



ALBANY THERAPEUTIC RIDING CENTER, INC.
founded 1981



Albany Therapeutic Riding Center, Inc.

182 Martin Road Ext., Voorheesville, NY 12186
(518) 765-2764
albanytherapeuticridingcenter@gmail.com

Dear prospective Albany Therapeutic Riding Center, Inc. participant,

Thank you for your interest in Albany Therapeutic Riding Center, Inc.! Enclosed you will find required application paperwork, as well as some information about our program.

Albany Therapeutic Riding Center, Inc. is dedicated to helping students of all ages in gaining confidence; furthering physical, cognitive, and emotional development; and learning to build relationships with horses through therapeutic horsemanship. ATRC has provided equine assisted activities since 1981, and was the first therapeutic riding program in the Albany area. We are certified through the Professional Association of Therapeutic Horsemanship, International (PATH, Intl.) and are powered primarily by volunteers. Our facility is located at the base of the Helderberg Escarpment in the Town of New Scotland (Voorheesville), New York in a peaceful and quiet setting.

Listed below you will find an overview of our lesson fees, registration requirements and what you need to know before starting the program.

- **Weight Policy** - For the safety of our horses, riders' weight is generally limited to 185 pounds. If a rider is over 160 pounds they must be able to transfer on and off a horse without full physical support from instructors and volunteers. Decisions regarding participation will be based on availability of a suitable horse relative to the height, cognition, and balance of the participant.
- **Rates** per lesson (sessions are billed by total number of weeks in each session): \$25/private lesson, \$25/person in group lessons, \$20/rider/participant for group unmounted activities
- Your helmet must have a manufacture date within the last five years and meet national ASTM/SEI safety standards. Helmets older than 5 years old must be replaced according to PATH International guidelines. Please check with one of our instructors to ensure your helmet meets safety standards. We have helmets available to borrow.
- Wearing proper attire is necessary for correct, effective, and safe riding. If a student uses stirrups, they must wear boots with a low heel. All participants whether mounted or unmounted, must wear closed toed shoes and long pants.
- In the event of bad weather or an instructor needs to cancel, we will contact you as soon as possible to reschedule.

If you have any questions regarding the enclosed forms, or if you would like to arrange a visit, please contact our instructor, Taylor, at 518-765-2764 or at albanytherapeuticridingcenter@gmail.com. We look forward to meeting you!

Sincerely,
The staff at Albany Therapeutic Riding Center, Inc.

Participant Registration Form

Participant Name _____
Address _____
City _____ Zip _____
Phone (H) _____ Phone (C) _____
Email _____
Date of Birth _____ Gender Identity _____
Age _____ Height _____ Weight _____
Diagnosis/Disability _____
Agency/Group home (if applicable) _____

Parent/ Legal Guardian (if under age 18) REQUIRED:

Address (if different from above) _____
City _____ Zip _____ Phone _____

Individual Responsible for Scheduling and Transportation

Address (if different from above) _____
City _____ Zip _____ Phone _____
Email _____

Individual Responsible for Payment (REQUIRED):

Address (if different from above) _____
City _____ Zip _____ Phone _____
Email _____

How did you learn about Albany Therapeutic Riding Center, Inc.? _____

Describe your previous riding experience & current level of riding

Describe your horseback riding goals

What specific physical, cognitive and/or emotional goals do you have?

Is there anything that would be helpful for the instructors or volunteers to know about you or your learning style?

Release and Waiver of Liability

My full name is: _____

My child or ward's full name (if applicable) is: _____

Child/ward's date of birth (Month/Day/Year): _____

Please check one: I would like **myself** ____ or **my child or ward** ____ (the "participant") to engage in horseback riding and/or to volunteer to aid riders who are horseback riding, which includes all activities of any nature whatsoever in conjunction with the use and enjoyment of horses, whether or not mounted, and any equipment utilized or demonstrated, all of which is defined as this "Activity."

