

B.O.K. Ranch

School-to-Work Transition Program

Enrollment Instructions

1. Fill out the enclosed enrollment forms. Save the forms and email them as an attachment to director@bokranch.org.
2. When the forms are received, someone from B.O.K. Ranch will call you to set up a free initial intake interview. This is a one-time visit lasting approximately an hour. This interview will determine the most appropriate skill building activities or services for the potential participant.
3. Prepare to attend the program using the schedule assigned to you by your mentor. The program is held at the B.O.K. Ranch located at The Horse Park at Woodside. Display the B.O.K. Ranch parking pass on your vehicle's dashboard each time you come to The Horse Park at Woodside.

Directions: B.O.K. Ranch is located at The Horse Park at Woodside, 3674 Sand Hill Road, Woodside, CA 94062. From HWY 280 take the Sand Hill Road exit WEST for approximately ½ mile. Turn right into the Horse Park driveway and approach the gate slowly; it will open automatically. Follow the road past a large barn with green roofs; just past this barn the road becomes a parking lot where you may park. Walk through the gate to the left, next to the Mini Mobile storage unit. The B.O.K. Ranch barns and arenas are located at end of the driveway. The speed limit is 10 MILES AN HOUR and is strictly enforced.

Dear Prospective Parents and Participants,

Thank you for your interest in B.O.K. Ranch! Enclosed are the enrollment forms necessary to participate in our School-to-Work Transition program. Please take some time to read and fill out all the forms completely. It is very important that you are familiar with the policies and procedures and the guidelines of this program. All forms must be completed and returned to B.O.K. Ranch before the participant will be scheduled for sessions or other services. Once we have received your completed forms, we will contact you to schedule an initial intake interview.

Here is a brief description of the contents of the B.O.K. Ranch enrollment packet:

1. *B.O.K. Ranch Policies*: Please read and keep for your records.
2. *Dress Guidelines*: Please read and keep for your records.
3. *Application and Health History*: This form includes more detailed information about the participant. It is to be filled out and signed by the parent/legal guardian for participants under the age of 18, or by the independent/non-conserved adult participant.
4. *Authorization for Emergency Medical Treatment*: Please complete and sign.
5. *B.O.K. Ranch Release*: Please read and sign.
6. *The Horse Park at Woodside Release Form*: Since the Horse Park manages the property at which our program operates; this release needs to be signed as well.
7. *Confidentiality Agreement*: Please read and sign.
8. *Photo Release*: Please read and sign.
9. *Speed Limit/Parking/Parking Pass Agreement*: Please read, initial and sign.
10. *Parent/Participant Policies Agreement*: Please read, initial and sign.

I look forward to meeting you soon!

Tish Dipman
Executive Director

B.O.K. Ranch Policies

1. **B.O.K. Ranch Program.** The School-to-Work Transition program is a program that gives teens and adults the opportunity to work with our horses and learn stable management skills. The program is similar to typical vocational programs but with a twist. There are no cubicles or repetitive tasks. This program isn't designed to prepare participants for a career in the equine industry. Instead, the beautiful natural setting of the B.O.K. Ranch allows participants to gain an understanding of themselves, their abilities, their interests, and their values. They gain an understanding of the world of work and acquire effective decision-making skills that lead to making realistic and informed decisions about work.
 - a. **Daily Plans.** The program mentors reserve the right to make both pre-planned and last-minute decisions regarding the program. If at any time the safety and wellbeing of the participants is questioned by the mentor, she will quickly and efficiently switch his/her daily plan. This may happen with little or no notice.
 - b. **Absenteeism.** You have the right to be absent from your session. If you are going to be absent, please contact the B.O.K. Ranch office or your mentor with as much notice in advance as possible. Participants are subject to dismissal from the program if absent more than 5 consecutive days.
 - c. **Health and Behavioral Considerations.** Participants who are experiencing any illness should not attend the program. All current illnesses including conditions that are highly contagious or transmittable, such as lice, pink eye, etc. should be reported to the staff immediately upon arriving for a scheduled session. All illnesses that might affect the participant's balance (e.g. ear infection) should be reported to staff immediately. Any change or introduction of new medications should be reported to staff immediately upon arriving for a scheduled session.
 - d. **Visitors.** Siblings or minors accompanying the participant **must** be supervised at all times by either a parent or guardian. No pets are allowed on the premises.
 - e. **Payments.** The cost for a B.O.K. Ranch School-To-Work Transition Program is \$65/hour. Program hours are scheduled/offered on a daily or weekly basis and are held "rain or shine". B.O.K. Ranch program payments are charged to the credit/debit card you have authorized on the first business day of each month. In addition to the cost of the School-To-Work programming offered during the month, there is a \$5.00 (five dollars and zero cents) charge to cover credit card processing.
2. **Eligibility.** At the initial intake interview, a B.O.K. staff member will discuss whether a School-to-Work program is appropriate for you or your teen/adult. Acceptance into the program is determined on a case by case basis. The basic qualifications for participation in the program are:
 - a. Able to function successfully in a 1:4 mentor to participant ratio
 - b. Have basic reading and writing skills
 - c. Have reliable transportation to and from the barn
 - d. Have funding to participate on an on-going basis

