

# LAUREL MANOR STUDENT LESSON PACKET



**LAUREL MANOR EQUESTRIAN, LLC**

12680 Seba Road  
Centerton, Arkansas 72719

[www.laurelmanorequ.com](http://www.laurelmanorequ.com)

# Welcome!

Let me be the first to welcome you to our barn. Here at Laurel Manor, we understand there are a number of options in the Northwest Arkansas area and we thank you for choosing Laurel Manor as your facility. We are eager to help you reach your riding goals, whether you prefer riding for pleasure or wish to compete in the show circuit. We work hard each day to create riders that are safe, confident, and continually improving.

In addition to the riding aspect of the barn, each student will have the opportunity to learn how to properly care for their horse before and after each lesson to include grooming, tacking, and barn work. This packet outlines the riding program to include the dress code, frequently asked questions, pricing, and lesson rules.



If you find yourself wanting to know more, please visit our webpage ([www.laurelmanorequ.com](http://www.laurelmanorequ.com)), give us a call (479-530-1241), or schedule a time to come on out to the property!

Thank you and enjoy your riding experience,

A handwritten signature in purple ink, reading 'Laura McKenzie Duncan'.

Laura McKenzie Duncan  
Owner and Head Trainer  
Laurel Manor Equestrian, LLC

## Dress Code

Attire is an important element of riding and is designed to present a professional image while permitting the rider to be safe and work outside. A rider should dress in a “workman-like” manner and should take the necessary steps to be neat and tidy for each lesson. This attire can be purchased either new or used. There are no exceptions to this policy; however, if you have questions or concerns, please do not hesitate to contact Laura.

**Proper Footwear:** paddock boots, dress or field boots are mandatory for intermediate riders and above. Beginners may wear cowboy boots, rain boots or hiking boots. No sneakers, Uggs or open toe shoes of any kind. A boot must cover the ankle and have a small heel. (This includes parents and guardians.)



**Pants:** jodhpurs, breeches, riding tights are preferred. Beginners may ride in Jeggings, tights or jeans. No shorts or capris.

**ASTM/SEI riding helmet:** There are no exceptions to this rule (other sport helmets are not acceptable). Laurel Manor can provide helmets, but it is strongly encouraged that a rider purchase their own. New helmets can cost as little as \$30.00.



**Additional equipment:**

Laurel Manor will provide essential equipment (i.e. grooming tools, saddle pad, saddle and girth) to properly care for our schooling horses before and after each lesson.

For riders interested in showing or leasing, it is strongly encouraged they acquire the following items: grooming tools, saddle pads, saddle and other items used for both care and riding. Prior to purchasing these items, please consult with Laura so that you meet the acceptable standards. In addition, if you would prefer to use your own previously purchased equipment, please consult with Laura to ensure it is appropriate for our program and schooling horses.

All Laurel Manor equipment is stored in the barn. Every rider is expected to return their equipment, tidy up, and ensure the area is clean and ready for the next rider.

**Local tack shops:**

- Equestrian Connection. 4408 W. Walnut St. #1, Rogers, AR 72756  
Call 479-899-6576
- Tractor Supply Company. 2817 S. Walton Blvd., Bentonville, AR 72712  
Call 479-273-9111

**Online Shops**

- Dover Saddlery. [www.doversaddlery.com](http://www.doversaddlery.com)
- State Line Tack. [www.statelinetack.com](http://www.statelinetack.com)
- SmartPak. [www.smartpakequine.com](http://www.smartpakequine.com)
- Just For Ponies. [www.justforponies.com](http://www.justforponies.com)
- Big Dee's Tack. [www.bigweb.com](http://www.bigweb.com)
- Schneider Tack. [www.sstack.com](http://www.sstack.com)
- Equine Collection. [www.equestriancollection.com](http://www.equestriancollection.com)

## Frequently Asked Questions

Below are some of the more common questions surrounding the riding program. In the event you have more questions, please feel free to contact us!

Q. How old do I have to be to ride?

A. Riders must be seven years or older. However, students five to six years old are encouraged to participate in our unmounted lesson package to become familiar with grooming and tacking horses.

Q. How much does it cost to be in the program?

A. It depends. Pricing is tailored to the type of program and level of participation. In the next few pages, you will find the current pricing scheme to participate in the different programs.

