



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

Dear Parents and Friends of STEP,

Welcome to the new season at STEP, over 35 years 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 Kay 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 re-evaluation for (returning riders). **Registrar will contact you for available dates and times.**

These non-refundable fees are as follows:

FEES: Hippotherapy: \$75 STEP Up: \$65 Alternative programs: \$65

Integrated Community Programs & Horse Lesson Plans & Fees

- B. Private STEP- Up (30 min session)..... \$75 per lesson
- C. Semi-Private STEP- Up (45 min session)..... \$65 per lesson
- D. Able-bodied Sibling/Companion Rider (Please call for rates)
- E. Equine Experiential Learning (groups)..... (Special group rates)
- F. STEP from the Ground up..... \$65/\$75 semi private/private

Hippotherapy (therapy session w/ licensed PT/OT /SLP).....\$75 per session
Physical Therapy/ Occupational Therapy & Speech Language Pathology Medical services

Other Specialty programs

K's Kamp 4 Kids /Jr. Vet/ Farm Science/ Humane Education: Please call for rates

PLEASE NOTE: Our STEP staff, licensed Physical Therapists and PATH certified instructors will determine the equipment, horse and therapy session placement appropriate for the rider upon evaluation

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 time frame and can not be carried over to the next session unless extenuating circumstances and 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

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

Insurance: Must notify Therapist at evaluation method of payment. We participate with Medicaid Waiver and Self - direction and insurances but we do not bill directly. A complete Billing Statement may be provided for reimbursement. We will need all the necessary information to process for you. Please get this to us upon evaluation or before first session.

Lesson Cancellation Policy: Please refer to parent handbook. **PLEASE DO NOT BE TARDY**

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 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 TEXT/email or 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 PT MSCS

Karen Stanley- White, P.T. MSCS AHA/PATH
Executive Director STEP
Cell (518) 366.5221
stepatnfec@yahoo.com