

The Arc New London County
125 Sachem Street
Norwich, CT 06360
T 860.889.4435 x104
F 888.521.7458
TheArcNLC.org

### Achieve with us.

February 22, 2017

#### **Dear Care Providers:**

Greetings from Camp Harkness 2017! We are excited about the upcoming summer months and embarking on our 19<sup>th</sup> camping season. We are committed to offering a quality vacation experience for our campers and continue to have a registration process that will ensure the health and safety of all the campers. Please review the procedure listed below and submit the appropriate forms along with the application form.

- <u>Skills and Behavior Checklist</u> This form is required to be completed and submitted with the camp application. The
  information provided on these forms will be used to screen campers' needs and ability levels to ensure that this
  camper will be safe in our camping program.
- <u>Supporting Documents from DDS Individual Plan</u> These forms are required to be copied and submitted for each camper to supplement the full camp packet. These forms will be required for all **Agency Supported & Community Companion Home** individuals. We will also expect individuals who attend day or respite programs but who live independently or with families to submit these forms. These forms need to be submitted with the application:
  - DDS Emergency Individual Fact Sheet
  - **IP.7 Provider Qualifications and Training Form** (This section from the DDS Individual Plan is intended to alert the team of the trainings staff members need to possess when working with an individual.)
  - All guidelines listed on IP.7 (submit copies of ALL protocols listed on IP.7: dining, mobility, safety, etc.)
  - Fall Risk Screen Form (from Nursing Protocol NP 11-1, Attachment A and D.)
  - Behavior Support Plan
- <u>Doctor and Guardian Activity Consent</u> This is a form that some campers may be asked to submit. After an initial
  review of applications, The Arc may request a physician and guardian's consent for the individual to attend camp
  and participate in the planned camp activities. It is important for a camper's doctor and guardian to be aware of
  the physical camp environment and level of care provided by camp staff. This information will help us know how
  to safely support the camper during their stay at camp.

The information provided on the above documents will be used to screen individuals during the registration process. Once all of the information is provided and reviewed, the camper will be officially accepted into the camp program. Please submit these forms in a timely manner to secure the camper's spot in the 2017 program.

In addition, the equestrian program will be offered again this summer. Please review the 2017 Horse Program information and registration form included with this application. Individuals who are interested in participating in this program must complete the form and submit it by **April 15, 2017.** An additional fee of *\$50 per activity* must be submitted with the registration form.

Please review all of the information in this letter and application packet. Please submit all required forms by the dates listed. If you have any questions or concerns, please email me at <a href="mailto:jhickey@thearcnlc.org">jhickey@thearcnlc.org</a>. I look forward to providing another great camping experience.

Jen Hickey
Camp Administrator





Camper Pl	ease complete <b>one applicatior</b> All camp forms are available at our							
Name of Camper:	DOB:	Gender: □ <b>M</b> □ <b>F</b>						
Camper's Mailing Address:	·	Camper's Phone Number:						
Contact Name:	Relationship:	Contact Phone Number:						
Is the Camper a DDS client? ☐ Yes ☐ No	DDS Client Number:							
CT DDS Region:  ☐ North ☐ South ☐ West	Case Manager Name:	Case Manager Phone Number:						
Please provide the following information regarding the camper's current living arrangement.  Fill out ONLY one column.								
Agency Residential Living	Community Companion Home	Family Home						
☐ Group Home ☐ Supported Living								
Agency Name:								
Primary Contact Name:	Primary Contact Name:	Primary Contact Name:						
Primary Contact Address:	Primary Contact Address:	Primary Contact Address:						
Primary Contact Phone Number:	Primary Contact Phone Number:	Primary Contact Phone Number:						
Primary Contact Email:	Primary Contact Email:	Primary Contact Email:						