Q. Do you teach dressage and jumping?

A. Yes. The academy's primary focus is jumping; however, dressage is also part of the lesson program and is an integral part of the equestrian sport.

Q. How long does it take until a rider can jump?

A. It depends. A rider needs to master the walk, trot, canter and two-point steering before jumping is added. The more lessons a rider enrolls in, the sooner these skills are grasped.

Q. Do I have to eventually lease or own a horse?

A. No. However, riding is an investment that focuses on the bond between the rider and the horse. As the rider advances, this bond is strengthened and riders often desire an exclusive partnership that is limited to either leasing or owning.

Q. Are parents and guardians encouraged to be involved?

A. Yes. Parents and guardians are an essential element at Laurel Manor and we welcome their involvement. Equipment instruction is a part of all lesson packages, and it is the program's goal to encourage both the

riding student and the parent or guardian to understand how to catch, groom and tack their horse. Younger students often need assistance with the physical elements requiring a bit more strength (such as saddle lifting).

Q. Is it required to participate in shows or other competitions?

A. No, although we highly encourage riders to do so. Competing is an excellent way for a rider of any level to test their skill and provide an opportunity to recognize both strengths and areas for improvement.

Q. How are lessons scheduled?

A. Students can request specific riding times through Laura and these requests must be sent no later than the Sunday (by 5:00 pm) prior to the riding week.

Q. What do I need to bring to my first lesson?

A. In addition to showing up with the proper attire, each beginner will need to bring a completed registration/liability form located at the end of this packet.

## Pricing

Laurel Manor provides competitive pricing for the Northwest Arkansas area and we work hard to provide a structured pricing scheme that is financially feasible for any rider and their family. Although we do offer single lessons, we ask that riders utilize one of the below packages to provide a more in depth and meaningful riding experience.

### Riding Program

The Riding Program consists of lessons with both riding and horse care, such as tacking and grooming. Students new to riding will be placed into our Unmounted Package in addition to one of the below options.

**Lesson Packages:** Each half-hour lesson package includes an actual thirty (30) minutes of riding *plus* time for horse care.

- |   |          |
|---|----------|
| • Four Private Lessons (boarders)         | \$160.00 |
| • Four Private Lessons (non-boarders)     | \$175.00 |
| • Four Semi-Private/Group (boarders)      | \$140.00 |
| • Four Semi-Private/Group (non-boarders)  | \$155.00 |
| • Eight Private Lessons (boarders)        | \$320.00 |
| • Eight Private Lessons (non-boarders)    | \$350.00 |
| • Eight Semi-Private/Group (boarders)     | \$240.00 |
| • Eight Semi-Private/Group (non-boarders) | \$270.00 |

## Unmounted Lesson Package

This package is geared for new riders and younger riders between 5 to 6 years of age and keeps the focus on grooming and tacking only. **All beginning riders are required to complete an unmounted lesson package as a prerequisite to their selected package above.** Laurel Manor reserves the right to place any student into the Unmounted Lesson package based upon their ability to grasp or understand unmounted skillsets. Riders should arrive to the barn at least five (5) minutes prior to the scheduled start time.

- Unmounted Only \$160.00  
(4 lessons, ages 5 and above)

## Additional Private Lessons

In the event a rider wishes to supplement their lesson package, we do offer the ability to purchase additional private lessons to be scheduled within the same training period. The price for adding an individual private lesson varies depending on the package purchased.

- Private Lesson \$40.00/\$45.00

## Important Note on Billing

To have a better grasp on the student composition of the barn at any given time, Laurel Manor operates on a four-week management cycle for the riding program. This also allows for a more predictable billing schedule. Riders purchasing one of the below programs will typically enter the riding program during *Week One* with the goal of completing the purchased package by *Week Four*. Students then continue with training and riding as the billing cycle resets to *Week One*. Riders interested in starting their lesson package in the middle of a billing cycle would be required to purchase additional lessons at a prorated fee.



## Payment, Make-up and Cancellation

Payment is due before the lesson and a late fee of twenty-five dollars (\$25.00) will be applied after the first week of lessons.

Payments are non-refundable.

Cancellations must be made at least twenty-four (24) hours prior to a student's lesson time. In the event a lesson is cancelled within the twenty-four (24) hour period, including a *no call* or a *no show*, lesson and payment will both be forfeited.