I reside at: [Street] _____

[City/State/Zip] _____

In the event of an emergency, please contact:

1. Name: _____

a. Relation: _____

b. Phone: _____

2. Name: _____

a. Relation: _____

b. Phone: _____

In consideration for participating in this Activity, as offered by Albany Therapeutic Riding Center, Inc., I, as the Participant and in the case that the Participant is a minor or incompetent adult, as the Participant's parent (the "Parent") or legal guardian (the "Guardian) hereby, on behalf of the Participant and the Undersigned, and their respective wards, personal representatives, executors, administrators, heirs, next-of-kin, spouses and assigns, acknowledge and agree as follows:

1. Acknowledge that this Activity is a potentially dangerous activity and involves numerous obvious and non-obvious inherent risks that may cause serious injury, and in some cases, death because of the sometimes unpredictable nature and irrational behavior of horses regardless of their training and past performance;

2. Acknowledge that this Activity is instructional and not recreational and therefore does not fall within the scope of the New York General Obligations Law, § 5-326;

3. Certify that the Participant is capable of participating in this Activity and acknowledge that the undersigned Participant, Parent and/or Guardian voluntarily assumes the risk and danger of loss, injury, accident, illness, paralysis, loss of personal property, or death and expenses resulting from this Activity or the use of the horses, equipment, and gear provided to the Participant for this Activity;

4. Acknowledge and agree that the Participant who is engaged in an Albany Therapeutic Riding Center, Inc. activity will wear a safety helmet that meets or exceeds the equestrian industry standard; additionally, if the helmet is provided by the Participant, the helmet will meet the above standard;

5. Expressly WAIVE any claim, lawsuit, complaint, charge, or cause of action against Albany Therapeutic Riding Center, Inc. , its agents, therapists, board of directors, aides, employees, officers, volunteers, and affiliated organizations by the Participant, Parent and/or Guardian, as applicable, for any loss, legal liability, damages or costs whatsoever arising out of or related to any loss, injury, accident, illness, paralysis, loss of personal property, or death to the Participant, and to other persons as a result of the Participant's participation, including medical expenses, in this Activity;

6. RELEASE Albany Therapeutic Riding Center, Inc. from any claim that Albany Therapeutic Riding Center, Inc. was negligent in connection with the Participant's participation in this Activity, including but not limited to, training or selecting horses, maintenance, care, fit or adjustment of saddles or bridles, instruction on riding skills or leading and supervising riders or the use of any equipment provided by Albany Therapeutic Riding Center, Inc. or being on the premises on which Albany Therapeutic Riding Center, Inc. operates, which result in loss, damage, injury or death;

7. INDEMNIFY AND SAVE AND HOLD HARMLESS Albany Therapeutic Riding Center, Inc. from and against any loss liability, damage or cost Albany Therapeutic Riding Center, Inc. may incur arising out of or in any way connected with the Participant's handling or riding a horse and/or use of saddles, bridles, equipment, and gear provided therewith from or contributed to by the Participant's or Undersigned's own negligence; and

8. Expressly AGREE that this Release and Waiver of Liability is governed by the State of New York and is intended to be as broad and inclusive as is permitted by New York law, and that in the event any portion of this Release and Waiver of Liability is determined to be invalid, illegal, or unenforceable, the validity, legality, and enforceability of the remainder of this Release and Waiver of Liability shall continue in full legal force and effect.

I, the Undersigned, have read this Release and Waiver Agreement and understand that by signing this document, I am waiving valuable rights and/or claims that I may have against Albany Therapeutic Riding Center, Inc.

The Undersigned:

I am 18 years of age or older and am competent to contract in my own name. I have read this Release and Waiver of Liability before signing below and I fully understand its contents, meaning, and impact.

Participant

Signature: _____ Date: _____

Name of Signatory (please print): _____

If Participant is age seventeen or younger, or an incompetent adult, there must be consent by a parent or guardian as follows: I hereby certify that I am the Parent or Guardian of the Participant named above and am signing below as an individual and in my capacity as the Parent or Guardian of the Participant and hereby give my consent without reservation to the foregoing on behalf of the Participant.

Signature: _____ Date: _____

Parent or Legal Guardian

Name of Signatory (please print): _____

ATRC Cancellation Policy 2019

Effective May 1st, 2019

Albany Therapeutic Riding Center, Inc. is putting the following lesson cancellation policies into effect immediately:

- 1) We ask that if you need to cancel a lesson, please inform your instructor at least 24 hours prior to your scheduled lesson time. Your lessons will resume normally in the following week. If you would like to plan a make-up lesson at a different date or time, we will try our best to accommodate you. Please understand that the make-up lesson is contingent on instructor and volunteer availability.
- 2) If you cancel a lesson less than 24 hours of your scheduled lesson time, you will be charged a late cancellation / no show fee which is equivalent to the price of an individual lesson. The 24 hour window does **NOT** apply in the event of an emergency situation or inclement weather. This advanced notice allows us to use the now free time effectively - to organize make-up lessons for other students, to plan a volunteer training session, etc.
- 3) Because we currently do not have an indoor arena, riding is weather dependent. That being said, the staff at the Riding Center will **ALWAYS** hold lessons. If we are unable to go outside, lessons will be unmounted, take place inside the barn, and may involve grooming, learning parts of the horse, barn responsibilities, etc. If the forecast calls for bad weather, your instructor will contact you the night prior to your scheduled lesson date to establish a preliminary plan.
- 4) If you choose to cancel your lesson day of because of the weather, we request that you notify your instructor at least **2 HOURS** prior to your scheduled lesson time. This will allow us to contact our volunteers before they begin traveling to the barn. Please understand that if you choose to cancel your lesson due to forecasted weather conditions there will be **NO** penalty as long as you let your instructor know about your plans **BEFORE** the 2 hour mark. If you cancel less than 2 hours of your scheduled lesson time because of the weather, you will be charged a late notice fee of \$10. As we said, we only ask that you give us enough notice of your decision to not come out in the rain/ snow that day so that we can have enough time to contact all of the staff and volunteers that are involved in your lesson! The 2 hour policy is strictly for lessons effected by the weather.
- 5) In the event that severe weather is being forecasted, i.e. severe thunderstorms, tornados, blizzards, etc, and the Staff at ATRC decide to make the call to cancel, there will be **NO** penalty to any rider, as it was the Program's decision to cancel. We will notify you as soon as we can of Program cancellations.
- 6) As always, these policies are subject to change as the Riding Center grows and expands! We want to bring as much communication to the front with all our riders, volunteers, and Staff members that we can. Thank you for your understanding!

Office Phone: (518) 765-2764

Taylor's Cell: (518) 728-9732

Rebecca, VC: (518) 813-2792

Participant Signature: _____ Date: _____

(Parent or Guardian signature if participant is under 18)

Emergency Medical Treatment Authorization Form

Name _____ DOB _____ Phone _____
Address _____
Physician's Name, Town, Phone _____
Health Insurance Company _____ Policy # _____
Allergies to medication _____
Current medications and dosage _____

Caregiver Information: Name _____
Phone _____
Cell phone number _____
Address (if different than above) _____

In the event of an emergency, contact:

Name _____ Relationship _____ Phone _____

In the event emergency medical aid/treatment is required due to illness or injury during the process of receiving services or while being on the property of Albany Therapeutic Riding Center, Inc. , I authorize Albany Therapeutic Riding Center, Inc. to:

1. Secure and retain medical treatment and transportation if needed.
2. Release my medical, lesson records upon request to the authorized individual or agency involved in the medical emergency treatment.

Consent Plan

This authorization includes x-ray, surgery, hospitalization, medication, and any treatment procedure deemed "life-saving" by the physician. This provision will only be invoked if none of the persons listed above are unable to be reached.

Date _____ Consent Signature _____

Records Access Authorization

TO WHOM IT MAY CONCERN:

Pursuant to the regulations under HIPAA, this memorandum is authority for you to provide to Albany Therapeutic Riding Center, Inc. or their authorized representative, all medical records, psychiatric records, hospital records, x-rays, technician's reports, pharmacy or drugstore records, medical charts, offices notes, physicians reports, or other medical information related to the examination and treatment of (name of participant).

I, _____ (name of participant, parent or natural guardian), understand that the information used or disclosed may be subject to redisclosure by the person or class of persons or facility receiving it, would then no longer be protected by federal privacy regulations.

I, _____ (name of participant, parent or natural guardian), may revoke this authorization by notifying Albany Therapeutic Riding Center, Inc. in writing of my desire to revoke it. However, I understand that any action already taken in reliance of this authorization cannot be reversed, and my revocation will not affect those actions. I understand that the medical provider to whom this authorization is furnished may not condition its treatment of me on whether or not I sign the authorization.

A photocopy of this authorization may be accepted with the same force and effect as an original. This authorization expires on December 31, 2019, or at such time when participant completes 2019 programming.

Dated: _____ Signature of participant/guardian _____

DOB: _____ State of New York, County: _____

On this day of _____, before me personally came and appeared to me known and known to be the individual described in and who executed the foregoing instrument, and who duly acknowledged to me that she/he executed the same.

Possible Reasons for Client Discharge

Please be advised of the following reasons that may lead to discharge from the program.

