



40685 John Mosby Hwy
Aldie, VA 20105
Phone: 571.367.4555
www.sproutcenter.org

Dear LCPS Staff,

Welcome to Sprout Therapeutic Riding and Education Center! The mission of Sprout is to provide equine assisted activities and therapies to individuals with special needs, youth at-risk and the military. As a 501(c)3 non-profit organization, Sprout serves thousands of individuals each year and subsidizes all services through public funding.

Sprout offers their facility at predetermined times to Loudoun County Public Schools in order to aid in the teaching, practice, and attainment of vocational and life skills. Sprout also provides basic instruction about equines, horsemanship, volunteerism and disability awareness to school groups throughout the year.

Sprout provides two Community Based Instruction (CBI) options to schools:

- 1) **Service Learning** – In this model the students come to Sprout to volunteer. Sprout, in conjunction with LCPS staff, will determine appropriate tasks that allow progression, independence and complexity to students who plan to come for an ongoing period. LCPS staff is responsible for monitoring students, including the completion of all tasks during their time at Sprout.
- 2) **School Programming** – In this model, students come to Sprout to learn animal science, agriculture and/or any other relatable subject. Sprout staff run an age appropriate 2-hour instructional program. Each LCPS school may take advantage of this program **once** per year (***horseback riding through the program is not permitted***). Grooming and other direct horse experiences are not a major part of the program, but they are not excluded.

LCPS teachers and parents determine the goals and objectives of CBI experiences at Sprout. It is the responsibility of the teachers to communicate with Sprout, the needs of the students. Once these needs are communicated, Sprout will work within its ability to provide the necessary experiences to assist students in achieving set vocational/academic and life goals.

Sprout will provide one or more volunteers to monitor the CBI experience, and all tasks must stay within the safety standards and guidelines set by the Professional Association of Therapeutic Horsemanship (PATH, Intl.). CBI experiences must be approved by Sprout staff one week prior to their onset.

To this end, Sprout requires:

- **For School Programming** - Lesson plans for the CBI experience indicating what the teacher will be covering while at the farm (ie. if students will be measuring feed for the horses, include a lesson on proper measurement techniques)
- **For Service Learning** - Written link to educational curriculum/vocational goals and information behavior plans of students.

Eligibility guidelines for students who participate in CBI programs at Sprout include:

- Do not exhibit conditions that are contraindicated
- Have current signed and dated paperwork
- Benefit physically, emotionally, socially and/or cognitively from a program at Sprout
- Complete an intake assessment where it is determined that eligibility criteria are met
- Do not threaten the health or well-being of other participants, horses, volunteers or staff

We look forward to working with your students!



40685 John Mosby Hwy
Aldie, VA 20105
Phone: 571.367.4555
www.sproutcenter.org

SPROUT THERAPEUTIC RIDING AND EDUCATION CENTER - RULES AND POLICIES

APPAREL:

1. Closed-toed shoes must be worn by all students participating in CBI activities.
2. Layers should be worn, as most activities take place outside.

GENERAL POLICY:

1. Absolutely NO SMOKING on the premises.
2. **An LCPS staff member must be onsite and directly supervising students at all times.** The center is not secure, and there are many inherent dangers in and around the center
3. Due to the need for volunteers and scheduling time, Sprout requires a cancellation notice by **7AM** for any CBI.
4. LCPS employees, staff and students are not to wander the property.
5. Students do not typically ride horses in CBI experiences. If you would like to provide riding experiences for your students, please contact Sprout staff to discuss payment options and necessary paperwork..
6. Please remind your students: Horses are large animals of prey that can spook easily. Therefore, please refrain from rock throwing, digging, running and yelling in the vicinity of our equines and barn.
7. Please remind your students: Any horse can bite or kick, and some horses are on special diets. Therefore, no one is allowed near a horse unless directly supervised by a volunteer or instructor. **Please do not allow your students to run up to a horse or to feed them.**
8. We have a well-stocked medical kit. Please report any injuries to us so that we may attend to them. Even a scratch can become infected. All injuries will be documented by Sprout staff through Occurrence Reports.