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Adult Ages 30+ 1:3 ratio	Young Adu	.14					
1:3 ratio		IIT	Youth	Youth Day Camp			
	Ages 18-30			Ages 8-17	Ages 8-17		
	1:3 ratio			1:2 ratio	1:2/1:1 ratio		
<ul> <li>Completes activities of daily living independently or with verbal prompting from staff</li> <li>Can participate safely in a large group (48 campers) setting with minimal support from</li> <li>Completes activities verbal prompting from</li> <li>Can participate safely setting with support from</li> <li>Does not have behave</li> </ul>			prompting from rticipate safely i with support fr ot have behavio	n a large group (35 campers)	<ul> <li>Can participate safely in a large group (25 campers) setting with support from staff</li> <li>Does not have behavior difficulties that infringe on other campers' ability to enjoy the camping experience</li> </ul>		
			Camp I	ees			
Adult (	Camp Session	\$1,010*	\$1,055^	ata			
Young Adult (	\$1,010 <b>*</b>	\$1,055^	a discounted rate of \$950. Please provide a copy of the current membership card or a letter from your local organization				
Youth Residential V	Week Session	\$1,	055	confirming current status with the applies to Regular Camp Session	his application form. <i>Discount <u>only</u></i> n.		
Youth Day Camp Session			50	^Special Needs rate <i>required</i> for Campers with <b>10 or more</b> medications.			
Will the camper be using funds available through the Individual and Family Support (IFS) Wavier?   Yes  No If yes, please be sure to provide the name and number of the DDS Case Manager on page 1.  Camper registration WILL NOT be confirmed until a VSA (Vendor Service Authorization) is submitted by the Case Manager.  THIRD PARTY PAYMENT: If an agency (e.g. DDS, DSS, School System, etc.) will be paying the camp fees, the SECTION BELOW MUST BE FILLED OUT. A commitment to pay must be received in writing before we can register a camper. In event of non-payment, all fees become the camper's responsibility. If the balance is not paid by 9/1/2017, additional monthly fees may be incurred.							
Name of Agency:	iper 3 responsibil	ity. II the bala	<u> </u>	Contact Person:			
Address:							
Amount agency will be	e paying 💲		P	Phone:			

#### **Refund Policy:**

No refund of camp fees will be made in connection with the following circumstances: failure to attend scheduled session, late cancellations, late arrivals, early withdrawals or dismissal due to misconduct.

An exception to this policy will be made to campers who are unable to attend due to physical illness or injury. The camper must produce documentation from a physician or nurse certifying that he or she was unable to participate in camp activities. Campers who arrive late or leave early due to injury or illness will receive pro-rata refunds only. Homesickness is not considered as a basis for a refund.

Each Fee contains a <u>non-refundable</u> \$150.00 administrative charge

Please complete the Skills & Behavior Checklists in the application literature provided.





	Registration for Camp Sessions							
1.	Please check which program the camper needs.	☐ Adult (30+)	☐ Young Adult (18-30)					
	A description of each program is listed on the page 2	☐ Youth Res (8-17)	□ <b>Y</b>	outh Day (8-	17)			
2.	How many TOTAL sessions would you like (one or two)?	Cam	per will	attend:				
	Young adults (aged 18-30) should register for Session 5. Youth campers (aged 8-17) may only register for <b>sessions 6</b>	6 and/or 7.	□ 1 Se	•	☐ 2 Sessions			
3.	Review the session dates below. Decide which session(s)	camper would like to attend	l. Adult o	campers ma	y register for			
	two sessions at any time.							
4.	Please select the preferences for the camper's FIRST Sessi	ion.	First Session Number		nber			
				(first cho	oice)			
	If this first choice session is unavailable, what is the	camper's second choice?	First Session Number		ıber			
	ij tilis jiist thoice session is unuvuliuble, what is the	cumper 3 second choice:	(second choice)		oice)			
5.	Fill out this section <b>ONLY</b> if camper wants to attend <u>TWO</u> se	essions	Second	Session Num	nber			
	Please select the preferences for the camper's <u>SECOND</u> <u></u>	ession.	(first choice)		oice)			
	If this first choice session is unavailable, what is the	campar's second choice?	Second	nber				
	If this first thoice session is unavailable, what is the	cumper 3 second choice:		(second cho	pice)			
	Your selections are not guaranteed. You will be notified	d of your assigned session(s)	through	a confirmat	ion letter.			
	Campers may attend consecutive sessions.							
	Campers MUST be picked up Friday at 1:00 pr	<u>m</u> and may return to camp	on Sun	day at 2:00	pm.			
	NO WEEKEND CON	VERAGE IS PROVIDED!						
Нс	How would you like to receive the camp forms (Packet Information)?							

