



## THE BiNA FARM PARTICIPANT HANDBOOK

THE BiNA FARM, INC.  
66 Charles Street #301  
Boston, MA 02114

508-651-2462 (BiNA)

[info@binafarm.org](mailto:info@binafarm.org)  
[www.binafarm.org](http://www.binafarm.org)

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## **MISSION STATEMENT**

The BiNA Farm (TBF) is committed to providing a comprehensive therapeutic environment utilizing Equine Assisted Activities and Therapies (EAAT), a Life Skills Program and Creative and Complementary Therapy Programs. We bring together those with and without special needs by offering a variety of inclusive enrichment programs that will ultimately help them to thrive personally and to make their best contribution to society.

## **ABOUT US**

The BiNA Farm program consists of three components: Equine Assisted Activities and Therapies, Life Skills Programs and Creative and Complementary Therapies. Our programs do not focus on our clients' limitations but rather on what they can achieve. Our services are open to any person with a disability who could benefit from these special forms of therapy. These therapies do not replace other forms of treatment, but rather augment them and help our clients to reach their full potential. In fact, our instructors and therapists may work closely with the clients' physicians to create the best treatment plan.

The BiNA Farm is committed to the following goals:

- Providing a nurturing therapeutic environment that focuses on the unique challenges of each client.
- Creating an atmosphere that transcends the usual rehabilitative model.
- Bringing together those with and without special needs through a variety of enrichment programs for siblings, parents, caregivers and friends.
- Providing both short and long term support for our clients and their families.
- Treat all clients, their families, friends, staff and animals with respect, dignity, kindness and compassion.

## **LOCATION**

The BiNA Farm offers certain programs at The Dana Hall Riding School located at 160 Grove St., Wellesley and a private barn in Sherborn, MA. Currently we are searching for a primary home in the Metro West area to expand our existing program. However, we will continue to offer portions of our program at these locations as they are a very important part of our integrated program.

## **CONTACT**

Please contact us at [info@binafarm.org](mailto:info@binafarm.org) or call 508-651-2462 (BiNA) for further information or visit our website at [www.binafarm.org](http://www.binafarm.org)

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Boston, MA 02114

## **The BiNA Farm Staff Contacts:**

For questions regarding program, please contact us at [info@binafarm.org](mailto:info@binafarm.org) or call 508-651-2462

### **Administrative Staff**

Executive Director- Coryn L. Bina; [coryn@binafarm.org](mailto:coryn@binafarm.org) or 508-651-2462 (BiNA)

### **Program Staff**

Program Director/Instructor- Terry Snow; [terry@binafarm.org](mailto:terry@binafarm.org) at 508-651-2462 (BiNA)

Equine Assisted Activities and Therapies Director- Monica Wu; [monica@binafarm.org](mailto:monica@binafarm.org)

Life Skills Program Director- Kristin Macchi, [Kristin@binafarm.org](mailto:Kristin@binafarm.org)

Volunteer Director- Maura Gilbert; [maura@binafarm.org](mailto:maura@binafarm.org)

### **Instructors & Therapists**

Therapeutic Riding:

Terry Snow [terry@binafarm.org](mailto:terry@binafarm.org)

Eileen Polasky [Eileen@binafarm.org](mailto:Eileen@binafarm.org)

Beth Markell [beth@binafarm.org](mailto:beth@binafarm.org)

Hippotherapy:

Monica Wu [monica@binafarm.org](mailto:monica@binafarm.org)

Horsemanship Coordinator- Stephanie Ault, [Stephanie@binafarm.org](mailto:Stephanie@binafarm.org)

## **The BiNA Farm, Inc. Policies and Procedures**

**Non-Discrimination Policy** – The BiNA Farm, Inc. accepts participants and volunteers regardless of income, race, color, nationality or ethnic origin.