CBI EXPERIENCES:

Sprout aims to provide educational and meaningful CBI experiences. This is achieved through a **partnership** with LCPS staff. It is the responsibility of LCPS staff to inform Sprout of their needs, goals, preferences and intended outcomes prior to and during the CBI experience. It is the responsibility of Sprout to take this information and provide opportunities and experiences that allow students to learn, practice and grow in the skills and job roles that have been communicated.

PARTICIPANT FORMS:

Participation forms must be completed by students each year all applications should be submitted **BEFORE** the CBI experience. This includes:

- Completed participant information
- Signed and completed Authorization for Emergency Medical Treatment
- Signed Rules and Policies
- Signed and completed Release and Waiver

LCPS Staff Signature

Date

Sprout Staff Signature

Date



40685 John Mosby Hwy
Aldie, VA 20105
Phone: 571.367.4555
www.sproutcenter.org

Typical CBI Service Learning Experience

Students typically begin their CBI time by logging-in to the Sprout time clock. Each student will receive a login and password.

Once they are “on the clock,” students will receive the list of chores (2-3) for the day. Students can work on a routine list of chores at each visit, or Sprout can offer different chores for the students to try (with the intention that they will gravitate to certain jobs that relate to their vocational goals).

Students will review the equipment needs for each job and will be told the steps needed to complete each task.

Students will have a set time (LCPS staff will decide) to complete the jobs for the day.

Once completed, Sprout volunteers and LCPS staff will help the students perform self evaluations and will provide an “employment readiness” evaluation that will be stored in a student file for the school year.

At the end of the year, or any time before, LCPS staff or parents may request the student self-evaluations and/or Sprout evaluations to gauge progress toward vocational and life skills.

Approved CBI Service Learning Tasks

In the barn:

- Cleaning classroom
- Cleaning stall bars and wood
- Mucking stalls
- Cleaning water buckets
- Filling water buckets
- Measuring grain
- Measuring and delivering hay
- Washing saddle pads (in the washing machine)
- Folding towels/linens
- Cleaning equine grooming tools
- Organizing equine grooming tools
- Cleaning tack
- Taking inventory of supplies
- Ordering supplements
- Checking first aid kit

In the classroom:

- Stuffing envelopes
- Affixing stamps
- Counting snack barn funds and depositing them in the Sprout “bank:
- Making horse treats

Outdoor tasks:

- Cleaning run-in sheds
- Picking rocks from fields
- Painting structures
- Filling water troughs
- Pulling weeds
- Pruning plants
- Raking front of barn



40685 John Mosby Hwy
 Aldie, VA 20105
 Phone: 571.367.4555
 www.sproutcenter.org

CBI Questionnaire

Thank you for your interest in bringing students to Sprout. We look forward to working with you and providing a meaningful vocational experience for your students. In preparation for your students arrival, we would appreciate some information on your CBI goals and the vocational goals of your students. In order to remain consistent with the routines and techniques that you use in your classroom, we also ask that you provide information to allow us to support your students from a physical/behavioral/social and communicative perspective.

1. What experiences at Sprout would you like your students to have?	
2. What vocational skills are your students currently practicing/working on?	
3. How do the CBI opportunities at Sprout relate to your student's vocational/transition goals?	
4. Are there classroom/individual processes/routines that you would like to have replicated at Sprout?	
5. Do any of the CBI students have behavior plans? If so, would you be willing to share them with Sprout to ensure that they are followed at our site?	
6. Will your CBI students need adaptive equipment to complete the jobs outlined? Do any of your students use communicative devices? If so, will they bring these to Sprout?	
7. Are routine jobs preferred or would you prefer to have your students exposed to a variety of jobs?	
8. Do any of your students have sensory/behavior triggers that we should be aware of? Please explain.	
9. Do you utilize reward/consequence systems with your students? If so, what are they and how should they be utilized at Sprout?	
10. Do you plan to evaluate your student's progress toward vocational goals? If so, how can we support this?	



40685 John Mosby Hwy
Aldie, VA 20105
Phone: 571.367.4555
www.sproutcenter.org