

Equi-librium is committed to safely providing quality instruction and a rewarding learning experience in a positive and welcoming atmosphere in order to enrich the lives of those who participate in our therapeutic horsemanship services.

We are thankful for the opportunity to serve you in 2015. Our staff, instructors, horses and volunteers are looking forward to another successful therapeutic riding/driving season.

Should you have any questions or concerns please do not hesitate to call the office.

Sincerely,

Debra

Debra Hutchison
Program Director

The official registration and financial information of Equi-librium may be obtained from the Pennsylvania Department of State by calling toll-free, within Pennsylvania, 1-800-732-0999. Registration does not imply endorsement.



Equi-librium Inc.
524 Fehr Rd.
Nazareth PA 18064

EQUI-LIBRIUM, INC.
Mission Statement

Mission

Equi-librium empowers individuals with special needs to reach their highest potential through horse-related activities.

Vision

Our vision is that through the efforts and activities of Equi-librium and others we will assist in creating communities where...

- persons with special needs and their families will have greater opportunities for self-determination.
- inclusive recreational and therapeutic resources are available to provide needed, quality services to individual and their families.
- individuals with special needs are able to obtain a state of equilibrium in their lives mentally, physically and emotionally.

Goals

Equi-librium will be recognized as...

- an innovative leader in providing alternative programs with effective and functional outcomes that meet the unique strengths and needs of individuals with special needs.
- a leader in the use of equine and other animal-assisted therapies and activities that provide supportive challenges in a natural, inclusive environment to create change and improve the quality of life for individuals and their families.
- an organization that responsibly utilizes all income through cost efficient programs and services.
- an organization that works in collaboration with families and the community to maximize the opportunities and potential for individual growth and development.
- having dedicated professional staff and volunteers that are highly trained and committed.

Non-Discrimination:

Equi-librium does not discriminate on the basis of race, age, color, creed, religion, gender, disability, sexual orientation, national origin or heritage.

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EQUI-LIBRIUM PROGRAM GUIDELINES

PROGRAM DESCRIPTION:

Equi-librium is an equine-assisted activities program. It is accredited by the Professional Association for Therapeutic Horsemanship International (PATH Int'l). All activities are provided by licensed or certified staff with the assistance of volunteers.

1. **Program Objectives** - By offering a progressive and individualized approach to equine-assisted activities, the services of Equi-librium
 - a. provide an equine-assisted adjunct that reinforces and enhances a program participant's occupational and physical therapy programs
 - b. provide a multi-sensory experience enabling program participants to develop their sensori-motor and perceptual motor skills
 - c. provide a psycho-educational opportunity for learning and achievement
 - d. provide an opportunity for socialization and recreation
 - e. provide an opportunity for program participants to achieve their highest potential possible in functional horseback riding skills.

2. **Methodology - EQUI-LIBRIUM** uses a progressive, individualized program with each of its participants. Program participants are not usually started in the program learning traditional functional riding skills. Instead, each participant starts on the horse using an approach that reflects each participant's level of postural control, balance, coordination, and perceptual and cognitive skills. An individual program plan is developed at the start of each season creating objective goals for the program participant. As participants progress through their goals, they "graduate" to increased skill levels on the horse leading to functional and independent riding within their capabilities.

PROGRAMS AVAILABLE:

1. **Hippotherapy:** A term that refers to the use of the movement of the horse as a tool by Physical Therapists, Occupational Therapists, and Speech-Language Pathologists to address impairments, functional limitations, and disabilities in patients with neuromusculoskeletal dysfunction. This tool is used as part of an integrated treatment program to achieve functional outcomes. Applicants for this program will receive special information on guidelines and billing after receipt of both the registration and medical forms. An evaluation by the PATH Int'l, American Hippotherapy Association (AHA) registered therapist is required to enter this program.