**Participation Application, Forms and Waivers** - The Participation Application and all waivers must be submitted prior to beginning our program. Applications are available on our website at [www.binafarm.org](http://www.binafarm.org) under Forms and Waivers

**Fees & Payment** - Lessons are prepaid on a semester basis but can be made in three installments if you prefer. The first payment is due for each semester two weeks prior to the first day of class unless a pre-arranged payment plan or scholarship has been established through individual arrangement with our Finance Director. Payments may be made by mailing a check to The BiNA Farm, Inc., 66 Charles Street, #301, Boston, MA 02114. Or for your convenience you may go online to our website and pay via PayPal. However all fees from PayPal will be passed on to you as we are a non-profit and can't afford to take on additional expenses. If you want to use PayPal, please contact us first at [info@binafarm.org](mailto:info@binafarm.org) to learn more about this process.

**Scholarships** - With our commitment to accepting participants into our program based on therapeutic need, regardless of financial means, we offer further scholarship assistance when available to those unable to pay the established fees. Scholarships (in the form of adjusted fees) are rewarded through an application process. Applications are available on our website at [www.binafarm.org](http://www.binafarm.org) or by contacting our business office at [info@binafarm.org](mailto:info@binafarm.org) or 508-651-2462.

**Scheduling** - Participants are notified of schedule enrollment three weeks prior to the start of a session. Confirmation of intent to participate must be made to the office at least two weeks prior to each session to guarantee participation. A calendar of class dates is provided prior to the start of each semester. Please make note of any days when programs are not in session. Holidays and scheduled closings are on our website under the Calendar section at [www.binafarm.org](http://www.binafarm.org).

**Attendance & Cancellation Policies** - TBF expects consistent attendance by all Participants. If you are unable to attend a regularly schedule session, notification must be made by contacting The BiNA Farm at 508-651-2462 or contacting your instructor directly. Please leave a message so sufficient notice may be provided to staff and volunteers. If we aren't able to fill your spot, then you will be charged for cancellations. Credits are not given for missed classes. Even if participant has only part of their lesson due to being late, they are charged an entire lesson. Make up sessions will only be available if The BiNA Farm cancels classes due to some unforeseen circumstance such as inclement weather. At that time, TBF will make reasonable attempts to notify participants at least two hours in advance of their canceled class.

**Attire, Helmets & Footwear** - All participants must wear an ASTM/SEI approved riding helmet with the chin strap secured when working with or around horses. TBF saddles are equipped with safety stirrups, for additional safety, participants should wear a sturdy-soled boot with a ¼ inch heel. Appropriate pants include: jeans, heavy cotton trousers or riding breeches. Nylon and loose-fitting or stretchy materials are discouraged as they are slippery on a saddle. Participants are encouraged to wear weather appropriate jackets and gloves. Please note that the indoor arena is not heated.

**Participant Records** - Participants are required to update their paperwork annually as this is required by NARHA. Participants are not able to continue without the required updated paperwork.

**Program Newsletter-** periodic newsletter/notes from the Founders and Program Director is available on our website at [www.binafarm.org](http://www.binafarm.org). It includes program highlights, upcoming events and relevant program updates for participants, families, caregivers and involved professionals.

### **The BiNA Farm Statement of Participant Eligibility or Dismissal**

The BiNA Farm offers services to individuals with and without special needs. Eligibility for participation in The BiNA Farms' programs is based solely upon an individual's ability to participate meaningfully and safely, provided the necessary resources are available including: an instructor, horse volunteers and class available which meets an individual's needs. Financial consideration is not taken into account in determining the eligibility for participation. Due to the nature of therapeutic riding and other equine related activities, there are individuals for whom The BiNA Farms' programs are deemed inappropriate during the evaluation process and are not accepted for enrollment or not eligible to continue in The BiNA Farms' programs. This determination is made on the basis of physical, behavioral and other limitations. Individuals accepted into The BiNA Farms' programs are required to take part in periodic progress reviews and follow The BiNA Farms' rules and procedures. During these reviews, or as the result of unusual occurrences during a program session, The BiNA Farm professional staff may find that continuance in the program for a given individual is inappropriate. For this reason, The BiNA Farm reserves the right to discontinue the participation of an individual in its programs when it is deemed that discontinuance is in the best interests of The BiNA Farm and/or the individual concerned. The BiNA Farm reserves the right to cancel, end or change a person's participation in any program if their behavior is a threat to their health and safety or to another participant, staff member or animal. **The BiNA Farm reserves the right to decide when we are unable to serve an applicant due to unavailable resource(s) and or/safety concerns including NARHA guidelines relating to contraindications for participation.**

