



STEP UP at New Forest Equestrian Centre  
P.O. Box 2918  
Glenville, NY 12325-0918  
Phone (barn): 518-374-5116

Dear Clients & Friends of STEP

Welcome to the new season at STEP, over 35 year of service! We hope that you will be joining us soon for many riding sessions with our equine therapists!

Detailed below is important information concerning lessons, client evaluation and registration. Please review the information closely and don't hesitate to follow-up with me if you have any questions.

#### Registration

**ALL RIDERS** must register yearly with STEP to participate. This fee covers mailing, printing, and to reserve a spot in the program.

**FEE: \$35 – Must be returned with Registration form to be considered.**

#### Evaluations/Re-evaluations

**ALL RIDERS** must schedule an appointment for an evaluation (new riders) or reevaluation (returning riders). The non-refundable fees are as follows:

**FEES: Hippotherapy \$75      STEP Up: \$65      STEP from the Ground UP: \$65**

#### **HORSE SENSE: Brain Injury program**

**MS: Muscles Movement & Memory for people with MS and HERO HORSES for VETERANS**

Please request further information on these as they vary with funding and scholarships are available

#### Lesson Plans & Fees

- A. Hippotherapy (30 min private session w/ licensed PT) ..... \$75 per lesson
- B. Private STEP-Up (30 min session) ..... \$75 per lesson
- C. Semi-Private STEP-Up (45 min session) ..... \$65 per lesson
- D. Equine Experiential Learning (individual & groups)..... (call for information & rates)
- E. STEP from the Ground UP..... \$65/75 per session

**PLEASE NOTE:** Our STEP staff, PATH instructors, LSW and licensed Physical Therapist will determine the equipment, horse and therapy session placement appropriate for the rider.

#### **PAYMENT**

\* All lessons are to be scheduled and paid in advance in a minimum of **4 week blocks**.

\* **One (1) make-up lesson is permitted per session. The make-up lesson is to be scheduled within the current session timeframe and can only be carried over to the next session due to extenuating circumstances or advanced notice.**

#### **DELIQUENT PAYMENTS**

**PLEASE NOTE: We understand there are extenuating circumstances and you must contact us immediately to make payment arrangements or you will be placed on hold. Those failing to do so will forfeit their spot in the program and be assessed a fee equal to the session missed.**

## ADDITIONAL INFORMATION

**Scholarships:** call registrar for information on requirements for scholarship opportunities. These are financially based.

**Insurance:** We are providers for Medicaid Waiver, Self-Direction and many major insurances for physical therapy services, community horse lessons and adaptive Riding. We **do not bill** directly but are able to provide a Billing statement to present to your insurance company for reimbursement. Please provide all the necessary information at time of evaluation or before the start of the first session.

**Helmets:** We request due to COVID that you must purchase your own helmet. We have coupons that can be used at Cheshire Horse. If you cannot afford a helmet, we will assign one at the facility temporarily and you can submit a request to the STEP friends Fund to help purchase one.

**Lesson Cancellation Policy:** Please refer to parent/Participant handbook. **PLEASE DO NOT BE TARDY or earlier than 10-15 minutes**

We must be called 24 hrs in advance or a fee equal to the cost of the session will be deducted from your account. Please call Kay (518.366.5221) immediately for medical emergencies or other extenuating circumstances and also call the stable at 518.374.5116 and leave a detailed message.

## HOW TO GET STARTED

**STEP 1:** Register your rider in the program by completing the attached registration form and Supporting documents then mail them to the below address with the \$35.00 Registration Fee. Make check payable to STEP.

**STEP 2:** Make sure all Medical supporting documents are sent to the MD and returned to STEP.

**New Riders:** Medical documents must be returned to STEP **prior** to evaluation.

We cannot schedule evaluations without this information.

**Returning Riders:** You may bring supporting documents with you the day of the re-eval.

Any other arrangements must be made with Kay.

**STEP 3:** Our STEP Registrar will call to schedule your time and date of Evaluation Or Re-Evaluation once your forms and check have been received.

STEP UP at New Forest Equestrian Center

P.O. Box 2918

Glenville, NY 12325-0918

ATTN: Kay White PT

Please do not hesitate to call us with questions. Space is limited in our program and time slots are on a first come, first served basis.

Thank you and welcome!

Sincerely,

Karen Stanley- White, P.T. MSCS AHA

Executive Director STEP

(518) 366.5221 Text/call email: [stepatnfec@yahoo.com](mailto:stepatnfec@yahoo.com)