- 2. Sensory Integration and Movement Experience:** A program that provides the participant with a variety of sensory-motor experiences through changes of position (remedial vaulting) on the horse. These changes of position develop body awareness, improved posture and balance, coordination, and motor-planning. This is a private or semi-private session under the direction of a PATH Int'l certified therapeutic riding instructor who provides direct handling and cuing of the participant.
- 3. Equine Assisted Learning:** An innovative educational program that engages the participant in a succession of creative activities, and interactive exercises with horses, teaching positive life skills, improvement of strength based developmental assets, and academics in a non-traditional positive learning environment. EAL is suited for preschool, elementary through high school students as well as after school or special learning programs. Cost for program is determined by size of group, session time and frequency.
- 4. Developmental Riding:** Let the horse get you moving! This program utilizes the unique combination of centered riding techniques along with strengthening and stretching exercises to provide the movement necessary to build core strength and muscle tone. Developmental riding is suited for individuals of all ages with impaired balance, arthritis, low muscle tone, decreased strength, low endurance or other physical disabilities and limitations. This program is a private or semi-private session under the direction of a PATH certified instructor and under the consultation of Physical Therapist and or Certified Athletic Trainer with the aid of one or more volunteers.
- 5. Trail Blazers:** This recreational riding program teaches functional riding skills using Centered riding techniques. Riding skills are practiced and developed over the year and participants may have the opportunity to participate in an onsite horse show. Trail Blazers is suited for individuals who desire to focus on riding skills and are ready to work toward independent riding. A participant may graduate from the Developmental Riding or Sensory Integration program to Trail Blazers. Participants may register for Trail Blazers as a private, semi-private or group session.
- 6. Therapeutic Cart/Carriage Driving:** Therapeutic driving is an activity geared toward those individuals who do not wish to or cannot ride astride a horse. Therapeutic driving produces similar benefits as riding such as improving balance, coordination, posture and independence. This is a private session in which participants work one to one with instructor learning how to groom, harness and hook up horse to cart. Participants learn how to communicate in order to steer and guide horse through patterns and obstacles.
- 7. Farm Visits:** Bring a group to the farm for a tour and meet our equine team. A Farm visit offers the opportunity to learn about the basic care, feed, communication and movement of the horse. Riding or driving a horse can also be arranged adding more time for fun on the farm. Call the office for group rates.
- 8. Silver Saddles:** This program combines the teaching of Centered riding techniques, stretching and strengthening exercises into a group program especially designed with seniors in mind. Silver Saddles provides an opportunity to build

relationships, increase balance, muscle strength and mobility. This is a great activity for men and women age 63 or older who struggle with arthritis and low muscle tone.

- 9. Volunteer Training & Development:** Equi-librium requires an initial mandatory introductory training for all volunteers in compliance with PATH Int'l accreditation requirements. In addition, Equi-librium will from time to time offer workshops, seminars and additional training for those volunteers interested in increasing their knowledge in the field of equine-assisted activities. For a limited time, discounted riding lessons will be offered to enhance volunteer understanding of the movement of the horse and interactive behaviors related to horse management. Riding lessons will continue as long as there is time and instructor availability. Equi-librium's first responsibility is to fulfill its mission to people with special needs. Volunteers interested in taking lessons should contact the Office.

ADMISSION CRITERIA: Program participants will be accepted into a program based on the following criteria:

1. **Priority** - program participants are accepted on a first come, first served basis, in the order of their application and as spaces in the programs become available, assuming they meet all the other following criteria. Individuals that have been in the program during the prior season are given priority over new program participants as long as their application is received before the stated deadline.
2. **Special Needs** – Equi-librium is open to program participants with special needs with limitations including but not exclusive of fine and gross motor dysfunction, sensori-motor dysfunction, perceptual dysfunction, speech and language dysfunction, cognitive or behavioral dysfunction. Each participant is evaluated for eligibility based on the PATH Int'l Guidelines on Precautions and Contraindications.
3. **Age Ranges** - The age ranges for new program participants entering the various programs are as follows:
 - a. **Private and Educational Programs:** 4 years to adult. These people enter and continue in the program as long as appropriate horses, and staff are available and the participant continues to meet all other criteria.
 2. **Hippotherapy Program:** 2 years to adult are considered as long as appropriate horses and staff are available and the participant continues to meet all other criteria. Participants are evaluated and re-evaluated for this program by the physical therapist.
4. **Weight Limit** - Individuals weighing more than 175 lbs. will be evaluated on an individual basis. Any current program participant weighing more than 175 lbs. will be re-evaluated each season. Weight is taken into consideration when determining the size, strength & availability of horses, and the safety of our volunteers and participants. It is also taken into consideration in relation to the nature of a participant's disability and the combined effect on the horse and participant.

