

2024 WCR Client Registration Information

➔ Clients will NOT be enrolled in a class until ALL paperwork is complete and has been submitted online. The registration fee and deposits will be billed once a session is assigned.

1. **Availability:** Classes fill for the whole year on a “**first come, first serve**” basis. It is best to request all desired sessions when you are updating information.
2. **2024 Snapshot:** 2024 Session Layout: Winter – 6 week session, Spring – 8 week session (one off in the middle), Summer – 9 week session (one off in the middle), Fall - 9 week session (two off in the middle, dependent on the day) – see payment policy for prices.
3. **Registration Protocol:** In order to complete registration and get assigned to a class you must login to your account. Update any of the main details (address, guardian, weight, etc.), then go to the forms tab. Please complete all forms at the top and any specialty forms that pertain to the client. You will need to submit the paperwork in order for me to know it is done and you will not be allowed to do this until all forms are listed as completed (including uploading the medical history). You will also need to go to the “classes” tab to choose what session and classes you want. Please list preferences. You will be listed as “requested” until paperwork is complete and then the Program Director will pick the best class option and you will immediately receive a confirmation email, once the client is changed to “enrolled”.
4. **Medical History:** - these will be faxed to WCR from the Dr.’s office and it will be forwarded to you once it is received. If you have not been notified, we have NOT received it. It is your responsibility to follow-up and make sure this is received in the timely manner. Once you receive it, please upload under the “forms” tab and under the “medical history” button on that page. Please DO NOT upload a blank or non-medical non-WCR medical form under this button. It will slow the process and I will need to manually delete it and your registration will be delayed.
5. **Class Assignments:** Clients will be placed in their classes according to their assigned level and your preferred time. (Numerical 1-5, specialty OT/SLP, ground lessons). If you want a private or semi-private option please see the schedule for available times or ask the Program Director if you need a time that isn’t listed. You can find this information in the client’s account, at the top (this will also indicate what specialty forms you need to complete).
6. **Invoicing:** Your invoice will come in a separate email from the Finance Manager (finances@wecanride.org) at least one month before you are scheduled to ride. Please be sure to add this email to your contacts so invoices don’t go into your spam folder. Deposits and registration will be billed when classes are assigned. **Please see the Payment Policy for specific lesson costs.** Fees must be paid at least three weeks prior to class start date, or the client may be removed from class.
7. **What to do if you will be absent from class:** 1. Call the office for known future absences at: (952)934-0057 and reach the instructor line for last minute cancellations or being late to class at: **(612)268-2731.**

POLICIES AND PROCEDURES

1. **Loss of Class Participation:** We Can Ride may remove a Client from participation for any of the following: (a) if there are more than two no-shows for class per Session, (b) payment arrangements have not been made on an outstanding balance; (c) yearly required paperwork has not been submitted; (d) our instructors and/or therapists believe that participation would be contraindicated. See your Client Handbook or call for more information about our policies.
2. **Annual Registration Fee:** In order to register for classes with We Can Ride, you must pay a non-refundable annual registration fee of **\$77.00.**
3. **Cancellation Policy:** You must notify We Can Ride of a session cancellation at least **30 days** prior to the start of the session. We reserve the right to charge you for a cancelled session if less than **30 days’** notice is given. \$150 deposit will be retained if the session is cancelled with less than 30 days to start date. If the client stops attendance mid-session all fees for the entire session will be retained.
4. **Confidentiality:** We Can Ride is bound by confidentiality requirements of state and federal law and does not disclose confidential client information without permission. All clients, parents, guardians and other caregivers agree to abide by the confidentiality rules.



Payment Policy

Clients, Families and Caregivers:

We appreciate having you as part of our We Can Ride family! Please read this **2024 Payment Policy Notice** carefully and contact the office if you have any questions (finances@wecanride.org). Fee changes reflect changes in prices for horse care and upkeep of programming.