All students are expected to have their horse or pony in the arena by the scheduled time unless the student rider is new or requires assistance with tack. If a student is more than fifteen (15) minutes late, the lesson and payment will both be forfeited. Please be mindful of other riders' lesson times.

Students absent from a lesson as the result of an emergency may be added to an existing group lesson equal to or less than their riding ability. Students or parents/guardians are asked to notify Laura Duncan as soon as practical. Emergency absences are allowed up to three (3) times per year.

In the event the instructor needs to cancel a lesson, a reschedule is provided to the student. Instructor cancellation notice will be provided as soon as practical.

## Lesson Rules

Although we strive to have fun at the barn, the rules outlined below are designed for the safety of the riders, guests, and spectators, as well as the horses and ponies. For this reason, these rules are strictly enforced and repeated failure to recognize and follow them will ultimately result in removal from the program and the property. The rules are emphasized with each lesson and riders are encouraged to regularly review the list below.

Supervision is required at all times.

Riders are prohibited from mounting their horse inside the barn. Please use the designated mounting areas inside or adjacent to the arenas.

Always be mindful of your location with respect to any horses on the property. Be cautious not to startle the horses or ponies.

All equipment must be returned to its proper place. This includes items that have been left unattended (our barn is your barn too).

All students are required to clean up after themselves and their guests.

Pets are prohibited from the barn area during lesson times. Permission is required outside of lesson hours.

No tobacco use is permitted at Laurel Manor.

Although horses are abundant on the property, horseplay to include running and screaming is prohibited.

\*This list is not exhaustive and students will be instructed on additional rules around the barn during lessons.

## Additional Resources

Below are selected readings our riders are encouraged to read to further develop their knowledge, horsemanship, and skillset.

1. *Judy Richter's Riding for Kids: Stable Care, Equipment, Tack, Clothing, Longeing, Lessons, Jumping, Showing.* By Judy Richter
2. *My Horse Coloring Book.* By John Greene. (a great read and illustrations for young riders and parents/guardians)
3. *The United States Pony Club Manual of Horsemanship: Basics for Beginners / D Level.* By Susan E. Harris
4. *The United States Pony Club Manual of Horsemanship Intermediate Horsemanship (C Level).* By Susan E. Harris
5. *The United States Pony Club Manual of Horsemanship: Advanced Horsemanship B/HA/A Levels.* By Susan E. Harris
6. *Cherry Hill's Horse Care for Kids: Grooming, Feeding, Behavior, Stable & Pasture, Health Care, Handling & Safety, Enjoying.* By Cherry Hill
7. *If I Ran the Horse Show: All About Horses (Cat in the Hat's Learning Library).* By Bonnie Worth. (great for young children)
8. *Centered Riding.* By Sally Swift. (great for adults and intermediates)



## Laurel Manor Registration & Liability Form

12680 Seba Road, Centerton, AR 72719

(479) 530-1241 laurelmanorequ@gmail.com

### REGISTRATION

NAME: \_\_\_\_\_ DOB: \_\_\_\_\_ AGE: \_\_\_\_\_

PARENT/GUARDIAN (if applicable): \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

EMERGENCY CONTACT: \_\_\_\_\_

EMERGENCY PHONE: \_\_\_\_\_

### LIABILITY RELEASE

\_\_\_\_\_ (name), would like to participate in equine activities under the instruction of Laura Duncan (affiliated, but not limited to, "Laurel Manor Equestrian, LLC" 12680 Seba Road, Centerton, AR 72719). I acknowledge the risk and potential risk of participation in equine activities. However, knowing these risks, I hereby, intending to be legally bound, for myself, my heirs, and assigns, executors or administrators, waive and release forever all claims and damages against Laura Duncan for any and all injuries and/or losses I/my son/my daughter/my ward may sustain while participating under the instruction of Laura Duncan. This release includes injuries to guests and invites of the undersigned during their use of the facility and/or instruction of Laura Duncan.

WARNING: IN ACCORDANCE WITH ARKANSAS LAW, AN EQUINE ACTIVITY SPONSOR IS NOT LIABLE FOR AN INJURY TO, OR DEATH OF, A PARTICIPANT IN EQUINE ACTIVITIES RESULTING FROM THE INHERENT RISK OF EQUINE ACTIVITIES. A.C.A. § 16-120-202.

SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_