5. **Height Limit** - Individuals more than six feet tall will be evaluated on an individual basis. Any current program participant who is more than six feet tall will be re-evaluated each season. Height considerations are taken into consideration when determining the size, strength and availability of horses and the safety of our volunteers and participants. It is also taken into consideration in relation to the nature of a participant's disability and the combined effect on the horse and participant.
6. **Evaluation** - Information received from the Registration packet is reviewed by the CEO/Program Director. After review, the CEO/Program Director may recommend that the new participant be evaluated prior to starting program by a PATH Int'l registered physical therapist or certified instructor. The physical therapist and/or instructor will determine that there is no presence of any contraindication for riding, driving and which program is appropriate for the participant.
7. **Availability** - Program participants will be accepted based on the availability of appropriate horses, equipment, volunteers, and scheduling.
8. **Program Expertise** - A program participant will only be accepted if the staff has the expertise to develop an appropriate therapeutic program for that individual.
9. **Level of Independence** - All individuals that meet the acceptance criteria are eligible for program regardless of their level of independence.
10. **Fees** - Acceptance into any program is based on the program participant's ability to pay the designated fee. All prior session fees must be paid in full. Fees do not cover the cost of service. Due to the expertise needed and the expense incurred in operating therapeutic horsemanship and hippotherapy programs, every participant is subsidized. Fees for service only cover 30% of the cost; 70% is covered by charitable revenue. For this reason participation by riders and their families in fundraising activities is crucial. There is no sliding fee scale or scholarship program available at this time,

DISCHARGE CRITERIA:

Participants may be discharged from Equi-librium programs for the following reasons:

The Participant:

1. Exhibits behavior that is considered inappropriate and unsafe during program sessions.
2. Has three unexcused absences in a session when no prior notification was given to program staff.
3. Can be safely graduated into a mainstreamed commercial riding program with no loss of quality of function.
4. Develops a medical contraindication to riding. If the program participant develops a temporary contraindication (e.g. surgery) that requires discharge for the rest of the season, that program participant will be accepted back into the program after receiving medical approval to resume riding.

5. No longer qualifies under the guidelines of admission/eligibility criteria and would compromise the safety of the participant and/or staff.
6. Fails to remit designated fee for service.
7. Excessive absences.
8. Consistent disregard for any of the Participant/Family Guidelines.
9. **Hippotherapy only:** Does not show documented progress over the course of the hippotherapy treatment season without the existence of extenuating circumstances in accordance with the PA State Physical Therapy Practice Act.

FEES FOR PROGRAMS:

The programs provided by Equi-librium Therapeutic Horsemanship cost well above the fees charged for services. Less than 30% of the full cost is covered through fees. The remainder is obtained through charitable revenue. This means that all participants receive a charitable subsidy in order to have the opportunity to participate. All fees are due at the beginning of each 10 week session. Call the office if in need of special payment plan. If for any reason late payments occur, bills unpaid past 60 days will be charged 1.5% for each month thereafter.

Should an instructor evaluation be needed for program participation, the evaluation will be counted as the first lesson of the program sessions for which the participant will be assigned. Any evaluations conducted by the physical therapist will be charged the \$80 Hippotherapy fee.

The following fee schedule is in effect for the 2015 season and is based on a 10 week session cycle. All fees may be subject to change.

Yearly Registration and Insurance Fee for All Participants: \$20.00

Equine-Assisted Activity Programs:

Trail Blazers - Group Sessions \$350.00

(3 or more participants, conducted by a PATH Int'l certified instructor with trained volunteers- 45 minutes)

Equine Assisted Sensory Integration and Movement Experience \$500.00

(1 participant with the hands-on involvement of a PATH Int'l certified instructor with volunteer assistants – 45 minutes)

Equine Assisted Developmental Riding \$500.00

(1 participant with the hands on involvement of a PATH Int'l certified instructor with volunteer assistants – 45 Minutes)
For a group rate call the office.

Trail Blazers Riding Instruction (Semi-Private) \$400.00

(For independent riders, 2 riders)

Trail Blazers Riding Instruction (Private) **\$450.00**
(For independent riders))

Therapeutic Cart/Carriage Driving **\$450.00**
(One on one with Driving Instructor)

******* The above lessons are tuition based programs based on a 10 week session schedule regardless of attendance. One excused absence is allowed for any reason and a make-up week will be provided following the 10 week session. A make-up session will also be provided should Equi-librium need to cancel for any reason in regular scheduled program not including winter. *******

(Very special circumstances such as surgeries, long term illness, or other extenuating instances may warrant review by the CEO or Program Director.) Extended sessions and winter program will be billed monthly.

Hippotherapy – Per Treatment Session **\$80.00**
(Conducted by a Physical, Occupational or Speech Therapist with trained volunteers.)