2024 Fees:

Ground Lessons:

Private Ground Lesson:	Winter - \$552.00 six-week session Spring - \$736.00 eight-week session Summer, Fall - \$828.00 nine-week session
60 Min. Private Ground Lesson:	Winter - \$696.00 six-week session Spring - \$928.00 eight-week session Summer, Fall - \$1,004.00 nine-week session

Therapeutic Riding:

Group Therapeutic Riding:	Winter - \$552.00 six-week session Spring - \$736.00 eight-week session Summer, Fall - \$828.00 nine-week session
60 Min. Riding & Ground Group:	Winter - \$714.00 six-week session Spring - \$952.00 eight-week session Summer, Fall - \$1,071.00 nine-week session
Semi-Private:	Winter - \$636.00 six-week session Spring - \$848.00 eight-week session Summer, Fall - \$954.00 nine-week session
60 Min. Riding & Ground Semi-Private:	Winter - \$810.00 six-week session Spring - \$1080.00 eight-week session Summer, Fall - \$ 1,215.00 nine-week session
Private:	Winter- \$738.00 six-week session Spring, Summer - \$984.00 eight-week session Fall - \$1,107.00 ten-week session
60 Min. Riding & Ground Private:	Winter - \$930.00 six-week session Spring - \$1,240.00 eight-week session Summer, Fall - \$1,395.00 nine-week session



Hippotherapy:

Specialty OT/SLP:	Winter - \$1,632.00 six-week session Spring - \$2,176 eight-week session Summer, Fall - \$2,448 nine-week session
NEW Client Screening:	\$88.00 due at the time of the screening (nonrefundable)
Annual Registration:	\$77.00 due with registration paperwork (nonrefundable)
Family Registration (2 or more):	\$93.00 due with registration paperwork (nonrefundable)
Session Deposit:	\$150.00 due with registration paperwork

Responsibility: A \$150 per session deposit must be made in order to register for each session. This deposit will go toward the total session fee.

- A \$25.00 late fee will be assessed if payment has not been received within a week following each session's due date.
- The deposit is refundable if a cancellation is made **30 days prior to class start date**.
- If a cancellation is made less than 30 days prior to the class start date, the remaining class fee remains the client's responsibility and must be paid in full prior to attending another session. **The entire \$150 deposit is NOT refundable.**
- If you sign up for a session within the 30 day window, the \$150 deposit will apply for any cancellations made and cannot be used for a different session deposit.
- Exceptions will be made for individuals who pay through a 3rd party & on a case by case basis.
- There will be a \$20.00 admin. fee assessed for **refund** checks, when requested.

The full **Session Fee** **must be paid three weeks prior to the start of the Session.** Please contact the Finance Manager at finances@wecanride.org prior to the payment due date if you need to make arrangements due to financial hardship. **All credits will expire at the end of the current calendar year. Unless otherwise instructed, credits will be used to support We Can Ride's program operation.**

If the client is scheduled for more than one session, payment is due only for the immediately upcoming session; payment for the next enrolled session will be due three weeks prior to that session's start date.

We Can Ride does not administer third party billing. You will be invoiced directly. **You are responsible for all charges due on your account, even if you are seeking insurance coverage or waiver services.**

If the session fee is not paid in full by the payment due date, or arrangements have not been made with the Finance Manager by that date, the client will be removed from class for that session and their spot given to another client.

By signing the online "payer" section, you are agreeing that you have read and understand the payment policy and will pay all fees applied to your account



P.O. Box 463
Maple Plain, MN 55359
(952) 934-0057
Fax: (952) 974-9688
clients@wecanride.org

