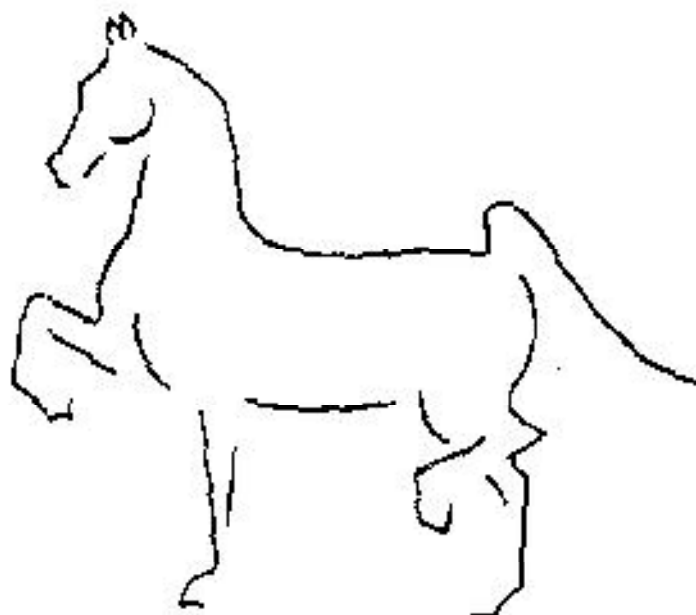


Wichita Riding Academy , Inc

Lesson Handbook



11/1/2011

Wichita Riding Academy, Inc.

Location:

10727 East 39th Street South
Derby, Kansas 67037

Mailing Address:

PO Box 780026
Wichita, KS 67278

Phone: 316-651-0876

Fax: 316-651-0791

Email: Cheryl@wichitaridingacademy.com

web site: www.wichitaridingacademy.com

Welcome to Wichita Riding Academy, Inc.

We would like to take this opportunity to give you a brief introduction to our lesson program. Attached you will find some helpful hints that we hope will answer any questions you may have. Please feel free to contact me Cheryl Manahan at 316-651-0876 any time you have questions, comments or concerns you would like to have addressed by management.

Wichita Riding Academy, Inc. strives to offer one of the most comprehensive lesson programs in the area.

The staff prides itself in providing a safe and individualized lesson for you. We cover a variety of disciplines for all levels of riders, from beginning to advanced, from pleasure to competition. Our staff is made up of instructors who come from varied equine backgrounds and different levels of expertise. Wichita Riding Academy, maintains a stable of lesson horses that can provide a wide range of skill levels for riders. Our instructors take pride in providing a personal and safe riding experience that is customized to your ability, whether it be riding or driving. Each step in advancing your riding or driving expertise is done by developing your confidence and competence. Please feel free to inquire if you have a special interest that we may be able to meet.

Congratulations and thank you in taking the first step towards what we hope will be a fun learning and growing experience at Wichita Riding Academy. The saying that there's nothing better for the inside of a person, than the outside of a horse is very true. We hope to provide you with both the mental and physical benefits of being involved with horses. The staff strives to provide a safe lesson environment in a friendly and family oriented atmosphere. We are excited to have you join the farm and can't wait to introduce you to the equine members of our lesson program.

Thank you,

Cheryl Manahan—Owner/Instructor

Sheryll Marks—Operations Manager/Instructor

Wichita Riding Academy, Inc.

Lesson Rates

Riding Instruction

\$30.00 - per lesson - Private and Semi Private (up to four riders)

\$110.00 - package of 4 (four) you save \$10.00!

\$ 20.00 - for 15-minute mini-lesson for riders 6 and under

Group lessons available by special arrangement.

Driving Instruction

\$40.00 - per lesson – Private

Lecture/Video/Braiding/Bandage Lessons

\$25.00 – per 30 minutes

Use of your horse - You are welcome to bring your own horse for lessons.

Same rates apply.

Requirements for bringing your own horse:

Current negative coggins – Original to show us and 1 copy for our files.