Hippotherapy is not currently billed through third party billing. In the future, payment may be made through third party insurance coverage if out-patient physical therapy is a covered service by an out-of-network non-participating provider, **however** insurance companies have been denying coverage for hippotherapy, and the future of reimbursement is in considerable doubt. **Equi-librium is not** a Medicare, Medicaid or Medical Assistance/Access provider. Hippotherapy follows the ten week program schedule and is billed on a monthly basis according to attendance.

At least 24 hour notice must be given for cancelations. Late cancelations and no shows will be subject to a \$25.00 cancelation fee to cover the cost of the therapist.

Outside Agencies/Schools - Outside agencies wishing to contract the services of Equi-librium will be able to do so provided all criteria for admission are met. Agencies interested in this option may contact the CEO/Program Director for detailed information and arrangements.

Vocational/Transition Work Experience Program: Equi-librium has provided High School Transition programming for school districts. If you are interested in a site placement for your student in this program, please call Debra Hutchison 610-365-2266 for details. This program would need to be placed in the student's IEP transition plan, and approved for payment by the school district.

METHOD OF PAYMENT:

At the time of Registration, complete instructions and a payment intent form will be included in your packet of information.

Private Pay: Invoices will be sent directly to participants and are expected to be paid in full upon receipt of the invoice. Personal check, cash, money order, or credit card.

FDSS: If you use FDFSS funds, upon receipt of your Equi-librium bill, attach the FDFSS reimbursement voucher to the bill and send immediately to Equi-librium at the address below. Equi-librium will bill FDFSS directly. A copy of the voucher will be on file. Monthly bills will continue to be sent to families until the FDFSS payment is made. This is to keep families informed. Equi-librium is an approved organization for MH/MR FDFSS

and certain vocational transition programs. Upon receiving payment, a paid receipt will be sent to you. **Waiver Funding:** Unfortunately, PA Waiver no longer pays for Therapeutic Horsemanship or Hippotherapy.

*******Families are responsible for knowing the amount of money in their FDFSS or waiver accounts and will be held personally responsible for making sure their participant fees are paid.***

If you choose not to send the FDFSS voucher to Equi-librium, payment must be made in full prior to the start of program. A paid receipt will be given to you, whereupon you can request reimbursement directly from FDFSS.

ALL PAYMENTS MUST BE SENT TO:

EQUI-LIBRIUM, 524 Fehr Rd. Nazareth PA 18064.

Do not leave payment at the barn or give to an instructor.

IMPORTANT CONTACTS AND TELEPHONE NUMBERS

Office - 610-365-2266

Office Fax # - 610-365-2263

Email: debbie@equi-librium.org

Website: www.equi-librium.org

Program Director/PATH Int'l Certified Instructor

Debra Hutchison 610-365-2266

Administrative Assistant/Bookkeeper:

Margie Manner 610-365-2266

PATH Int'l Certified Instructors

Instructor & Therapists can be reached by calling or leaving a message at the office.

Yvonne Darlington

Christi Doyle

Samantha Hartzel

Debra Hutchison

Renee Vaughn

John Murdoch - Driving Instructor

Occupational Therapist

Tonya Brugler, OTR, L

Michelle Bayer, COTA, L

EQUI-LIBRIUM, INC.
2015 PROGRAM CALENDAR

Dates are subject to change depending on weather conditions, horse changes, or other circumstances. **The following holidays are observed: New Years Day, Memorial Day, July 4th, Labor Day, Thanksgiving and Christmas.** Exact session dates may end on different dates depending on the day and when holidays fall. Extended programming will be offered for those sessions that end early in the summer or fall. There also may be changes due to special Equi-librium activities or cancellations. Weekly schedules start on Monday.

All Therapeutic Horsemanship Programs for 2015:

*Winter: Start: Week of January 5, 2015
End: Week of March 16, 2015

Winter sessions will be considered “pay as you go”. Participants are billed on a monthly basis for sessions they attended due to unpredictable weather conditions. There are no make-ups or credits for absences and cancellations.

*Spring: Start: Week of Monday, March 23, 2015
End: Week of May 25, 2015

Spring session is a 10 week session and make-ups will be held the week of June 1.

*Summer: Start: Week of Monday, June 8, 2015
End: Week of August 10, 2015

Summer session is a 10 week session; make-ups will be held the week of August 17.

*Fall Program: Start: Week of Monday, August 24, 2015
End: Week of October 25, 2015

*Fall Break (Labor Day weekend): Saturday, September 5- Monday, September 7

Fall is a 10 week session and make-ups will be held the week of November 2.

