



*Runaway Farms:* LESSON GUIDELINES

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- Lessons are scheduled on a weekly basis. Please let me know what day and time work best for you, and I will try to make that your standing lesson time.
- If you need to reschedule a lesson, please give 24 hours notice of any changes or cancellations.
  - No-shows to lessons and last minute (less than 24 hours) cancellations will be charged the full lesson amount
  - Make-up lessons scheduled within the same week will avoid cancellation charges
- Students should arrive at the barn at least 30 minutes prior to their scheduled lesson time in order to groom and tack up. Be prepared to take about 30 minutes after your lesson to clean up your horse and tack and put everything away.
- Beginner students should be groomed, tacked up, and ready to enter the arena at their scheduled lesson time. Advanced students may enter the arena 5-10 minutes early and begin warming up prior to their scheduled lesson time (but please be courteous and give lesson riders the right of way)
- If there is a lesson immediately prior to yours, please bring your horse to the arena on time for your lesson so you can mount and warm up. If you wait in the barn you will be missing out on your lesson time!
- If you arrive more than 15 minutes late for your lesson it may have to be rescheduled. I try to accommodate everyone, but if it is a busy day it just may not be possible. Please let me know if you are running late so I can try to fit you in.
- If you miss 2 consecutive weeks of lessons, you will be removed from the schedule and will need to call in order to be put back on the schedule. If you are removed from the schedule, I may fill your slot with another student, so in order to keep your time slot, please plan to ride at least once a week.
- Payment is due at the time of your lesson. Please make any checks payable to Melissa McKenzie, and leave your payment in the gold mailbox before each lesson (so you do not forget to put it in after, when you are tired or rushed) or save money and pre-pay for a 5 or 10 lesson card!