

## **Attendance**

PLEASE LET US KNOW AS SOON AS POSSIBLE IF A RIDER IS SICK THE DAY OF HIS/HER LESSON. We have dedicated volunteers and staff scheduled for each rider who must be notified in the event of a cancellation.

**Excused Absences** - An excused absence will be given if the rider is sick or has a family emergency. Excused absences are eligible for a make up class. It is the responsibility of the rider or parent to schedule the make up by calling the office. Excused absences are eligible to be made up within 4 weeks of the absence.

**Unexcused Absences** - An unexcused absence will be given for missed classes due to circumstances other than those listed above. Unexcused absences are not eligible for a make up class.

**No-Shows/Tardy**- A “no-show” is given if a rider does not show up for class without prior notice. A “no-show” is also given if a rider calls with less than an hour notice before class begins or arrives late, fifteen minutes or more after class has begun. Three or more “no-shows” is grounds for dismissal from the program and the rider’s spot will be given to someone on the waiting list.

**Discharge of Participants** – Participant’s will be discharged from the program in the event of the following circumstances:

1. A student’s physical disabilities change, representing a contraindication for that student to safely continue therapeutic riding as established by Riverwood policy and PATH standards.
2. A student is involved in any serious breach of conduct, as established by Riverwood policy.
3. A student has three or more no-shows.
4. A student’s financial account is unpaid for a period of two months and no attempt has been made to make special arrangements.

**Severe Weather Closings** – In the case of inclement weather, if Winston-Salem/Forsyth County Schools are closed due to inclement weather, Riverwood will not have class. If schools are delayed, or excused early, please call Riverwood to check on class status. Any canceled classes will be made up and you will be notified of a make up schedule by the Riverwood staff. Monetary credits will be made to your account only in the event a canceled class is not scheduled for make up by Riverwood.