*Extended Fall: Start: Week of November 9, 2015
End: Week of December 14, 2015

Extended Fall is a 6 week session There will be no scheduled make-up dates.

Hippotherapy: Schedule is determined by the availability of the Therapist(s), and the days open for programming. The 2015 schedule will begin in the spring and will include Monday from 9-4pm. It may include other days depending upon demand.

Equine Assisted Learning: By special arrangement with agency or school.
Developmental Riding & Movement Experience: By arrangement. Continuous.

Driving: Schedule determined by availability of driving instructor..

Volunteer Training Schedule: March 14, April 11, May 9, June 6, August 8, September 12, October 10. Held from 12:30pm – 3:30pm.

DIRECTIONS

EQUI-LIBRIUM THERAPEUTIC HORSEMANSHIP CENTER **524 Fehr Rd. Nazareth PA 18064**

From Stroudsburg: Take 33 south to Belfast exit. Make right onto Henry Rd. Turn left onto Jacobsburg Rd and make a right onto Rose Inn Ave. Take first right onto Fehr Rd. Equilibrium driveway is on the right.

From Allentown: Take US 22 East to PA 191 Nazareth Pike exit. Take right onto PA191/248 Easton Rd. Take second left onto Broad St.; South Broad turns into N. Broad, N. Broad becomes Bushkill Center. Take right onto Jacobsburg Rd and then left onto Rose Inn Ave. and first right onto Fehr Rd. Equi-librium driveway is on the right.



PARTICIPANT/FAMILY GUIDELINES

ATTENDANCE:

As consistency is extremely important to a participant's progress, it is expected that each participant will keep regular attendance.

In the event of vacation or other event would prevent you from coming to a riding session, an anticipated absence sheet is located on a clip board in the waiting area of the arena. Please indicate what dates you will be unable to attend ahead of time so that the instructor and volunteers can modify their schedules accordingly.

Please do not bring your participant to program if they are sick.

In the event of an unexpected absence please:

1. **Call the Equi-librium Office 610-365-2266**

Consistent failure to notify program personnel of your inability to attend may necessitate a review of your status in the program. Three (3) “no show” absences may result in discharge.

Our attendance guidelines have been created because:

- 1) at times we have a waiting list to get into Equi-librium,
- 2) our program is designed as a progressive educational program with individual program plans and progress notes written based on consistent attendance; it is not a recreational “come as you want to” program,
- 3) we have volunteers who have chosen to dedicate their time and effort to helping our participants; “no-shows” or excessive absences do not take into consideration the commitment of these willing volunteers,
- 4) our instructors carefully plan each lesson, make assignments, prepare the horses, etc.. “No-shows” or excessive absences affect the planning and execution of lessons.

INCLEMENT WEATHER:

Occasionally programs need to be canceled due to snow, severe thunderstorms, tornado warnings, heat or cold. Equi-librium is guided by the Temperature Humidity Index in hot weather and the cold/wind chill index in cold weather. Program will not be held if the heat index is 95% or above, or if the temperature is 30 degrees or lower in the riding arena.

Equi-librium will notify you by phone in the event of cancellation. **It is important that we have a daytime phone number to contact you.** If you have not heard from us, or cannot be reached, and question whether the program will operate you may call: the Equi-librium Therapeutic Horsemanship Center Office.

As weather conditions vary significantly throughout the area, you are responsible for making sure the program is or is not going to take place. We try not to cancel but it does happen on occasion. If the session has started and weather conditions prevent participants from hands-on horse activities, alternative programming such as groundwork, games or other horse related activities will be conducted. There will be no make-up dates scheduled for alternative program sessions, as all aspects of the equine learning experience are valuable for our participants. Make-up sessions will occur only for those times when Equi-librium has cancelled program.

ARRIVAL TIME:

A late arrival means that your participant will not receive his/her fully allotted time. Plan to arrive no earlier and no later than 10 minutes ahead of your session. Too early an arrival time can create adjustment problems for a participant who has difficulty waiting for an activity to begin. A five or ten minute prior arrival allows for pre-session sign-in and preparation without creating stress.

ATTENDANCE:

Your instructor will be keeping the attendance records.

VACATION/AWAY DAYS:

As stated above, there is a vacation sheet on a clip board for indicating any days you will not be attending. If you know that you will not be able to attend on a certain date, please write in your name and the date(s) you will be away. This information is very important for volunteer and instructor planning. Remember, all but Hippotherapy is tuition based. There are no credits for vacation or away days.

