



The Lesson Program

Information and Policies

SOCIAL MEDIA POLICY - To protect the program's integrity at Belle Wood, clients must receive permission from Belle Wood Equestrian before posting any video or photo of activities at the farm, including but not limited to: lessons, practice rides, camps and special programs. Clients must refrain from publishing comments about other Belle Wood riders, horses/ponies, outside riders and barns, and any controversial or potentially inflammatory subjects. Clients should avoid hostile or harassing communications in posts or other online communications.

PAYMENT POLICY - Lesson payment is required, in total, on or before the 20th of the previous month to reserve your spot for the upcoming month. All clients are required to have a credit card on file. E-transfers are welcomed and must be received at jennifer_bellewood@outlook.com no later than the 19th of the month. Post-date-cheques (payable to BRL Inc.) dated the 19th of the month are also accepted. Lessons will only be granted if full payment has been received. Belle Wood will only guarantee a lesson spot with the amount paid in full.

NSF CHEQUES - Belle Wood charges a \$75 administration fee for any cheques returned to NSF.

LESSON PACKAGES - All lessons are run weekly at a pre-scheduled day and time. Please see our cancellation policy. Lesson packages are non-refundable and non-transferable.

CANCELLATION POLICY - Riders enrolled in the weekly lesson program will be permitted one pre-scheduled make-up lesson per session. Our office *MUST* receive a minimum of 7 DAYS' notice via email to coaching_bellewood@outlook.com of absence/cancellation of a lesson. Based on facility availability, lessons that have been cancelled with seven days notice will be rescheduled within two weeks of the missed lesson. Missed lessons will not be tagged onto the end of a lesson package or extended into the upcoming month.

Please note: If a lesson is missed/cancelled without seven days' notice, the lesson will be considered taken and will not be rescheduled or refunded.

Belle Wood can not guarantee that a make-up lesson will be available with the rider's regular instructor or at the same lesson level/package.

Make-up lessons will not be honoured for those leaving the Belle Wood Program.

There is a \$25.00 Administration fee for rescheduling the lesson.

INCLEMENT WEATHER - Belle Wood reserves the right to cancel lessons due to inclement weather or other unforeseen circumstances. We will endeavour to provide as much prior notice as possible. Make-up lessons will be scheduled within two weeks due of the cancellation. However, Belle Wood can not guarantee that a make-up lesson will be available with the rider's regular instructor/package.

HORSE ASSIGNMENT - Belle Wood coaches/staff reserve the right to assign horses, at their sole discretion, based on horse suitability, availability and level of rider. Belle Wood does not accept requests for specific horses for lessons unless the rider participates in a part-board or lease-type arrangement.

ARRIVAL TIME - Students are responsible for arriving forty-five (45) minutes before their scheduled lesson time. Belle Wood can only guarantee a lesson if a rider arrives on time and is dressed in proper riding attire. Please note: Belle Wood reserves the right to prohibit late rider(s) from joining a lesson if the lesson is already in progress. This policy will be enforced at the discretion of the instructor.

ATTIRE - Students are required to come prepared for their lesson. All riders must wear proper hard-soled boots with a minimum 1/2" flat heel and a maximum 2" heel. No running shoes or platform heels are allowed. Additionally, no open-toed shoes are allowed in the barn area at any time. All riders must wear approved ASTM riding helmets. Riders are responsible for purchasing their helmet and are expected to ensure proper care and fit.

Belle Wood does not offer equipment rentals.

Belle Wood is not responsible for ensuring the proper fit of riding helmets.

General Property Rules

- Spectators are not permitted inside the barn.
- Dogs are not allowed on the property at any time.
- No smoking on the property at any time.
- Spectators are asked to conduct themselves quietly while on the property to ensure everyone's safety.
- Visiting children are to be supervised at all times.

RIDER CONDUCT

- All riders are to be respectful of the horse equipment and property of Belle Wood.
- All riders are asked to conduct themselves respectfully while on the property.
- Belle Wood reserves the right to excuse a rider from a lesson or the lesson program should their behaviour present an unsafe or inappropriate situation. The same applies to parents.

By signing this document, you agree to the policies and procedures at Belle Wood Equestrian

Name

Signature

Date:_____