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**Address:** Honey Bridge Ranch - 6N917 Rt. 25, St. Charles, IL 60174 **Mail:** PO Box 361, Elburn, IL 60119  
**Phone:** (815) 508-0804 **Fax:** (815) 450-9312 **Email:** Info@HorsePowerTR.com **Website:** HorsePowerTR.com

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## *Attendance Policy*

*A friendly reminder regarding cancellations...please read carefully. Thank you for the privilege of teaching your participant and the chance to be a part of your family's journey. We realize you put a lot of trust in us and we do not take this lightly. We are committed to harnessing the healing power of the horse each day at HorsePower and take this responsibility seriously.*



*In return, we ask that our families kindly be reminded of our outlook on attendance and communication of absences. HorsePower has the expectation that participants will commit to their lesson time and not cancel/reschedule more than once every 4-6 weeks. We almost always have a waitlist and the timeslot you have is something others are patiently waiting for. If cancellations are excessive or last-minute, the reserved lesson time may be given away to someone on the waitlist.*

*Please call immediately when a lesson cancellation is needed....do not email cancellations that are less than 24 hours in advance. Do not solely cancel verbally at the barn with your instructor. All cancellations and schedule changes must be made through the HorsePower office with a phone call or voicemail to 815-508-0804 ext 0. Participants who "no show" or cancel with less than 24hrs notice (for any reason) will be charged for the lesson if we cannot fill the timeslot.*

*Please do not bring participants who are sick. Our lessons can be strenuous, and many require close contact. Volunteers and staff should not be exposed to contagious participants. Please keep participants home if they have experienced a fever, vomiting, persistent cough, or diarrhea in the 24hrs before the lesson.*

*Participants who receive scholarship funding will be charged the full price of their lesson for last-minute cancellations, not just the copay, as our donors ask that we do not utilize their funds for lessons that did not take place.*

*When participants are late, horses will be untacked after 15 minutes and returned to their stalls or paddock. A large crew is assembled, and great care and planning are put into providing services for your participant. Please be respectful of everyone's time and our need to run HorsePower as a financially responsible non-profit organization. Thank you for your assistance in ensuring HorsePower runs smoothly and has a solid future so that we may provide lessons for years to come for our participants, whom we love so dearly.*

*Sincerely,*

*Barbara O'Neil, HorsePower Executive Director*

Participant Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_