2017 Camp Session Dates						
Session #		Dates				
Session 1 (One Week)	Begins:	Sunday, June 25 — 2:00 pm				
Session <b>1</b> ( <i>One Week</i> )	Ends:	Friday, June 30 — <u>1:00 pm</u>				
Seesien 3 (One Week)	Begins:	Sunday, July 2 — 2:00 pm				
Session <b>2</b> (One Week)	Ends:	Friday July 7 — <u>1:00 pm</u>				
Session 2 (One Week)	Begins:	Sunday, July 9 — 2:00 pm				
Session <b>3</b> (One Week)	Ends:	Friday, July 14 — <u>1:00 pm</u>				
Secsion A (One Meek)	Begins:	Sunday, July 16 — 2:00 pm				
Session <b>4</b> (One Week)	Ends:	Friday, July 21 — <u>1:00 pm</u>				
Session <b>5</b> (One Week) YOUNG ADULT	Begins:	Sunday, July 23 — 2:00 pm				
ages 18-30	Ends:	Friday, July 28 — <u>1:00 pm</u>				
Session <b>6</b> (One Week) <b>YOUTH WEEK: Residential</b>	Begins:	Sunday, July 30 — 2:00pm				
ages 8-17	Ends:	Friday, August 4 — <u>1:00 pm</u>				
	Day Hou	rs 8:00 am – 5:00pm				
Session 7 (One Week)	Begins:	Monday 8/7: 7:30 am — 5:00pm				
YOUTH WEEK: Day Camp ages 8-17	Tuesday 8/8 – Thu	rsday 8/10: 8:00 am – 5:00 pm				
	Ends:	Friday 8/11: 8:00 am — <u>1:00 pm</u>				





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- Prepare Deposit: Please prepare a deposit in the amount of \$150.00 for EACH session requested.
   Make checks payable to: The Arc New London County. Be sure to provide appropriate documentation with this application if requesting the discounted rate for members of The Arc or using a Third Party Payment.
- 2. **Submit Application:** Send the deposit, this completed application form and Skills & Behavior Checklists and Horseback Riding Registration\* (*if applicable*) to the following address:

The Arc New London County c/o Jen Hickey 125 Sachem Street Norwich, CT 06360

\*Horseback Riding forms due by April 15, 2017.

- 3. Complete & Submit Preliminary Screening Paperwork by May 1, 2017.
  - Full details about this process are in the cover letter under Fall Risk Screen Form & IP Support Pages.
- 4. Complete & Submit Camp Forms (Packet Information):

Upon receipt of your completed application and deposit, you will be mailed a confirmation letter. You will either download the forms from our website OR the forms will be mailed to you. (Be sure you checked your preference on page 3.)

Complete and submit all forms included in the packet BY JUNE 1, 2017!

#### Important Note on Medical Forms:

Each Camper is required to submit an updated physical annually. The physical form must be signed by a physician in the state of Connecticut and submitted to The Arc/NLC no later than <u>June 1, 2017</u>. We strongly suggest that you make doctor appointments <u>now</u> for late April and May 2017.

In addition, <u>ALL</u> physicals and doctor's orders <u>MUST</u> be recorded on <u>The Arc's forms</u>. No other forms will be accepted!

- Changes in medications made subsequent to submitting the registration packet must be updated with written Doctor's
   Orders signed by a physician in the state of Connecticut at least two weeks prior to the camper's arrival.
- 5. Payment of Balances:

Please remit full payment no later than June 1, 2017. All balances MUST be paid in full to be admitted into camp at the beginning of the assigned session.

If you have questions regarding this application, need additional forms, or would like further information regarding The Arc at Camp Harkness, please contact:

Jen Sullivan Hickey, Camp Administrator jhickey@thearcnlc.org (preferred method of contact)

### Tel: (860) 889-4435 x104 Fax: (888) 521-7458 Enrollment Checklist Review the following checklist to ensure that the application is complete I have completed all the information on this Application Form including name, address and phone number of the camper and contact person. П I have completed the Skills and Behavior Checklists and Horseback Riding Registration (if applicable) and returned them with this application. I have included all Supporting Documents from DDS Individual Plan. (Applications missing documents will be returned) I have included IP.7 Provider Qualifications and Training Form and ALL copies of guidelines listed on IP.7 П I have selected a first choice and alternate choice of sessions for attendance. I have enclosed a deposit in the amount of \$150.00 for each week the camper will attend. I have submitted all preliminary screening paperwork with this application and will submit all other camp paperwork by June 1, 2017. I have read and understand the information set forth in the preceding application form *including the refund policy*: Signature of Applicant or Representative Date



Unsigned applications will not be accepted. Please keep a copy for your records.



