

MAKE-UP LESSONS

THE FOLLOWING IS CENTAUR'S POLICY ON MAKE-UP LESSONS.

Since students must sometimes cancel their lessons, Centaur has tried to come up with an "administrative-free" method of allowing students to make-up their lessons. This is why it is left totally up to the student to check the make-up sheet in the tack room to sign up. *We are fully aware that it is often difficult to find a make-up spot, so please do not cancel unnecessarily. Make-up opportunities may occur at inconvenient times for you. ALSO BE AWARE THAT THE MAKE-UP OPPORTUNITY MAY SIMPLY NOT OCCUR FOR YOU.* Make-up lessons is a service Centaur hopes will happen for you, it is not something we promise will happen.

What Is A "Make-up Lesson"?

- ⌘ A Make-up Lesson is an extra lesson taken by a rider to replace a previously cancelled lesson.
- ⌘ This means that the rider will have to ride twice in one week.
- ⌘ Lessons can only be made-up if sufficient notice (48 hours) was given to the school.
- ⌘ Notice must be given to Shirley, NOT the instructor.
- ⌘ Sessions will not be extended an additional week to make-up a lesson.
- ⌘ Make-ups are only available to currently enrolled students at Centaur in either the School or summer Sessions. If you stop taking lessons at Centaur, any lesson not made-up is no longer available.
- ⌘ Make-up lessons are not available to students enrolled By-The-Month
- ⌘ Make-ups will not be offered during July and August.
- ⌘ Make-ups should be made up within two years. After this, the books are closed.

If the Rider Cancelled:

It is entirely the rider's responsibility to find out when there is an opening for a make-up lesson. *Openings are made by other students cancelling.* This is why the make-ups cannot be scheduled in advance. And this is also why by cancelling with plenty of notice you are making it possible for someone else to take advantage of your space.

- ⌘ Please do not call Shirley, as she does not keep a copy of the Make-up Sheet at her home and cannot tell you from there if there are any available spaces.

HOW TO DO IT:

- ⌘ For Group Lessons: Check the Group Sign-up Sheet on the Schedule Board and sign your name in an available space.
- ⌘ For Private Lessons: Check the Private Sign-up Sheet on the Schedule Board and sign your name in an available space. Student is also welcome to sign up in an available group instead of a private spot (which may be harder to come by).
- ⌘ For Longe Lessons: Check the Private Sign-up Sheet on the Schedule Board and sign your name in an available space. If the opportunity does not come that student gets to make-up their lesson on the longe line, they may transfer the make-up to a group lesson when they have graduated to group riding.
- ⌘ For Horsemanship for Youth (HFY) Lessons: Check the Group Sign-up Sheet on the Schedule Board and sign your child's name in an available space which has been labeled HFY. Since some sessions only hold one HFY class per week, this means the child will need to wait until they have graduated into regular group lessons.
- ⌘ For all:
- ⌘ If the student signs up for a lesson which is too advanced, Shirley will notify the student.
- ⌘ You may make up a lesson anytime after notifying Shirley of cancellation, even if weeks in advance. So make-ups can be made up weeks before the regular lesson is missed.
- ⌘ If you do not come to a lesson once you have signed up for it, the make-up opportunity will be gone.

If Centaur cancelled:

(Due to bad weather, conflicting events (horse shows, clinics), illness of instructor or horses)

Shirley will notify the student when there is an opening. These students will have priority on any available spaces.