



P. O. Box 376 Barrington, IL 60011- 0376 Office: (847) 381-4231 Fax: (847) 381-4288

## Participant/Parent Handbook

Program Director -- Ms. Mary Illing, OTR/L  
Mailing Address: P.O. Box 376 Barrington Il 60011-0376  
Barn Address: 26665 W. Cuba Road Barrington, IL. 60010  
Phone: (847) 381-4231  
Fax: (847) 381-4288  
[walkonfarm@comcast.net](mailto:walkonfarm@comcast.net)

Walk On is a therapeutic horseback-riding program located in Barrington. Walk On works with children and adults with disabilities in a safe and enriching environment. The program runs six days a week.

### Directions

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

From North/South - Take Route 59/Hough St 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.

### Lessons

All paperwork must be completed before the first lesson/session. Please keep a copy of your paperwork.

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.

Please arrive on time. Every effort is made to start lessons on time. Lesson/sessions times include pre and post mounted activities.



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Guardians of participants under 18 must remain on the Walk On property during the Participant's lesson.

Please sign in as you arrive and sign out as you leave.

Your instructor will come to the viewing room to get participants.

If you need to cancel a lesson/session please call (847) 381- 4231. 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.

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.

### 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 call the barn if you are unsure. 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.

#### **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.



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## Dress

All participants are required to wear an ASTM-SEI helmet to ride. Due to health concerns, participants are required to supply their own helmet. If the participant owns a helmet, it must be approved at the evaluation lesson by the therapist. If you do not have a helmet, order forms are available and can be filled out at the evaluation lesson. Helmets take approximately two weeks to arrive. Walk On has a limited selection of helmets. These helmets 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 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, shortened tops and clothing too loose to maintain safety in the barn/riding environment will be allowed.

Sunscreen and bug spray are a good idea.

### **Winter:**

Please wear mittens/gloves. A Headband will fit comfortable under the helmet and provide warmth. Avoid nylon pants as they are very slippery and make it difficult to maintain a Participants position on the horse.

## Emergency Procedures:

*NARHA STANDARD A5*

### **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.



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Participants, volunteers and staff will move to the gate on the east side of the barn. 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 sign-in book.

No one is to leave the property unless cleared by the instructor in charge. Designated staff and volunteers 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 basement of the house, till 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 and volunteers will handle and care for the horses.

The Instructor in charge will designate one person to bring the volunteer sign-in book and Participant sign-in book.

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.

### Falls from horse

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.



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**Dismissal Policy:**

*NARHA STANDARD P 26 and P17*

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 NARHA 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.
- Participant's 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.



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- Participants whose weight exceeds 175lbs 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 asked to withdraw from the program.
- Participants who wear any of the following prohibited clothing will not be allowed to ride that day. Repeated offenses may jeopardize their riding slot: shorts, skirts, sandals, halter tops, shortened tops and clothing too loose to maintain safety in the barn/riding environment.
- 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.