



Rider Absence Policy

March 14, 2022 to November 12, 2022

Attendance is CRITICAL. In order to receive funding, we must show your rider being a regular participant in their classes. **If part or all of your session fees are paid by the county, we do not receive those funds when you are absent!** We know that there are times you will need to be gone or something comes up and you can't attend class, however, It is very important that we know as far ahead of time as possible so that we don't have volunteers or staff show up that aren't needed.

Riders and their families/caretakers are expected to adhere to the following:

- Arrive on time! If you arrive more than 15 minutes after your scheduled time you will not participate in class.
- We will allow 3 absences per session. If you have more than 3, a discussion will be had with the family and the Program Manager or Executive Director to discuss alternatives or dismissal from the program. **If you "no call/no show", that will count as 2 absences automatically.** Refunds are not provided in this situation.
- Scheduled absences need to be reported at least 1 week before the class or classes you will be missing (i.e. doctor appointment, out of town, school function, etc.) You would report this to our Business Manager at ntrcoffice@gmail.com.
- If you find you are unable to attend on the day of your scheduled class, the NTRC office must be notified by noon the day of the absence. If you ride on Saturday mornings, the NTRC office must be notified by noon on Friday! You may do so by texting 816-808-1209 AND emailing ntrcoffice@gmail.com. Do not report your absences to instructors, barn assistants, or volunteers! **IF YOU FIND THAT YOU WILL BE UNABLE TO ATTEND AND IT IS PAST NOON THE DAY OF YOUR SCHEDULED CLASS, YOU MUST CALL 816-808-1209 AND LET SOMEONE KNOW. DO NOT JUST NO CALL NO SHOW!**

Parent or rider if above 18

Date

Printed name of rider(s)