**The Massachusetts Equine Liability Act Citation: M.G.L.A. 128 § 2D Summary:** This Massachusetts law provides that an equine activity sponsor, an equine professional, or any other person shall not be liable for an injury to or the death of a participant resulting from the inherent risks of equine activities and no participant nor participant's representative shall maintain an action against an equine activity sponsor. The statute sets out several definitions related to equine activities, but specifically notes that the term "engage in an equine activity" shall not include being a spectator at an equine activity, except in cases where the spectator places himself in an unauthorized area or in immediate proximity to the equine activity. Liability is not limited by this statute where the equine professional knowingly provided faulty tack or equipment, failed to make reasonable and prudent efforts to determine the ability of the participant to engage safely in the equine activity, owns or otherwise is in lawful possession of the land or facilities upon which the participant sustained injuries because of a known, dangerous latent condition, or if he or she commits an act or omission that constitutes willful or wanton disregard for the safety of the participant or intentionally injures the participant. The statute also requires the visible displaying of warning signs that alert participants to the limitation of liability by law.

**Change of Health or Medication Status** - Participants must inform TBF immediately and in writing of any changes in health status, conditions and medications. This includes, but is not limited to, changes in weight, medications and dosages, revised diagnoses, medical interventions, surgeries, etc.

**Holiday Closings** - The BiNA Farm office is closed on:

- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Day
- New Year's Day

**Confidentiality** - Any information pertaining to the participants at TBF must be held in strict confidentiality. It is critical that we respect each individual. Confidentiality is considered one of the most basic responsibilities of our staff and volunteers.

**Parking** - Please park in the designated spots.

### **Conflict Resolution**

Problems should be handled immediately, confidentially and directly between the parties involved and The BiNA Farm (TBF) staff. Parents and participants who feel that their concerns are not being addressed may contact the Program Director.

### **Safety and Conduct for Participants and Visitors**

- Participants are required to use gentle hands and feet while on or near any horse
- Running, yelling, abusive or aggressive actions are not allowed
- Appropriate attire and footwear (no sandals) are required in barn and paddock areas
- Hand-feeding of the horses is not allowed
- Photography or video are not allowed without permission from staff
- Please do not tap on the arena windows as it may startle the horses
- Children must be supervised by an accompanying adult at all times
- Parents may view lessons from the lounge or designated area in the arena only
- No pets are allowed on the grounds
- Food, gum or beverages are not allowed in the barn or riding area
- Smoking, alcohol or illegal substances are not allowed on the premises
- Visitors wishing to tour the facility or grounds must be escorted by The BiNA Farm staff and arrangements must be made ahead of time by contacting [terry@binafarm.org](mailto:terry@binafarm.org).
- Please respect any posted off-limit areas including designated barn and paddock areas

The BiNA Farm has taken careful assessment of the facility which it uses for the program. Emergency procedures are posted in the barn and are available from our Program Director for your review.

**Consultation**- The BiNA Farm staff is available for consultation throughout the application and enrollment processes, as well as during the program sessions. Comment Forms are available by contacting [info@binafarm.org](mailto:info@binafarm.org) or you may contact the Program Director with any questions, concerns, suggestions or comments at [terry@binafarm.org](mailto:terry@binafarm.org).