LESSON OR TREATMENT TIMES:

Program lessons normally run for 45 minutes. This 45 minute segment includes helmet and belt fitting, mounting, the riding time, and dismount. It may include other ground activities such as grooming, leading, and tacking if appropriate. Each session is planned according to the participant's individual program plan, and adjusted according to the participant's needs during the session time.

PARTICIPANT ATTIRE:

Helmets are required for riding. ASTM-SEI (American Society for Testing and Materials – Safety Equipment Institute) approved helmets for equestrian use are provided by Equi-librium. Bicycle helmets or other alternative helmets can be used only in the hippotherapy program under the auspices of a licensed/credentialed therapist. We encourage families and/or participants to purchase their own ASTM-SEI approved equestrian helmet. Information on purchasing a helmet can be obtained from your program instructor. If you do purchase your own, you must make sure it fits appropriately.

Participants are required to wear **tie shoes or sneakers**. Participants riding with vaulting pads and surcingles need to wear sneakers. Those in saddles not equipped with safety stirrups are required by PATH Int'l standards to wear tie shoes or boots with a small heel. This prevents the participant's foot from sliding through the stirrup. Currently all the stirrups we use are safety stirrups meeting the guidelines of PATH Int'l. Participants will not be allowed to ride if wearing inappropriate footwear.

Participants are required to wear long pants at all times. While it seems to be more comfortable for participants to wear shorts in the hot weather, the friction caused by the pads and saddles on bare skin can cause skin rashes, topical injury and increased risk of infection. Please! Long pants are required even in the hottest of weather. (If your participant is prone to skin breakdown avoid triple seam blue jeans that will cause irritation along the seams). Special permission may be granted for those having severe tactile or sensory issues.

In cold weather, please dress appropriately. Layered clothing, long underwear, knit hats, gloves are essential. Sweat pants over top of regular pants work well if you do not have long underwear. Snowsuits are also acceptable.

If a participant arrives wearing inappropriate attire, they will not be permitted to ride or drive; alternative programming may be conducted.

FAMILY INVOLVEMENT:

Families are invited to become actively involved in the development of their participant's individual program plan and in providing information and feedback as the program progresses. A plan information form is included in all registration packets. This form is used to assist the physical therapist and instructors develop appropriate goals for participants. The more information we receive from families the better goals can be set.

It is important to inform your instructor prior to the lesson if there has been any significant event, illness, medication changes or other issue that might affect the performance or behavior of the participant during that lesson.

During the riding/driving lesson families are asked to remain outside the arena area or in the viewing room away from the participant. A climate controlled viewing area is conveniently located adjacent to the indoor arena accessible to parents and/or caregivers.

The sessions are not "glorified pony rides." We have found that for both safety reasons and for the accomplishment of program objectives, family, caregiver or caseworker involvement during the actual riding session is best kept non-existent or kept to a minimum. The participant's attention to the movement of the horse, their balance, self-control and appropriate behaviors are essential to both safety and progress. The instructor will consult with the family during the session if appropriate. Questions and concerns can be addressed with instructors or the Program Director between sessions or during the week by phone. The instructor is responsible for the session; any involvement by family or other individuals is permitted only at the discretion of the instructor.

FACILITY PROTOCOL:

Families are asked to **observe any posted barn rules** that are present on the facility grounds. Certain areas are "**off-limits**" to participants and their families. Designated areas of traffic will be outlined to all at the beginning of the season. "Off-limit" signs will be clearly posted where necessary. **Off-Limit areas include the pond, climbing on trees, the manure pile and the barns. In addition, please refrain from walking around the arena when program is in session. A sudden noise or gesture can startle a horse when walking by the doors or on trail rides.**

No pets, please. Please do not bring a pet with you at all. Even in cars a noisy pet can startle a horse when riding past the parking lot and create an accident.

Cell phones and other electronic devices are to be turned off when in or near both the indoor and the outdoor arenas. This is a safety issue. As the seating area is located next to the mounting block/arena ringing cell phones, handheld games with noise or music can startle a horse standing in the block or passing by the area.

Siblings or accompanying friends must be kept under family supervision. They need to remain in the reception area or may play outside with supervision during program and behave appropriately. Disruptions, excessive movement, and noise affects the behavior of the horses, is distracting to the participant and poses a serious threat to safety. Frequent inappropriate behavior will be cause for review regarding program participation.

There is to be **no feeding of horses**, except under the direct supervision of the instructor. **Horses are never hand fed.** A treat bucket has been provided at the helmet area. Horses will be given their treats at mealtimes.

