

**KEEP THIS PACKET!**

**PARTICIPANT INFORMATION  
IMPORTANT! PLEASE READ!**

TROT PROGRAMS ▾ CALENDAR ▾ APPLICATION PROCESS ▾ FINANCIAL INFORMATION

**BRAND NEW! 6 Week Summer Session starting April 16, 2012**

**EQUINE PROGRAMS OFFERED AT TROT**

TROT was founded in 1974 as a charitable, 501c3, not-for-profit corporation. The program is a North American Riding for the Handicapped Association (NARHA) Premier Accredited Center. TROT provides a variety of services for children and adults with special needs. These services include:

- **Therapeutic Horseback riding**
- **“TROT TOTS” Hippotherapy - Medical treatment with licensed therapists (PT, OT, or SLT)**
- **Barn management and grooming**
- **Ground lessons**
- **Round pen activities**
- **Equine-facilitated psychotherapy (EFP)**

**CALENDAR**

**Fall Semester:**

**September 12- December 17, 2011**

September 12, 2011	Classes Start
October 24 -29	Break (no classes)
November 21- 26	Thanksgiving Break (no classes)
December 12-17	Week Long Ride-around Roundup/Family Fun Day Celebration
December 17	Last Day of Classes

**Spring Semester:**

**January 9-April 7, 2012**

January 9, 2012	Classes Start
February 20-25	Break (no classes)
April 2-7	Week Long Ride-around Roundup/Family Fun Day Celebration
April 7	Last Day for Classes

**Summer Semester:**

**April 16- May 25, 2012**

**NEW IN 2012 “Arizona Adventures” six weeks of special themed sessions.**

Please Note: TROT participant’s (excluding **hippotherapy/EFP**) will be eligible for **1 term** in order to meet the needs of all those on our waiting list.

## APPLICATION PROCESS

**STEP #1:** Complete fully all 7 pages of the TROT Application including the scheduling request form and **return June 10, 2011 for Fall 2011 Term or November 18, 2011 for Spring 2012 Term. Applications for the summer term are due March 1, 2012.**

- a. Photo release is required to be filled out, mark consent or non-consent.
- b. PT/OT/SLP evaluation is required if you have received any therapy services within the last 12 months.

**STEP #2:** Mail or fax (749-0123) completed packet (7 pages) to:

**TROT**  
**8920 E. Woodland Rd.**  
**Tucson, AZ 85749**

**STEP #3:** Scheduling and Notification: You will be contacted in August regarding:

- a. Provisional acceptance with discussion of potential contraindications if applicable
- b. Probable placement and fees
- c. Scheduling options and evaluation

**Deadline: For consideration for the Fall 2011 TERM, all applications must be received by June 10, 2011 or for the Spring 2012 TERM by November 18, 2011. For the new summer session applications are due March 1, 2012.**

Note: Applications for term 2 may be accepted until November 18, 2011\* if space is available. However, TERM 2 Applicants are strongly encouraged to meet the June 10, 2011 deadline for priority scheduling and to assure a slot in the program.

*\*Only "TROT TOTS" hippotherapy and Equine Facilitated Psychotherapy applicants will be accepted year round. However, please call in advance to see if space is available.*

**FINANCIAL INFORMATION**

**FEES**

a.) **Evaluation** (if required) \$30 with instructor; \$45 instructor/ therapist consult  
\$60 with licensed PT/ OT/ or SLT

**b.) Therapeutic Riding Lessons**

	FALL/SPRING	SUMMER
Group lesson	\$375 per session (12 weeks),	\$190 (6 weeks)
Semi-private lesson	\$440 per session (12 weeks),	\$220 (6 weeks)
Private lesson	\$510 per session (12 weeks),	\$255 (6 weeks)

c.) **“TROT TOTS” Hippotherapy** \$100 per treatment session

d.) **Equine Facilitated Psychotherapy (EFP)** \$100 per treatment

Your cost will be determined when you are scheduled.

**PAYMENTS**

a.) TROT is not able to file insurance claims for payment. However, we would be happy to assist you in obtaining reimbursement for therapy services.

b.) Before the start of each new term, any past due accounts must be paid in full, before a time slot is assigned.

c.) PAYMENT OF FEES:

- All **“TROT TOTS”hippotherapy** and **EFP** fees are due at the time of service.
- ALL other fees are prepaid before the term begins. We are unable to give refunds or credits for absences.**

**Payment due dates: Fees must be paid in full before the term begins**

Term 1 (Fall) Payment in full no later than September 5, 2011

Term 2 (Spring) Payment in full no later than January 9, 2012

Term 3 (Summer) Payment in full no later than April 9, 2012

NOTE: Students eligible for scholarships will be notified of their scholarship award prior to the payment dates. Partial scholarship recipients must pay balance of fees due according to the schedule above

***TROT accepts checks, cash, VISA and MasterCard!***

**SCHOLARSHIPS AND FINANCIAL AID**

- Scholarships may be available to those who meet the necessary criteria.
- A Scholarship Request Form may be obtained by contacting the TROT office at 749-2360.
- Participants who are awarded a scholarship are eligible to receive a scholarship for a maximum of four (4) terms if they continue to meet the scholarship criteria.