3. **Dismissal.** B.O.K. Ranch strives to provide guidance in improving daily self-help skills to individuals with additional needs. Please be advised that transition out of the program may occur for any of the following reasons:
 - a. Participant has reached all of his or her goals and is ready to graduate into a conventional vocational, educational program, or work force.
 - b. Inability to follow directions is interfering with progress toward goals.
 - c. Uncontrolled or inappropriate behavior that constitutes a safety risk to participant, horses, volunteers and/or staff. Uncontrolled or inappropriate behavior by parents or other guests also are grounds for dismissal.
 - d. Any changes in a participant's medical, physical, cognitive or emotional condition or medication that makes attendance in the program inappropriate or unsafe.
 - e. Three (3) sessions missed without notification. Dismissal will be at the discretion of the Executive Director.
 - f. Health conditions/considerations change.
 - g. Can choose to leave or no longer meets the entrance criteria.
4. **Tardiness.** Every participant is expected to arrive five (5) minutes before the start of their scheduled session. If a participant has not checked in with the mentor within the first 15 minutes of the session start time, the participant will be charged the full amount for the missed session.
5. **Participant Apparel.** Participants should come prepared to work in a barn environment and around horses. Comfortable clothing for working outdoors in all types of weather is recommended – dressing in layers is best. Appropriate footwear such as boots or tennis shoes are required. Sandals, flip flops, or open toe shoes of any kind are not suitable or safe to wear around horses.
6. **Pick Up and Drop Off.** Participants are responsible for their own transportation to and from the barn. Parents and caregivers may be required to walk down to the barn to pick up their participant(s). If a participant is dropped off at the Horse Park's front gate, then a B.O.K. staff member will need to be contacted as the participant is not permitted to walk to the B.O.K. barn unaccompanied.
7. **Handicap Parking.** The parking spaces designated as handicap parking are reserved for participants who are non-ambulatory or are fragile ambulators. If the participant can walk, please park in the upper parking lot and walk down to the barn. If the participant is physically disabled and requires parking in the handicap spaces close to the barn, please drive 2 mph or less through the narrow driveway past the stalls and Three Bay Farms.
8. **Horse Park Speed Limits.** Once you enter The Horse Park at Woodside you are required to drive **10 mph or less.** See *attached Speed Limit/Parking/Parking Pass Agreement.*
9. **Photo Release.** B.O.K. Ranch has increased its use of Facebook, Instagram and other social media to communicate with participants, parents and volunteers. Be sure to "Like" our Facebook page at www.facebook.com/bokranch. Follow us on Instagram at #bokranch. Please check Facebook or Instagram frequently to stay up to date on activities, events and news about B.O.K. Ranch. Please review and sign the attached Photo Release form.

10. **Year-end Donations.** B.O.K. Ranch is entirely funded through private donations. Your financial assistance through a tax-deductible contribution will not only help to make our programs available to more young people, it will help us attract large, sustaining grants from charitable foundations and corporations. We request that you place B.O.K. Ranch among the top charitable causes you support with a tax-deductible gift. **Matching Gift Programs.** Many employers in the Bay Area sponsor matching gifts programs. Your donation can go twice as far with a corporate match. Please check with your Human Resource office to find out if your employer offers matching gifts.

- a. We welcome your feedback and any questions or concerns. Please feel free to call 650-366-2265 or email director@bokranch.org.

B.O.K. Ranch Policies Agreement

Initial

- _____ I have read and understand the B.O.K. Ranch Policies.
- _____ I agree to comply with the policies set forth in the attached document.
- _____ I acknowledge that signing this agreement does not guarantee enrollment in the B.O.K. Ranch School-to-Work Transition Program.
- _____ I agree to notify the B.O.K. office by the end of the month if I and/or my teen/adult choose to withdraw from the program.

Signed _____ Date: _____
(Sign in person at your 1st visit: Participant)

Signed _____ Date: _____
(Sign in person at your 1st visit: Parent/Guardian)

Dress Guidelines

Please make sure that you and/or your teen/young adult comes appropriately prepared for his or her day by following the dress guidelines outlined below:

1. Dress in layers.
2. Dress in clothing that does not restrict any movement.
3. Wearing long pants at all times is recommended.
4. Wear lace-up shoes with a heel. Light-weight boots or sneakers can be worn.
5. For safety reasons, open-toed shoes are not to be worn at any time while at B.O.K.
6. Remove any sharp or rigid objects from all pockets. This includes pencils, wallets and cell phones.

Thank you!

