

# Batchelor Equestrian Riding School

## Policies & Procedures

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### Payment, Cancellation & Makeup Policy

#### Tuition & Payment

Lesson rates:

- **\$65 per lesson** (check or Zelle)
- **\$60 per lesson** (cash)

Cash payments must be placed in an envelope labeled with:

- Student's name
- Amount enclosed
- Month the payment covers

Batchelor Equestrian operates on a **monthly tuition model**. Students must prepay for all scheduled lessons at the beginning of each month, similar to other activities such as dance or martial arts. If a student rides every Monday and the upcoming month has 5 Mondays, payment for all 5 lessons is due at the first lesson of the month—**regardless of planned absences** (vacations, events, long-term injuries, etc.). Tuition reserves the rider's weekly time slot and is not adjusted for personal conflicts.

**Payment is due *before the first automatically scheduled lesson of the month.***

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#### Cancellation & Makeup Policy

##### Barn-initiated changes:

Advance notice will be given for schedule changes due to horse shows or planned events. **Please review the schedule each month before submitting tuition; there are no refunds after submission.** The Google Sheets schedule will indicate:

- **Yellow:** Lesson must be rescheduled (or, if you prefer, canceled and not charged)
- **Red:** Lesson is canceled and not charged

Lessons canceled due to weather, horse injury, or other unforeseen circumstances are eligible for a makeup lesson, or a credit applied to the following month's tuition.

## Student cancellations:

- **Less than 15 hours notice:** No refund or makeup
  - **Emergencies:** No refund, may be eligible for a makeup at Hannah's discretion
- **15+ hours notice:** No refund, eligible for a makeup (rescheduled) lesson within **4 weeks**

All cancellations or rescheduling requests must be submitted **in writing (text preferred)**.

**Note:** Frequent cancellations may result in dismissal from the program.

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## Late Arrivals

- Notify Hannah as soon as you know you will be late
  - Grooming is **not optional**—horses must be fully prepared before riding
  - Lesson end times will **not be extended**
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## Other Policies

### Lesson Format

- **Length:** 30 minutes of instruction, mounted or on-the-ground
  - **Type:** Private (one rider per lesson, only one instructor in the arena at a time)
  - **Location:** Access to the outdoor arena is restricted based on rider skill level and the specific horse being ridden
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## Rider Expectations

**Before the Lesson** riders must arrive early enough to:

- Bring their horse in (if needed)
- Fully groom and properly tack up

To maximize riding time, girths should be tightened and stirrups adjusted before the lesson begins. Course-jumping riders may walk their horse early if space allows.

**After the Lesson** riders must properly cool out and care for their horse:

- Walk until breathing returns to normal
- Brush out sweat marks or hose off (weather permitting)
- Do not return horse to stall/paddock until fully cooled

### **Clean-up responsibilities:**

- Sweep grooming/tacking areas
- Pick up any manure your horse left outside of their stall/paddock
- Store tack neatly (bridles wrapped, equipment organized)

### **Horse & Tack Care**

- Handle all tack carefully—do not drop or mishandle
- Never allow leather tack to touch the ground
- Damage caused by negligence may result in repair/replacement charges

Personal tack may be used, but saddles must be approved for proper fit and use may be restricted depending on the horse.

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### **Visitors & Supervision**

- All visitors must sign a waiver before being near the horses
- Visitors must remain supervised and may not wander the property
- Children under 12 require adult supervision at all times

Parents/guardians must assist all riders under 12 with bringing horses in and out from turnout.

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### **General Rules & Safety**

- No gum or phone use while mounted
- Bring water on hot days
- Carry inhalers if needed
- Never leave horses unattended in aisles
- Do not enter stalls/paddocks of unassigned horses
- Do not feed unauthorized treats

**Report any concerns immediately** (wounds/injuries, swelling, heat, behavior changes, etc.)

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### **Dress Code**

#### **General Requirements**

- Hair must be secured (low ponytail, braid, or hairnet)
- **Fake nails** or long nails may lead to injuries due to how the rider holds the reins
- **Helmets** must be **ASTM/SEI certified**. BE Riding School does not provide loaner helmets, even for beginners.
  - Helmets should never be purchased used.

- Helmets should be replaced every 5 years.
- You should be fitted for your helmet in person; not all brands fit all heads.
- Helmets should be replaced after major impact (including big drops)
- **Shirts** must be fitted enough to assess position, tucked in, and not low-cut.
- **Jackets** must also be fitted enough to assess position.
- **Beginner riders**
  - Breeches or leggings (no jeans or sweats)
  - Closed-toe shoes with a **1–2” heel**
- **Intermediate and Advanced riders** (above walk/trot level)
  - Riding breeches (no leggings or jeans)
  - Tall boots (made for riding) or paddock boots *with* half chaps
- **Accessories**
  - Belts optional (must be smooth, no hardware that could damage saddles)
  - Small *stud* earrings only; no necklaces, bracelets, or rings
- **Footwear** (anyone on the property)
  - Must be closed-toe
  - Must protect the ankle; no crocs or slip-on shoes

## Acknowledgment & Agreement

I have read and understand the Batchelor Equestrian Riding School Policies & Procedures. I agree to follow all rules and instructions at all times.

I understand that horseback riding and working around horses are inherently dangerous activities and may result in serious injury or death. I acknowledge that failure to follow barn rules, safety guidelines, and instructor directions increases the risk of injury or death to myself or others.

I understand that, under the **Illinois Equine Activity Liability Act (745 ILCS 47)**, an equine professional is not liable for injury or death resulting from the inherent risks of equine activities.

I agree that I am voluntarily participating at my own risk and hereby release and hold harmless **Hannah Batchelor (owner of Batchelor Equestrian Riding School), Kristoff Petro (owner of Ever After Equestrian), Irish Eyes Ranch, and all associated owners, employees, agents, representatives, and affiliates** from any and all liability for injury, loss, damage, or death, including those arising from negligence, to the fullest extent permitted by Illinois law.

Rider Name (Print): \_\_\_\_\_

Rider Signature: \_\_\_\_\_ Date: \_\_\_\_\_

OR

Parent/Guardian Name (if under 18): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_