There is **no smoking anywhere** on facility property, and **no alcohol or drugs** on or near the program facility.

The seating area for observers is next to the riding arena, conversation and **noise must be kept to a minimum for program safety**, especially during the mounting of participants. A climate controlled viewing area is located next to the arena for observers as well as participants who are waiting for their lesson. No one is allowed in the arena at any time during tacking, mounting, while lesson is in progress, dismounting or untacking **unless you are an assigned volunteer** or have the permission **of the instructor**.

Notices include changes in calendar, special events, fundraising or special programs of interest.

Disregard for any of the family guidelines will result in re-consideration of the participant's status in the program and may result in dismissal.

HORSE & TEAM SELECTION:

Considerable thought and planning goes into the selection of the horse to be ridden, and the volunteer/instructor team. A participant is assigned to a horse that fits the person's needs at a particular time. From time to time horses will be re-assigned in order to determine whether changes in movement or other considerations affect or enhance the participant's program. Horses may also be re-assigned due to injury or ailment. These changes may include volunteer changes as well, and are made at the discretion of the instructor, therapist and director when appropriate. Consultation with the family may occur before or after such changes have been initiated. Questions regarding program should be directed to the Instructor or the Program Director.

ROLES OF PROGRAM PERSONNEL:

Program Director: Is the Program Administrator. Any questions regarding the program can be addressed to the Program Director. The Program Director also supervises instructors in matters of training, instruction and in the carrying out of individual program plans and is responsible for the overall functions of the organization.

Administrative Assistant/Bookkeeper: Handles participant and volunteer registrations, all accounting procedures, maintains records and databases, and runs the daily operations of the office.

Barn & Facility Maintenance Staff: Work under the supervision of the Program Director to carry out the day-to-day operations regarding equine care and facility maintenance.

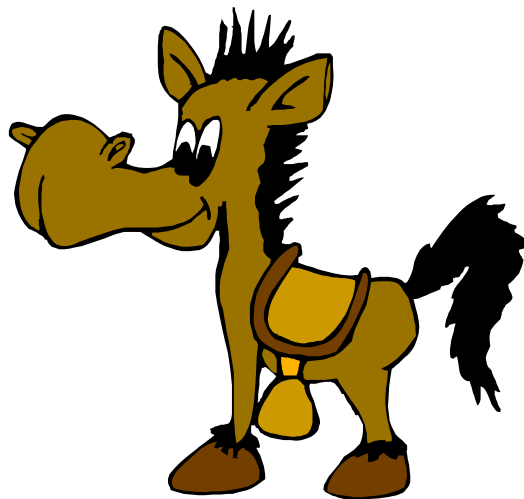
PATH Int'l Certified Instructor: In charge of all Equi-librium related activities occurring before, during and after the program; develops the individual program plan of each participant along with the physical therapist and Program Director, supervises volunteers and assists in the training of horses used in the program and consults with families regarding program objectives.

Assistant Instructor: Assists the instructor in preparation and instruction of participants and volunteers. May be a paid instructor or trained volunteer and or Instructor-In-Training.

Licensed, PATH Int'l or American Hippo Therapy Registered Therapist: Evaluates some new program participants, works along with the Instructors in developing individual program plans, treats program participants in the Hippo therapy program and consults with families regarding program objectives.

Volunteer Team: The volunteer team consists of a horse leader/header and one or two sidehelpers. Each volunteer has attended a training program and is assigned by the instructor.

Equine Staff: Our able and willing horses that serve our participants with tolerance and patience. Carefully selected, trained and conditioned for their role in the program.



EMERGENCY ACTION PLAN

For Indoor or Outdoor Incident/Accident

1. If an incident/accident such as a fall, a seizure, etc., happens while participants are mounted, all activity STOPS until further notice is given by the instructor.
2. Leaders and side helpers are to stay in charge of their own participant and/or horse with the leader in a halt position.
3. Horses and participants are to stay in location of halt unless otherwise notified by the instructor.
4. The instructor (or therapist if no instructor is present) is in charge of any riding session emergencies and has current certification in first Aid and CPR.
5. The type of accident or results of any mishap will determine whether the instructor will dismiss or continue the session.
6. NO ONE, including parents, is permitted in the arena or working area if an accident happens. Only those summoned by the instructor are allowed to enter the area quietly.
7. There is to be no excessive talking or noise.
8. Sidehelpers are to explain the situation quietly and reassure the other mounted participants.
9. The removal of the horse from an accident scene will be done in the safest way for the situation based on the horse's training and location of the participant.
10. If outside emergency assistance is needed the instructor or another designated individual is responsible for making the phone call to emergency services.
11. An emergency phone number sheet is located at the telephone call station at the program site.
12. An incident report will be filed for any incident/accident that may occur.