1. Client has reached all of his/her goals!
2. Client displays a condition listed by PATH as a contraindication to therapeutic riding.
3. Client's potential to maintain head and neck control in sitting position presents a safety concern.
4. Inability to follow directions is interfering with progress toward treatment goals.
5. Uncontrolled and inappropriate behavior that constitutes a safety risk to client, volunteer or staff.
6. Client exceeds weight limit that can safely be managed by staff, volunteers and/or horses.
7. Any change in the client's medical, physical, cognitive, or emotional condition that makes therapeutic riding or hippotherapy inappropriate.
8. Three scheduled sessions are missed without proper canceling.
9. Nonpayment of billed funds after **first (1st) lesson of each session.**

Signature of Client or Legal Guardian: _____ Date: _____

Photo Release

I, _____ consent to and authorize the use and reproduction by Albany Therapeutic Riding Center, Inc. and its representatives of any and all photographs and any other audiovisual materials taken of me and/or my child for promotional material, educational activities, exhibitions or for any other use for the benefit of Albany Therapeutic Riding Center, Inc. including use on the Albany Therapeutic Riding Center, Inc. Facebook and Instagram accounts.

Signature _____ Date _____

Print Name and Relationship to Participant _____

Confidentiality Agreement

I understand that all information (written and verbal) about participants and Albany Therapeutic Riding Center, Inc.'s program is confidential and will not be shared with anyone without the express written consent of the participant and his/her/their guardian in the case of a minor.

Signature _____ Date _____

Safety Standards

- Walk while on the property
- Be gentle with animals and people
- No fighting or abusive/aggressive actions
- No throwing objects
- No fires AND no smoking
- No weapons (guns, knives, etc.), alcohol, or other illegal substances on the property
- Children must be supervised by an adult at all times
- No personal pets on the property
- Respect "Off Limits," "Authorized Personnel only," and paddock and private residence areas
- Do not enter stalls, paddocks, or pastures without first notifying a staff member.

In signing this document I, _____, agree to abide by the Safety Standards that are detailed above.

Signature: _____ **Date:** _____

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Mental Health Information

(To be completed by participant, parent, or guardian)

Treatment Coordinator/Therapist: _____

Organization: _____

Phone: _____

Presenting Problems: _____

Current Diagnoses: _____

Past Diagnoses: _____

Current Psychiatric Medications: _____

Please check if any of the following are present:

- | | |
|--|--|
| <input type="checkbox"/> Anxiety | <input type="checkbox"/> Autism Spectrum Disorder |
| <input type="checkbox"/> Depression | <input type="checkbox"/> Developmental Disability |
| <input type="checkbox"/> ADHD | <input type="checkbox"/> Severe mood swings |
| <input type="checkbox"/> Aggression | <input type="checkbox"/> Sensory Processing Disorder |
| <input type="checkbox"/> Poor impulse control | <input type="checkbox"/> History of substance abuse |
| <input type="checkbox"/> Hearing voices/other hallucinations | <input type="checkbox"/> Current substance abuse |
| <input type="checkbox"/> History of experiencing physical, emotional, or psychological abuse | <input type="checkbox"/> Schizophrenia-spectrum disorder |
| <input type="checkbox"/> History of committing physical, emotional, or psychological abuse | <input type="checkbox"/> Other mood disorder |
| | <input type="checkbox"/> Dementia or Alzheimer's |
| | <input type="checkbox"/> Other |

Will any of the above (or anything not listed) have limitations on your participation in this program?

Yes/No

If yes, please describe:

Briefly describe any checked boxes: _____

What are some symptoms we should be aware of? _____

To my knowledge, the information on *all* of the above forms is complete and accurate.

Date _____ Signature _____

Medical History & Physician's Statement

(Must be completed by physician)



Date _____

Dear Physician: _____

Your patient, _____ is interested in participating in supervised equestrian activities.
(participant's name)

In order to safely provide this service, Albany Therapeutic Riding Center, Inc. requires that you complete the attached Medical History and Physicians Statement Form. Please note that the following conditions may suggest precautions and contraindication to therapeutic horseback riding. Therefore, when completing these forms, please note whether the conditions are present and to what degree.

Weight _____ Height _____ DOB _____

Diagnosis _____ Date of Onset _____

Past/Prospective Surgeries _____

Medications _____

Seizure type _____

Controlled: Y N Date of last seizure _____

Shunt present: Y N Date of last revision _____

Date of last Hip Radiograph _____ Result (please describe) _____

Special precautions/needs _____

Mobility:

Independent Ambulation Y N

Assisted Ambulation Y N

Wheelchair Y N

Braces/assistive devices _____

For those with Down Syndrome:

Atlanto Dens X-Rays, date _____ Result: + -

Neurologic symptoms of AtlantoAxial Instability _____

What physical, cognitive and/or emotional goals do you have for this participant?

