

North Peak Riding Academy – Lesson Policies

The policies outlined below are designed to help us keep a predictable schedule. This is necessary and allows us to properly care for our Horses and Ponies on a daily basis and throughout the year, as well as establishing guidelines that help our riders to be prepared and to make the lesson experience fun and productive.

Please review the policies below, and then fill out, sign and return the bottom portion along with your release form.

1. Rates, scheduling and billing:

- Regular rate for lessons is \$85/lesson. The same rate applies to group, or private (available to new or very beginner riders only) lessons.
- Riders enrolled in regular weekly lessons are billed at the tuition rate of \$80 per lesson (minimum of 4 lessons/month must be scheduled in order to receive the tuition rate).
- Periodic or bi-monthly lessons are billed at the regular rate of \$85/lesson.
- Monthly tuition is billed by the day of the week that your ride. Please remember, for example, if you ride on Fridays, there may be 4 or 5 lessons in any given month.
- Adjustments to your monthly schedule can be made when the schedule is sent out, prior to the first of the new month.
- Billing statements will be sent via email prior to the first of each new month.

2. Payments:

- Monthly tuition payments are due at the first lesson of each month. We accept cash or checks, made payable to North Peak Riding Academy. Payments may also be mailed to Deborah Henry 2033 Hoover Ave Pleasant Hill, CA 94523. PLEASE DO NOT MAIL PAYMENTS TO THE BARN ADDRESS.
- Payment received after the 10th of the month are considered late, and will be subject to a \$25 late fee, which will be applied to the following month's tuition.
- If paying for lessons individually, payment for each lesson is due at the time of your lesson.
- For your convenience, we have a payment drop box (marked "Riding Academy Payments") outside of the tack room. If paying with cash, please do not use the drop box.

3. Cancellation policy, make-up lessons, and NPRA cancellations:

- At least 24 hours notice is required to cancel a lesson and be eligible for a make-up.
- If you cancel with less than 24 hours notice, or no-show for your lesson, the lesson is subject to full charge, and no make-up will be allowed.
- If you cancel with at least 24 hours notice, a make-up lesson can be scheduled within the same month. (If your cancelled lesson happens to be during the last week of the month, a make-up lesson can be scheduled for the following month.)
- Cancelled lessons cannot be used as credit towards the following month's tuition.
- For lessons cancelled by an NPRA instructor for any reason, including weather, a make-up lesson can be scheduled within the same month, or a credit will be applied towards the following month's tuition.
- In the event of inclement weather that makes it unsafe to ride, the instructor may opt to hold a "barn lesson" instead of riding – where riders will be instructed on some other aspect of horse care. Riders opting out of these lessons will not be granted a make-up or credit for missed lesson.

4. Riding attire and appearance:

- Each rider must provide their own, properly fitted, riding helmet. NPRA will not provide any helmets for

riders to borrow. Riders will not be permitted to participate in lessons without a proper riding helmet. Helmets must be ASTM-SEI approved riding helmets. Helmets designed for other sports are not allowed.

- Riders must wear long pants and a sturdy riding boot with a low heel. Riders will not be permitted to ride in tennis shoes, hiking boots, sandals, etc.
- Riders coming to their scheduled lesson without the proper and required attire (helmet, boots, appropriate clothing) will not be permitted to ride. No make-up or credit will be granted.
- Riders with long hair must have hair pulled back. A low pony tail or braid works best under your helmet.
- Please keep jewelry to a minimum – earrings and necklaces can get caught up in your helmet!
- Here is a list of what we suggest for riding attire:
 - ASTM-SEI certified riding helmet (required)
 - Paddock boots and half-chaps -or- tall riding boots
 - Breeches or jodhpurs
 - Polo shirt, or some other short or long sleeved fitted shirt.
 - Riding gloves

Here are some places that we suggest to purchase riding gear:

Orinda Village Horse Shop – Orinda

Concord Feed – Walnut Creek

Happy Trails – Pleasanton

Western Saddlery – Pleasanton

Please detach this portion, fill it out, and return it to NPRA along with your signed release form.

Rider Name _____ **Age (if under 18)** _____

Parent/Guardian Name _____

I have read and understand North Peak Riding Academy – Lesson Policies.

- 1. Rates, scheduling and billing policies** _____ **(please initial)**
- 2. Payment policies** _____ **(please initial)**
- 3. Cancellation/make-up lesson policies** _____ **(please initial)**
- 4. Required riding attire and appearance policies** _____ **(please initial)**

Rider signature _____ **Date** _____

Parent/Guardian signature (if rider is a minor) _____ **Date** _____