Source: PATH Int'l (Professional Association for Therapeutic Horsemanship International)

**Programs and Benefits of Therapeutic Riding
For Children and Adults**

Hippotherapy Program:

Hippotherapy is a term that refers to the use of the movement of the horse as a tool by Physical Therapists, Occupational Therapists, and Speech-Language Pathologists to address impairments, functional limitations, and disabilities in patients with neuromusculoskeletal dysfunction. This tool is used as part of an integrated treatment program to achieve functional outcomes.

<u>Populations Served</u>	<u>Some Problems Treated</u>	<u>Benefits</u>
Cerebral Palsy	Abnormal muscle tone	Improved:
CVA/Stroke	Abnormal primitive reflexes	Posture
Multiple Sclerosis	Flexible postural asymmetries	Balance
Traumatic Brain Injury	Poor postural control	Mobility
PDD/Spectrum Disorder	Impaired balance responses	Strength
Functional Spinal Curvature	Impaired coordination	Coordination
Elderly	Flexible proximal malalignment	Function
	Decreased mobility	

Education and Movement Programs:

Equine activities are utilized by a PATH Int'l certified instructor to achieve psycho-educational goals for people with disabilities as well as to provide the individual with skills in the particular sport chosen. Incorporates cognitive, behavioral, psychological and physical goals while teaching adapted riding, driving & vaulting.

<u>Populations Served</u>	<u>Benefits: Improved</u>
Sensori-motor integration dysfunction	Body awareness
Cerebral Palsy	Self-esteem
Learning Disabilities	Self-confidence
Mental retardation	Postural alignment & control
Autism/PDD - spectrum disorder	Midline orientation
ADD/ADHD	Coordination
Multiple disabilities	Social & relationship skills
Brain tumor	Appropriate behavior responses
Developmental delay	Sensori-motor integration
Muscular dystrophies	Gross & fine-motor skills
Ataxia	Spatial orientation
Visual/Hearing Impairment	Tolerance
Down Syndrome	Motor planning & sequencing
Spina Bifida	
Youth "at risk"	
Multiple Sclerosis	
Etc.	

Equine Facilitated Mental Health & Equine Facilitated Experiential Process Programs:

A multi-modal, educational and experiential approach to mental health treatment. Provides the participant with a succession of ongoing activities, interactive exercises and human-animal relationship experiences that reflect and re-pattern dysfunctional behavior feelings and attitudes. Utilized by a licensed/credentialed mental health professional who co-facilitates the process with a PATH Int'l certified therapeutic riding instructor.

Populations, Indications:

Benefits

Youth "at risk"	Increased self-esteem & self-awareness
Depression	Stress reduction
Learning problems	Trust development
Anxiety	Unconditional positive regard & acceptance
ADD/ADHD	Promotion of social skills
Conduct disorders	Sensory stimulation & sensory motor integration
Substance abuse	Safe & enjoyable physical exertion
Poor body image	Promotion of body awareness
Memory impairment	Encouraging motor planning
Sensory deficits	Encouraging verbal communication
Eating disorders	Development of choice-making & goal setting skills
PDD/Spectrum Disorder	Development of sequencing & problem-solving skills
Sexually abused	Enhancement of responsibility & care-giving skills
Abused women/children	
Terminally ill	
Dysfunctional family	
Grieving & loss issues	
Bipolar disease	
PTSD	
Tourette's 's Syndrome	
Psychotic disorders	
Elderly	
Etc.	

Sports & Competition and Recreation & Leisure Programs:

Conducted by PATH Int'l certified therapeutic riding or driving instructors & certified recreation therapists for individuals with physical, cognitive and/or psychological impairments.

In Sports & Competition, equine activities are adapted so that people with disabilities can participate in sports activities with the horse. Activities are directed towards the acquisition of skills leading to the accomplishment of specific horsemanship goals.

In Recreation & Leisure the emphasis is on an enjoyable and relaxing experience provided in an atmosphere of support, structure and socialization for the primary purpose of the intrinsic enjoyment of the activity.

*Information derived from Professional Association of Therapeutic Horsemanship; and the American Hippotherapy Association.