### Skills Checklist

(Please complete front AND back)

125 Sachem Street Norwich, CT 06360 T (860) 889-4435 x104 F (888) 521-7458 E jhickey@thearcnlc.org

Camper Name:	
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This form is used by camp staff to determine level of <u>supervision and assistance</u> provided at camp. Please be as <u>thorough and specific</u> as possible to ensure the health and safety of the camper.

Name of person completing form						Relation	iship to	сатр	er					
Please check level of overall assistance camper requires while at camp.			Signific	cant →		Min	imal →	•	On	ly with ce	rtain	activ	vities –	•
Please place a che Key — IND: Independe			e approp		umn to	<i>describe</i> <b>H:</b> Hai es Cam	nd-Ov <mark>iper h</mark>	er-Ha	nd <mark>dinin</mark>	_	Tot <mark>ines</mark>	tal <i>A</i>	Yes [	
Activities of Daily Living	IND	VP	нн	TOTAL		Meal I	nstru	ction	S	IND	VP	,	нн	TOTAL
Uses the toilet appropriately					1.	Uses fork	(							
2. Asks to go to the toilet					2.	Uses spo	on							
3. Washes hands and face					3.	Uses knif	e for cu	tting						
4. Brushes teeth					4.	Drinks fro	om glas:	S						
5. Maintains body cleanliness					Food Consistency (Please check one)									
6. Takes a shower					Whole	· <b>→</b>	Chop	ped <b>→</b>		Ground -	•		Puree	<b>→</b>
7. Shampoos hair							Liquid	d Con	siste	ncy (Please	: check	k one)		
8. Can apply, change and dispose of sanitary napkin					Thin	· <del>&gt;</del>	Nec	tar <b>*→</b>		Honey* -	•	Pu	dding*	<b>→</b>
9. Dresses self					*Camper MUST bring own Thick-It® (4 little cans or 1 big can)						can)			
10. Can discriminate clean and dirty clothing					Other Needs Please place a checkmark to indicate any difficulties related to the following areas.						ng areas.			
11. Ties shoes					Sleepwalking → Incontinence →			· <b>→</b>		В	olting →			
12. Can button and zipper					Nightmares → Wandering →			3 →	Of	ther N	Needs →			
*Campe	rs MUS	T slee	SI p from 1	eepin				VIDE A	AWAK	E STAFF				
1a. Camper's usual bedtime →			-	-		.b. Camp								
2. Will this camper sleep through the night? → YES NO					3. Incontinent at Night? → YES NO									



Please try to put these campers in the

same cabin with this camper:

Cabin Requests (optional...not all requests will be granted)



## Skills Checklist

(Please complete front AND back)

ew condon county	Camper Name:							
	hese campers in a than this camper:							
	Δ. 1						1	
Please check off an	y required special equipment	used by	camper. C	pment Camper should bring AL Cails are provided.)	L necessai	ry equipm	nent to camp.	
Wheelchair →	Braces → Hearing Aid → Bedrails (need doctor's order) →							
Walker →	Special Shoes	<b>→</b>		Glasses → B	edrail Pad	s (must bi	ring own) →	
Cane →	C-Pap Machine at Night	<b>→</b>		Dishes →		Other	(Specify) →	
Crutches →	Briefs (size)	<b>→</b>	l	Jtensils →			•	
Comments regarding of	checked items (please include a	ny assis	tive techno	logy including compute	rs, talkers	, picture k	oooks, etc.):	
Please no	te: If checked items in the ab	ova sart	ion include	hodrails and/or nads	they MIIS	<b>T</b> annear	in the	
T lease no				t side of the physical fo	=	Тарреат	iii tiie	
		M	lobility	,				
Does Cam	per have mobility guide				submit wi	th applic	ation.	
Can the ca	amper walk? (Please circle ans	ver)		Does the camper req	uire lifting	<b>g?</b> (Please	circle answer)	
	Independent	Yes	No	Stand and Pivot	Yes	No		
	Physical Assistance needed	Yes	No	Two Person Lift	Yes	No		
_				Three Person Lift	Yes	No		
Comments:								
	y other information pertine e session. Please list any s			-		he cam <sub>l</sub>	per during	





