

*******Policy Notice*******

Effective 1/1/08

Please read through the following changes that Silver Lining is making to its program. Sign your name on the line to show that you understand and are willing to abide by the new policy. We hope that these changes will benefit both students and the farm, help our barn run more smoothly, and pay farm bills on time. Thank you!

Late Fees

As of January 1, 2008 Silver Lining Farm/ Mimi Peters Riding School's policy of lesson payment is as follows. Payment for month is due in full by the 5th of that month. If not paid in full on the 5th or before, a \$25.00 per week late fee will be charged, no exceptions. If your lesson day falls on a holiday when the barn will be closed, the lesson must still be paid for and a make up will be scheduled. We must be this strict due to the time and effort that is being taken away from farm duties in order to collect tuition. Please feel free to mail your payment to: Mimi Peters, Silver Lining Farm, 10727 Elnina Drive, Mobile, AL 36608.

Signature Parent #1

Date

Signature Parent #2

Date

Cancellations and Lesson Records Policies

As of January 1, 2008 Silver Lining Farm/ Mimi Peters Riding School's policy of lesson cancellation is as follows. We ask that you inform us of a cancellation **24 hours** in advance of the lesson time and date. We also understand about illness and emergencies. If the student cannot attend his/her lesson, we ask that you call or email us no later than **9:00 a.m.** on the day of the scheduled lesson. If a call or message is received on the Silver Lining office phone (251-634-1229) or email (silverliningfarm@yahoo.com), we will schedule a make up for a later date. If there is not a phone call or message is received on the office phone, then the student will not receive a make up and you forfeit that lesson. If the weather is questionable, please call. Under normal rain circumstances, we will hold an indoor lesson. Unless an instructor contacts you and cancels, then we will hold lessons. If your lesson falls on a holiday/show day or a Silver Lining Farm instructor cancels a lesson, a make up will be scheduled. We cannot accept cancellations on any phone except the Silver Lining office phone. If received on another phone (i.e. Mimi's cell phone) that call will be disregarded and you will be asked to call the office phone and leave a message. Push # to bypass message. Silver Lining Farm will document lesson cancellations and attendance. Farm instructors will determine in accordance with Farm policies how many make ups a student has.

Signature Parent #1

Date

Signature Parent #2

Date

30 day Lesson Make Up Policy

As of January 1, 2008 Silver Lining Farm/Mimi Peters Riding School’s policy of lesson make up is as follows. All missed lessons must be made up within 30 days of the date of the cancelled lesson. This policy applies only to properly cancelled lessons as described on page 1 under “Cancellations”. If your lesson is not made up within the 30 days allowed, you forfeit that lesson and will not be allowed to make it up. Lesson attendance is recorded in the Silver Lining Farm Office. Farm instructors will determine in accordance with Farm policies how many make ups a student has.

_____ Signature Parent #1	_____ Date
_____ Signature Parent #2	_____ Date

Lesson Attendance Record

As of January 1, 2008 Silver Lining Farm/ Mimi Peters Riding School’s policy of lesson attendance record is as follows. All students must sign the lesson attendance sheet hanging by the lesson horse assignment board. Any Student age 10 years of age and up may sign the sheet themselves. Students age 9 yrs and under, parents must sign the sheet. In the event of a carpool, the responsible parent must sign for children age 9 and under in that carpool. This record sheet will have the day’s date and the lesson times allotted for that day. Please sign your name under your scheduled lesson time. This signature will record that you received you lesson and will give the farm further record of you attendance. This board will be a determining factor, along with the attendance book, and the Farm voicemail in keeping track of lesson attendance. With these three record systems, Silver Lining Farm will have the records to show students: lessons attended, lessons cancelled properly, and lessons that will not be allowed a make up. It is the responsibility, no matter the student’s age, of the parent (not Silver Lining Farm) to make sure the lesson sheet is signed on the day of the scheduled lesson.

_____ Signature Parent #1	_____ Date
_____ Signature Parent #2	_____ Date