



Dear Parents / Riders,

Kindly complete this form with all your relevant details. This information is for your/your child's safety so please ensure all details are up to date. Please make sure you read and sign each page. Please print clearly to avoid errors.

NAME OF PERSON RESPONSIBLE FOR ACCOUNT:

.....

CONTACT NUMBER FOR ACCOUNT HOLDER:

.....

EMAIL ADDRESS FOR ACCOUNT HOLDER :

.....

ID NUMBER OF ACCOUNT HOLDER:

.....

RESIDENTIAL ADDRESS FOR ACCOUNT HOLDER:

.....

POSTAL ADDRESS FOR ACCOUNT HOLDER:

.....

NAME AND SURNAME OF RIDER:

.....

DATE OF BIRTH OF RIDER:

.....

RIDER TEL (WORK):.....

RIDER/GUARDIAN CELL:.....

CORRESPONDENCE EMAIL ADDRESS: (newsletter/events)

.....

EMERGENCY CONTACT NAME:

.....

EMERGENCY CONTACT NUMBER:

.....

DOCTOR'S NAME & NUMBER:

.....

ANY ALLERGIES (RIDER):.....

ANY MEDICATION (RIDER):.....

MEDICAL AID:.....

MEDICAL AID No: .....

PRINCIPAL MEMBER:.....

### **IMPORTANT INFORMATION**

The Stable Yard will not be held responsible for any loss or damage to your personal property.

All riding at the stable yard is done at your own risk.

It needs to be acknowledged by parents that while we take all necessary precautions in our lessons – both with the tack used and the ponies selected for the school – accidents can happen and children can get hurt. In the majority of cases when a pupil falls off, no harm is done other than a few bumps and scratches. However, should anything more serious occur we need to make it clear that we as a school or our teachers and staff as individuals are not liable for any claims which may arise.

**FEES AND MONTHLY PACKAGES**

MONTHLY PAYMENTS \*fees may increase annually at the discretion of management.

Deposit: (once off payment once ) R1800.00

1 hour group lesson (once a week) R450.00 per lesson

1 hour group lesson (twice a week) R400.00 per lesson

30 min private lesson (once a week) R450.00 per lesson

30 min private lesson (twice a week) R400.00 per lesson

Once off lesson R550.00

Riders receive a permanent timeslot on payment of their deposit, and lessons are taken weekly.

All lessons cancelled within 24 hours may be made up within 90 days of the cancelled lesson.

The lesson deposit as outlined in the lesson rules is payable by the 1st lesson in order to secure your time slot.

Fees on this package are payable 12 months of the year.

Should fees not be received by the 5th of each month, your deposit will be used to cover your outstanding fees. Package will be discontinued.

Riders book lessons on an ad hoc basis will not be taken without payment upfront.

No deposit is required, and no makeup lessons are necessary.

Lessons need to be cancelled 24 Hours, or they will be charged for.

PLEASE CIRCLE AND INITIAL YOUR PACKAGE CHOICE:

Commencing on – Date: Signed:.....

I hereby acknowledge that I have read and understood the lesson fee structure and commit to settling my fees by the 5th of each month.

NAME OF PERSON RESPONSIBLE FOR THE ACCOUNT SIGNATURE OF PERSON RESPONSIBLE FOR THE ACCOUNT

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## **LESSON RULES** (please read carefully)

Hours of Business:

Monday to Friday: 8.00am - 5pm

Public Holidays: Closed (makeup lessons will be given prior to the public holiday)

Events or clinics: Details will be advertised.

### **FEES / EXPENSES:**

On commencement of weekly lessons, a deposit equivalent to one month's fees is required over and above the fees payable for that month. If you wish to stop lessons, a calendar months' notice is required and the deposit will cover your fees for that month. Lessons will be ridden as normal for the notice period.

Should you not use your deposit up within 30 days, the deposit falls away. Should you want to start riding again a new deposit will be due.

Riders wishing to have multiple lessons each week must please note that deposits are payable per set of lessons and the same rules apply.

All makeup lessons must be completed before the end of your notice period or they will be forfeited. Should riders be in a credit for makeup lessons, the riding school reserves the right to invoice for extra lessons taken.

Parents and riders must please note that all fees have to be paid in full by the 5th of every month. Any fees not settled by the 5th will result in immediate suspension of lessons until payment is made in full. Should payment still not be received by the 15th of the month, your deposit will be used to cover the fees and all lessons owing will be suspended. Please ensure that fees are settled on time to avoid unpleasant situations. Lessons missed due to late or non-payment will be forfeited.

Deposits, lessons and make-ups are not transferable from one rider to another. (Relatives included)

Monthly lesson fees are payable month to month from January – December. (See fee structure). Should the rider wish to give notice for the months November – January and then sign up the following year, a rejoining fee of R800 will be charged.

### **CORRECT RIDING GEAR**

Long pants must be worn, no shorts please, even if it is hot! Crops are essential when riding in a group. These are not to beat the pony but are rather an aid to encourage him to keep moving without you / your child having to flap legs everywhere and develop a bad position. Hair to be

neatly tied up, loose hair can cause an accident. Shoes with heels are compulsory. Gloves are highly recommended.

## RIDING HATS

We have hats for beginners to borrow but own hats are compulsory when riding in a group.

Protective headgear complying with the European(EN), British (PAS), North American (ASTM) or Australian/New Zealand testing standards are required for all children and adults – while these are expensive to purchase, they are protecting a very valuable asset, you or your child. These are the minimum standards set down by the riding fraternity and we will be very strict about this.

No hats with pieces of elastic holding them on or hats that do not fit will be acceptable. If you or your child drops the hat excessively or has a bad fall where they are concussed – the hat must be thrown away as the safety features will no longer work. For this reason it is not recommended to buy a second hand hat. If your child is brought to riding with the incorrect headgear or footwear we will not let them ride – for their own safety.

## CANCELLATIONS, MAKEUP LESSONS AND CLOSING PERIODS

Lessons must please be cancelled 24 hours in advance and in writing otherwise they will be charged for without makeups. No exceptions.

All cancellations and lesson changes need to be done via email to the office, not verbally or with your instructor.

Any lessons cancelled within 24 hours may be made up, provided this is done within 90 days of the particular lesson cancelled. Lessons not made up within 90 days are deleted by our automated system. We are unable to override this system, so it is important makeup lessons are scheduled timeously. No exceptions.

Lessons continue in the rain, unless there is lightning, or conditions are dangerous. Riders receive valuable theory lessons if riding is unable to happen.

Due to the Government Ruling on African Horse Sickness vaccination, the yard closes for 1 week (September/October), 2 weeks in December and 1 week in January. There will be no lessons during these closing periods. Lessons will be made up prior to the closing period. Camps/clinics/lunge lessons can be booked in lieu of makeup lessons.

The riding school is closed on public holidays. Make up lessons will be given prior to the holiday. In the event lessons will be given, you will receive notification from the office beforehand. Events may be organized for public holidays. Clients will be notified of events.

Lessons are planned and structured each week.

Parents are asked to please not stand on the side of the arenas and coach their children whilst lessons are taking place.

My signature below verifies that I have read and understand the lesson fee structure and agree to follow the system.

My signature below verifies that I accept the riding school's lesson rules as laid out on this sheet.

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PRINT NAME OF GUARDIAN/RIDER CAPACITY OF ACCOUNT HOLDER

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ACCEPTED AND SIGNED BY GUARDIAN/RIDER DATE

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