Is there any further information that you think Albany Therapeutic Riding Center, Inc. should know regarding the medical condition of this individual?

Patient's Name: _____

Please indicate whether these conditions are present, and to what degree. Please attach any necessary additional information.

Orthopedic

- ___ Atlantoaxial instability-include neurologic symptoms
- ___ Coxa Arthrosis
- ___ Cranial Defects
- ___ Heterotropic ossification/ Myositis Ossificans
- ___ Joint subluxation/dislocation
- ___ Osteoporosis
- ___ Pathologic fractures
- ___ Spinal fusion/fixation
- ___ Spinal instabilities/abnormalities

Medical/Psychological

- ___ Allergies
- ___ Animal abuse
- ___ Physical/ Sexual/ Emotional Abuse
- ___ Blood pressure control
- ___ Dangerous to self or others
- ___ Exacerbations of medical conditions
- ___ Fire Settings
- ___ Heart conditions
- ___ Hemophilia
- ___ Medical Instability
- ___ Migraines
- ___ PVD
- ___ Respiratory Compromise
- ___ Recent surgeries
- ___ Substance abuse
- ___ Thought control disorder
- ___ Varicose veins
- ___ Weight control disorder

Neurologic

- ___ Hydrocephalus/shunt
- ___ Seizure
- ___ Spina Bifida
- ___ Chiari II malformation
- ___ Tethered cord
- ___ Hydromyelia

Other

- ___ Age-under 4 years
- ___ Indwelling catheters
- ___ Medications
 i.e. photosensitivities
- ___ Poor endurance
- ___ Skin breakdown

| Please indicate current or past difficulties in the following systems/arena, including surgeries: | Yes | No | Comments |
|---|-----|----|----------|
| Auditory | | | |
| Visual | | | |
| Tactile Sensation | | | |
| Speech | | | |
| Cardiac | | | |
| Circulatory | | | |
| Integumentary/Skin | | | |
| Immunity | | | |
| Pulmonary | | | |
| Neurologic | | | |
| Muscular | | | |
| Balance | | | |
| Orthopedic | | | |
| Allergies | | | |
| Learning Disability | | | |
| Cognitive | | | |
| Emotional/Psychological | | | |
| Pain | | | |
| Other | | | |

After careful review of (participant's name) medical history and consideration of the risks of equestrian activities, to my knowledge, there is no reason why this person cannot participate in supervised equestrian activities.

Printed Name _____ Title _____
Signature _____ Date _____
Phone _____
Address _____
License/UPIN Number _____

Thank you very much for your assistance. If you have any questions or concerns regarding this patient's participation in therapeutic equestrian activities, please feel free to contact our instructor, Taylor Huntley via phone (518- 765-2764) or email (albanytherapeuticridingcenter@gmail.com).



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[Practitioner to fill this form out if participant is receiving services]

Dear Physical/Occupational therapist:

One of your clients is interested in therapeutic horseback riding lessons. Enclosed you will find an assessment form which will help our therapists and instructors develop a safe and effective riding program for him/her/them. Please fill out the areas that pertain to your expertise, and attach any existing assessments or reports that you feel will be helpful to our staff.

Please make special note of any precautions or contraindications to therapeutic equestrian activities.

Therapeutic riding is a unique and productive way to improve the quality of life for many children and adults with physical, cognitive or psychological challenges. Your participation in Albany Therapeutic Riding Center, Inc.'s programming is welcomed and encouraged. Please feel free to contact us if you would like more information. Thank you in advance for your assistance.

Sincerely,

Taylor Huntley

Program Coordinator

Albany Therapeutic Riding Center, Inc.

THERAPY ASSESSMENT
(Please fill out applicable areas)

Name of client: _____ Date of Birth: _____

Diagnosis: _____

History of therapy interventions:

Please describe the following functional abilities:

Sitting Balance (head/trunk control, balance reaction, supports needed): _____

ROM Limitations: _____

Active/Functional extremity movement: _____

Mobility (with/without assistive devices): _____

Sensory Systems: _____

Equipment (when first used, purpose, present use): _____

Communication methods used: _____

Present primary therapy goals: _____

Precautions and/or contraindications: _____

Signature & Title: _____ Date: _____

Therapist's name (print): _____ Phone: _____

School, Center, Organization: _____ Phone: _____

Address _____ City _____ Zip: _____