## **Behavior Checklist**

(Please complete front AND back)

Camper Name:	
•	

Name of person completing form			Relationship to camper
Does Camper have Behavi	or Supp	ort Pla	n? ☐ Yes ☐ No If yes, please submit with application.
		Socia	I Behavior
	Yes	No	Comments
Can occupy free time without constant supervision			
2. Interacts with others			
Interacts safely under group supervision (1:3 ratio)			
4. Feels secure in new situations			
5. Uses understandable speech			
6. Engages in conversation			
7. Expresses needs in sign language			
8. Respects the property of others			
<ol> <li>Able to participate / tolerate large group activities (50-125 people)</li> </ol>			
<ol><li>Appropriately expresses anger or frustration</li></ol>			
a. What makes camper angry or upset?			
b. How does camper express anger?			
c. What techniques / strategies work o help calm the camper?			
The camper will be sleeping in a large compave his/her own bed. The counselors will Does the camper have any current exhibited in this living environment contact, etc.)	l be sleepi <b>or past</b>	ng in a se <b>behavio</b>	rs (even just once) which may be





## **Behavior Checklist**

(Please complete front AND back)

Camper Name:	

Behavioral Concerns						
Due to the recreational atmosphere at camp, we cannot accommodate many physical or aggressive behaviors at camp. To ensure the health and safety of all camp participants, campers may be sent home even after one behavioral episode.						
Please be as thorough and specific as possible in the following sections to help us plan ap	•					
Does camper display physical aggressive behaviors?	Yes □ No □					
Please fully describe behaviors, including methods used to redirect or stop behaviors:						
	ı					
Does camper have a history of elopement or running away?	Yes No					
Please describe:						
Does camper display self-injurious behaviors?	Yes No No					
Please fully describe behaviors, including methods used to redirect or stop behaviors:						
Has the camper been diagnosed with the onset of Dementia or						
Alzheimer's?	Yes □ No □					
Please describe:						
Additional Safety Concerns?	l, n.n					
	Yes □ No □					
Does Camper have safety guidelines? ☐ Yes ☐ No If yes, please submit with a Please describe:	application.					





## 2017 Horse Programs

(Please complete front AND back)

125 Sachem Street Norwich, CT 06360 T (860) 889-4435 x104 F (888) 521-7458 E jhickey@thearcnlc.org

Camper Name:
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#### **Dear Care Providers:**

The Arc New London County will continue to partner this summer with High Hopes to offer several horse programs at Camp Harkness. Campers have the opportunity to participate in two unique activities for an **additional cost** of \$50 per activity. Campers will work directly with the High Hopes and The Arc camp staff to participate in these activities. Interested campers must register for a camp session AND the desired horse activity by **April 15, 2017.** All horse related fees must be paid in full by this date to be enrolled in the activity.

#### To register for a horse program:

- Review the descriptions and participation requirements for the two programs.
- Indicate an activity the camper wishes to participate in this summer by **checking the box**. Campers may choose more than one activity, but MUST pay the \$50 fee for EACH activity.
- Complete the Consent and Release form on the **back** of this registration form. Incomplete and unsigned forms will be returned and enrollment will be delayed.
- Return this form with the Camper Application by April 15, 2017.

<b>↓</b>	<b>↓</b>
Session 1 Therapeutic Horseback Riding	Horse-drawn Carriage Driving
Session 2 (if attending camp a 2 <sup>nd</sup> week)  Therapeutic Horseback Riding	Horse-drawn Carriage Driving
<ul> <li>Warm-up exercises</li> <li>Skill development</li> <li>Trail ride around camp grounds</li> <li>Side walkers provide support as needed</li> </ul>	<ul> <li>Control the reins of the carriage with support from staff</li> <li>Stability offered by the driver's seat</li> <li>Trail ride around camp grounds</li> </ul>
Riding Participation Criteria:  Weigh less than 180 lbs. Sit symmetrically upright with legs astride the horse Maintain head and neck position Can tolerate a riding helmet Accommodate the movement of a horse without pain Adequate range of motion in hips to sit astride Safety awareness around animals Ability to express pain or discomfort Display appropriate behavior that is safe for self, horses and others	<ul> <li>Carriage Driving Participation Criteria:</li> <li>Safety awareness around animals with support from staff</li> <li>Ability to express pain or discomfort</li> <li>Display appropriate behavior that is safe for self, horses and others</li> </ul>