We also need a copy from a vet for the following vaccinations:

~Rhino

~Flu

~Tetanus

~Sleeping Sickness

~West Nile

~Strangles

~ When your horse is ready please wait for permission from your instructor to enter the arena. Do not disturb an ongoing lesson.

~ Please have your instructor check over your equipment to be sure everything is properly adjusted.

~ Ask if there are any questions you may have. No question is a bad question.

ACCEPTABLE FORMS OF PAYMENT: Checks or Cash only. We do not accept Debit or Credit cards. Cash payments must be for the exact amount.

****All checks are to be made payable to Wichita Riding Academy, Inc.**

Cancellation Policy

All Cancellations must be made by phone call not email

If you have a riding/driving lesson prior to 12 noon, you need to call and cancel the night before. Example: lesson time is Monday at 10am, we must receive notice by 8pm Sunday or you will be charged.

If you have a riding/driving lesson after 12 noon, you need to call and cancel prior to 12 noon of that day. Example: lesson time is Tuesday at 4pm, we must receive notice by noon Tuesday or you will be charged.

****No shows and/or late cancellations will be charged as a lesson given. If you continually no show and cancel you will be dropped from the program. This is done as a courtesy to our instructors and to other students wishing to schedule a lesson when there is an opening.**

Who to call when you need to cancel?!?!

Call Wichita Riding Academy at 316-651-0876 and speak with your instructor or leave a message; as messages are checked throughout the day. Make sure you leave the time at which you are calling. Or you may call your instructor cell phone if they have provided you with their number.

No lessons on Thanksgiving, Christmas Eve, Christmas Day, New Years Eve, New Years Day or Easter. We do teach on all other holidays.

Lessons run year round. BUT, based on Kansas weather conditions adjustments may be made to the length of the lesson or if the lesson will be held. Example: Extreme cold or heat, lessons may be cancelled. This is a courtesy to our lesson horses, the instructors and you! If there is a question based on the weather do not hesitate to call and check if lessons are being given.

Along with cold weather comes snow. If the roads are passable, you will be able to make it up our drive; our driveway is well maintained for the weather.

In an extreme weather condition (cold) the instructor may opt to hold a classroom type learning session for that evening's group of students, example video, discussion, demonstration.

KFDI radio is our resource for making weather related decisions.

A HANDFUL OF HELPFUL HINTS

Clothing

- Smooth, hard soled, heeled boot - NO TENNIS SHOES-SNOW BOOTS-HIKING BOOTS
- Long pants - no wind pants, sweat pants or shorts.
- Helmets are to be worn by all riders; helmets must be ASTM-SEI certified-
 - NO BIKE HELMETS. We have helmets riders can borrow; we encourage each rider to have his/her own helmet. Adults may sign a release to void wearing a helmet.
- Earrings are OK as long as they are small.
- Dress appropriately for the current weather conditions.
- Please wear long hair in a pony tail.
- No gum or candy.
- A signed release form is required to ride and may be downloaded from our website.
- Check our website for information on where to buy riding clothes.
- WRA T-shirts and Sweat Shirts are always available from your instructor.

Keep an eye on our Calendar/Bulletin Board for upcoming events you can participate in; trail rides, shows, youth group, equifest, clinics and much more

Timing

- Students are asked to show up approximately 15 min. before their lesson.
- Students should be ready with their horse, to go at their scheduled lesson time, that's when the clock starts, the longer you take to get out there the shorter your lesson!
- Private lessons run about 30 min. Semi-private runs about 45 min.
- Students are also responsible for putting their horse away after each lesson.
- Total time you should allow for a lesson is give or take 1 hour.

Visitors

- All visitors are welcome to observe from our lounge/viewing room.
- Vending machines and bathrooms are available.
- Cameras and videos are also welcomed.
- Parents/Guardians are responsible for all guests outside of the lessons.
- Children under the age of 8 **must** be supervised at all times.
- Please no strollers or umbrellas in or around the barn or horses.

******This one is the key -- HAVE FUN & LEARN!!!!!!**

*Note: If you ever have any comments, questions, concerns and/or praise about your lessons, horses and/or instructor please feel free to contact Cheryl Manahan at the barn

316-651-0876