2024 Session Dates

Please keep for your own record

Saturday	Session I:	Jan. 6, 13, 20, 27, Feb. 3, 10. Make-up Feb. 17th.
	Session II:	March 9, 16, 23, (Off March 30th) April 6, 13, 20, 27, May 4. Make-up May 11 th .
	Session III:	June 8, 15, 22, 29, (Off July 6th) July 13, 20, 27, Aug. 3, 10. Make-up Aug. 17th.
	Session IV:	Sep. 14, 21, 28, Oct. 5, 12, (Off Oct. 19th) 26, Nov. 2, 9, 16. Make-Up Nov. 23rd.
Sunday	Session I:	Jan. 7, 14, 21, 28, Feb. 4, 11. Make-up Feb. 18th.
	Session II:	March 10, 17, 24, (Off March 31st) April 7, 14, 21, 28, May 5. Make-up May 12 th .
	Session III:	June 9, 16, 23, 30, (Off July 7th) July 14, 21, 28, Aug. 4, 11. Make-up Aug. 18th.
	Session IV:	Sep. 15, 22, 29, Oct. 6, (Off Oct. 13th) 20, 27, Nov. 3, 10, 17. Make-up Nov. 24th.
Monday	Session I:	Jan. 8, 15, 22, 29, Feb. 5, 12.. Make-up Feb. 19th.
	Session II:	March 11, 18, 25, (Off April 1st) 8, 15, 22, 29, May 6, Make-up May 13 th .
	Session III:	June 10, 17, 24, (Off July 1st) July 8, 15, 22, 29, Aug. 5, 12. Make-up Aug. 19th.
	Session IV:	Sep. 16, 23, 30, Oct. 7, (Off Oct. 14th) 21, 28, Nov. 4, 11, 18. Make-up Nov. 25th.
Tuesday	Session I:	Jan. 9, 16, 23, 30, Feb. 6, 13. Make-up Feb. 20th
	Session II:	March 12, 19, 26, (Off April 2nd) 9, 16, 23, 30, May 7. Make-up May 14th.
	Session III:	June 11, 18, 25, (Off July 2nd) July 9, 16, 23, 30, Aug. 6, 13. Make-up Aug. 20th.
	Session IV:	Sep. 17, 24, Oct. 1, 8, (Off Oct. 15th) 22, 29, Nov. 5, 12, 19, (Off Nov. 26th) Make-up Dec. 3rd.
Wednesday	Session I:	Jan. 10, 17, 24, 31, Feb. 7, 14. Make-up Feb. 21st.
	Session II:	March 13, 20, 27, (off April 3rd) 10, 17, 24, May, 1, 8. Make-up May 15th.
	Session III:	June 12, 19, 26, (Off July 3rd) July 10, 17, 24, 31, Aug. 7, 14. Make-up Aug. 21st.
	Session IV:	Sep. 18, 25, Oct. 2, 9, (Off Oct. 16th) 23, 30, Nov. 6, 13, 20, (Off Nov. 27th). Make-up Dec. 4 th .
Thursday	Session I:	Jan. 11, 18, 25, Feb. 1, 8, 15. Make-up Feb. 22nd.
	Session II:	March 14, 21, 28, (Off April 4th) 11, 18, 25, May 2, 9. Make-Up May 16th.
	Session III:	June 13, 20, 27, (Off July 4th) 11, 18, 25, Aug. 1, 8, 15. Make-up Aug. 22nd.
	Session IV:	Sep. 19, 26, Oct. 3, 10, (Off Oct. 17th) 24, 31, Nov. 7, 14, 21, (Off Nov. 28th). Make-up Dec. 5th.

Days Off in the 2024 Riding Season:

Saturday March 30th through Friday April 5th.

Monday July 1st through Sunday July 7th.

Sunday October 13th through Monday October 19th.

Tuesday November 26th through Thursday November 28th.



We Can Ride Weight Limits

In keeping with our veterinarian's' recommendations, the following rider weight limits have been established. Depending on horses and volunteers available, WCR reserves the right to refuse service to anyone in order to provide the safest service. Special consideration will be made, if necessary, based on muscle tone and mobility. **Please be sure the medical history form height/weight is listed and accurate!**

***Weights for hippotherapy follow different guidelines.**

<u>Height</u>	<u>Maximum weight</u>
Under 5 feet	- 150 lbs
5' – 5'6"	- 165 lbs
5' 7" – 6'	- 180 lbs
6'1" – 6' 5"	- 190 lbs