Please indicate # of activities per session:

 $\square \rightarrow 1 (\$50) \quad \square \rightarrow 2 (\$100)$ 

Consent & Release Form







## 2017 Horse Programs

(Please complete front AND back)

Camper Name:	
•	

while being on the property of the agency, I authorize HIGH Hatreatment and transportation, if needed. 2. Release client receive medical emergency treatment.  Medical Consent Plan This authorization includes x-ray, surgery, hospitalization, metohysician. This provision will only be invoked if the person(sephysician. This provision will only be	Work Phone: ( )  Work Phone: ( )  d due to illness or injury during the process of receiving services, or
This authorization includes x-ray, surgery, hospitalization, metabhysician. This provision will only be invoked if the person(s.)  This Photo & Publicity Release (choose one)  The Hopes Therapeutic Riding, Inc., its employees and assert in connection with the above-described activities and 3 materials or communications, including photographs, videota othoros/images of me(my camper).  Guardian/Self Signature  Photo & Publicity Release (choose one)  This provision will only be invoked if the person(s.)  This provision will only be invoked if the person(s.)  The consent Plan (choose one)  The consent Plan (choose on	Work Phone:
Home Phone:  ( )  In the event that emergency medical aid/treatment is require while being on the property of the agency, I authorize HIGH H treatment and transportation, if needed. 2. Release client receive medical emergency treatment.  Medical Consent Plan  This authorization includes x-ray, surgery, hospitalization, metohysician. This provision will only be invoked if the person(seconds)  Guardian/Self Signature  Photo & Publicity Release (choose one)  ———————————————————————————————————	( )
Home Phone:  ( )  In the event that emergency medical aid/treatment is require while being on the property of the agency, I authorize HIGH H treatment and transportation, if needed. 2. Release client receive medical emergency treatment.  Medical Consent Plan  This authorization includes x-ray, surgery, hospitalization, metohysician. This provision will only be invoked if the person(seconds)  Guardian/Self Signature  Photo & Publicity Release (choose one)  ———————————————————————————————————	( )
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Photo & Publicity Release (choose one) I do hereby consent and authorizeI on the prelease High Hopes Therapeutic Riding, Inc., its employees and assert in connection with the above-described activities and 3 materials or communications, including photographs, videotal photos/images of me(my camper).  Guardian/Self Signature  Liability Release The above named camper would like to particulate the risks and potential for risks of horseback riding and related the possible benefits to myself/my camper are greater than the process of the possible benefits to myself/my camper are greater than the process of t	ords upon request to the authorized individual or agency involved in
I do hereby consent and authorizeI on the problem of the possible benefits to myself/my camper would like to particular sand assigns, executors, and administrators, waive and assigns, executors, Instructors, Therapists, Aiding, Inc., its employees and assigns, executors, and administrators, waive and activities and 3 materials or communications, including photographs, videotal photos/images of me(my camper).  Guardian/Self Signature  Liability Release The above named camper would like to particular the possible benefits to myself/my camper are greater than the possible benefits to myself/my camper are greater than the problem of the possible benefits to myself/my camper are greater than the possible benefits to myself/my camper are greater than the problem of the possible benefits to myself/my camper are greater than the problem of the possible benefits to myself/my camper are greater than the problem of the possible benefits to myself/my camper are greater than the problem of the prob	Date
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	notograph or image in its print, online and video publications; 2) If any outside third parties from all liabilities or claims that I might is waive any right to inspect, approve or receive compensation for any ones, DVDs, website images or written materials, incorporating  Date  Date  pate in the High Hopes Therapeutic Riding, Inc. Program. I acknowledge is equine activities, including grievous bodily harm. However, I feel that he risk assumed. I hereby, intending to be legally bound for myself, my elease forever all claims for damages against High Hopes Therapeutic es, Volunteers, and/or Employees for any and all injuries and/or losses om whatever cause including but not limited to the negligence of these has read this Registration and Release Form in its entirety; that he/she

