



SAMPLE

A. Session Policies

1. Non-Attendance Notice

If your child will not be attending their designated class a parent/ guardian must notify the office at 925-5905 or email by **NOON** on their riding day or sooner.

If no notice is given as required above:

- First-time: Warning
- Second-time: Warning
- Third-time: Removal from session and placed on the waiting list

If your child is removed from the session you will forfeit your riding fee for that session. Your child will be placed back in the program in the next available spot in a subsequent session.

2. Missed Classes

A rider is expected to be present at all 10 riding classes. Circumstances do arise and every situation will be assessed on a case by case basis by the Executive Director.

Missing three classes per session may result in your child being removed from the session and placed on the waiting list.

If your child is removed from the session you will forfeit your riding fee for that session. Your child will be placed back in the program in the next available spot in a subsequent session.

3. Parental Involvement

For each rider a parent or family member is required to volunteer for a minimum of three (3) events within each 12 month period. Failure to meet the volunteer commitment may result in an additional fee assessment or removal of your child from the program for the next session.

Please check at least three events:

- Winter Market & Fair Fundraiser (February) _____
- Allocated Bingo (throughout the year) _____
- Volunteer Appreciation Night (May) _____
- Ride, Roll & Stroll Fundraiser (June) _____
- Bud, Spud & Steak Fundraiser (Spring) _____

4. Rider Fee

Rider fee of \$200 for the full hour or \$100 for a ½ hour must be paid in full by the first class. If this is not possible please make arrangements with the Executive Director.

B. Appeal Process

The appeals committee will be comprised of (3) three board members including a parent representative. An appeal on any of the above policies must be submitted in writing to the office within 48 hours of the decision in dispute.

I understand and agree to comply with the above requirements that must be fulfilled to have my child participate in the Manitoba Riding for the Disabled Association program.

Rider Name-Print

Parent Name-Print

Signature

Date