## EVERY TROT PARTICIPANT RECEIVES FEE SUPPORT!

TROT fees have remained at the same rate for 5 years. TROT fees for a semester term are \$350 (group); \$420 (semi-private); and \$490 (private.) But did you realize that the REAL cost per term is \$1,750 to \$2,450? When you pay the term fee it represents only 20% of the actual cost – so everyone who attends TROT receives fee support of at least 80%.

In order for TROT to provide programs for those we serve in the community, it is critically important that every family make a commitment to pay their fee for the term. Our commitment to YOU is that we will not waiver in our efforts to obtain the additional 80% of the funds required to support every lesson a participant receives.

### **Here are some ways you can help TROT keep its fees at the same price!**

#### **CONQUISTADORES RAFFLE**

Sell raffle tickets @ \$10 each for a car and hundreds of other prizes  
November 1 – February 15

#### **SCHOOL GROUPS**

If your child attends TROT with a special education class during school hours, there is another way you can help earn the required fees: **Arizona Tax Credit Contributions to public/private schools for extracurricular activities.** Arizona taxpayers can contribute to schools – the amount of the contribution is subtracted from the taxes owed to the State of Arizona. Wouldn't you rather provide funds to the school so they can bring riders to TROT, than to pay taxes to the state? Work with your Principal and Teachers to make sure that TROT is designated as a program that donors can choose to support. Ask family members and friends to designate their donations to support the TROT program. Make sure that TROT knows about the funds available for your student's participation.

## **GENERAL INFORMATION**

### **SAFTY REQUIREMENTS (equipment provided by TROT)**

1. ASTM/SEI Hard hats are required for all participants
2. Safety belts – at instructor's or therapist's discretion
3. Side helpers and leader – at instructors discretion

### **RIDING CLOTHES**

1. No extremely loose or dangling clothes.
2. No rings, necklaces or earrings that protrude or dangle.
3. Long pants to cover legs – comfortable fit
4. Appropriate footwear – shoe or boot with heel preferred; if possible, leather sole rather than rubber, no open shoes.

### **HELPERS**

Helpers assisting the participants have completed TROT Volunteer Training. Friends and family of the participant are **not** permitted to assist unless they complete this training. Volunteers must be 14 years of age. If you have a friend or family member who would like to attend volunteer training, please call the TROT office for general volunteer information and the date of the next training.

### **ATTENDANCE**

Participants must be prompt for their session. In case of illness, please call the office as far in advance as possible. For unavoidable last minute cancellations, please leave a message on the TROT answering machine. Hippotherapy appointment no-shows may be billed. Anyone missing two hippotherapy appointments without calling may be dropped from the program. Therapeutic horsemanship participants who miss three appointments without calling may be dropped from the program. Refunds will not be issued.

### **CANCELLATIONS:**

Therapeutic horsemanship sessions: Due to the variety of both mounted and non-mounted equine programs offered at TROT, classes *will not be cancelled* during inclement weather. In the rare case that any class has to be cancelled by TROT, we will provide as much advance notice as we possibly can.

Hippotherapy sessions: Since the specific purpose of hippotherapy is to address specific treatment goals utilizing the movement of the horse, hippotherapy sessions may be cancelled in the case of inclement weather or any conditions that may compromise safety. If you are in doubt about whether hippotherapy will be held, please call the TROT office. In the case of inclement weather, we will make every effort to make a final decision at least 1 hour before the scheduled treatment time.

### **OBSERVATION**

Friends and family are welcome to observe the TROT sessions. For insurance purposes and for the safety of all those present, please adhere to the following guidelines:

1. Please access TROT from Woodland Rd. entrance off Tanque Verde Rd. EAST of Catalina Highway.
2. Please drive 5 mph on TROT property and enter/exit cautiously.
3. No family pets permitted on the grounds (assistance animals may be allowed with prior approval).
4. Class observers must remain in designated areas. Please do not wander around the property or go to the barn area without a member of the TROT staff.
5. No unattended children. A responsible adult must remain with children at all times. No noisy or boisterous play, which could startle the horses, no climbing on barrels, ramps, fencing, or any other equipment or riding apparatus, and please no playing on the sensory course.
6. Smoking or consumption of alcoholic beverages is not permitted anywhere on TROT property.

### **UPDATED MEDICAL INFORMATION & CHANGE OF ADDRESS or PHONE**

It is your responsibility to notify the TROT instructor or therapist of changes in medical status; i.e. new doctor, new medication, etc. Current and accurate medical records are important in order to provide the best possible therapeutic program. Participant applications must be updated yearly. Please notify the TROT office immediately if your address or phone number changes.