B.O.K. Ranch Application and Health History

GENERAL INFORMATION

Participant name: _____

DOB: _____ Age: _____ Height: _____ Weight: _____ Gender: M F

Address: _____

Phone: _____ Email: _____ Alternate #: _____

Employer/School: _____

Address: _____

Phone: _____ Email: _____ Alternate #: _____

Parent/Legal Guardian: _____

Caregivers: _____

Address (if different from above): _____

Phone: _____ Email: _____ Alternate #: _____

How did you hear about the program? _____

HEALTH HISTORY

Diagnosis: _____ Date of Onset: _____

Please indicate current or past special needs in the following areas:

	Y	N	Comments
Vision			
Hearing			
Sensation			
Communication			
Heart			
Breathing			
Digestion			
Elimination			
Circulation			
Emotional/Mental Health			
Behavioral			
Pain			
Bone/Joint			
Muscular			
Thinking/Cognition			
Allergies			
Seizure			

MEDICATIONS (Include prescription and over-the-counter medication; name, dose, and frequency)

Describe your abilities/difficulties in the following areas (include assistance required or equipment needed):

PHYSICAL FUNCTION (e.g., mobility skills such as transfers, walking, wheelchair use, driving/bus riding)

PSYCHOSOCIAL FUNCTION (e.g., work/school including grade completed, leisure interests, relationships-family structure, support systems, companion animals, fears/concerns, etc.)

EMPLOYMENT GOALS (i.e., why are you applying for participation? what would you like to accomplish?)

Signature: _____ Date: _____

(Sign in person at your 1st visit: Parent/Guardian)

Authorization for Emergency Medical Treatment

Name: _____ D.O.B.: _____ Phone: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Physician's Name: _____ Preferred Medical Facility: _____

Health Insurance Company: _____ Policy #: _____

Allergies: _____

Current medications: _____

In the event of an emergency, contact:

Name: _____ Relationship: _____

Phone: (home/work) _____ Cell phone: _____

Name: _____ Relationship: _____

Phone: (home/work) _____ Cell phone: _____

Name: _____ Relationship: _____

Phone: (home/work) _____ Cell phone: _____

If emergency medical aid/treatment is required during sessions, I authorize B.O.K. Ranch to:

1. Secure and retain medical treatment and transportation if needed.
2. Release injured person's records upon request to the authorized individual or agency involved in the emergency medical treatment.

Consent Plan:

This authorization includes x-ray, surgery, hospitalization, medication, and any treatment procedure deemed "lifesaving" by the physician. This provision will only be invoked if the person(s) listed above is unable to be reached in a timely manner.

Consent signature: _____ Date: _____

(Sign in person at your 1st visit: Parent/Guardian)

B.O.K. Ranch Release Agreement

I, the undersigned, _____, do forever release, acquit, discharge and hold harmless B.O.K. Ranch, its agents, employees, representatives, successors, and assigns, for all manner of claims, demands, and damages of every kind and nature, where to which the undersigned or said minor may now, or in the future, have against B.O.K. Ranch, its agents, employees, representatives, successors, or assigns on account of personal injuries, physical or mental condition, known or unknown, to the person of said minor and the treatment thereof, as a result of, or in any way growing out of the acts of B.O.K. Ranch, its agents, employees, representatives, successors, or assigns including but not limited to negligence or gross negligence, in executing the services above described and/or incidental thereto.

Signed _____ Date: _____

Signed _____ Date: _____

(Sign in person at your 1st visit: Parent/Guardian)

Name of Participant: _____ Date: _____

(If under 18)



The Horse Park at Woodside

General Agreement & Release of Liability

I, _____ *(Must be a Parent or Guardian if person named above is under the age of 18)*, hereby acknowledge that I have requested permission to participate in equestrian or other activities on the premises of **The Horse Park at Woodside**. I have read and agree to abide by the Horse Park Facility Use Rules. I am aware that combined training and eventing, jumping, trail riding, conditioning, polo and all other forms of equestrian activities, including the teaching, training or coaching thereof can be hazardous. I am voluntarily participating in equestrian or other activities with the knowledge of the danger involved and hereby agree to accept any and all risks of injury or death.

In consideration for being permitted to use the facilities at the *Horse Park at Woodside*, I hereby agree that I, my heirs, my distributees, guardians, legal representatives and assignees will not make a claim against, sue, attach the property of, or prosecute the *Horse Park at Woodside*, its landlord, directors, officers, members, employees or assignees, for any claim I now have or may hereafter have for death, injury or property damage resulting from my use of the facilities at the *Horse Park at Woodside*, whether caused by my acts of omission or negligence or any else's. In addition, it is understood that any and all insurance that I have shall be primary. To the fullest extent permitted by law, **I shall defend, indemnify & hold harmless** the *Horse Park at Woodside*, its landlord, directors, officers, agents and employees for and against any and all claims, damages, losses, expenses and liabilities of every kind, including but not limited to attorney's fees, in any way arising out of or in connection with my activities under this Agreement. This indemnify shall apply regardless of any active and/or passive negligent act or omission of the *Horse Park at Woodside*, its landlord, directors, officers, agents and employees.

I have carefully read this agreement and release and fully understand its contents. I am aware that this is a Release of Liability, a waiver of legal rights and contracts between me and The Horse Park at Woodside. I sign this agreement and liability at my own free will. I further acknowledge that there are no warranties either express or implied, concerning the facilities, events or activities at The Horse Park at Woodside.

Signature: _____

(Sign in person at your 1st visit: Must be signed by a Parent/Guardian)

Please Print Name: _____

Emergency Contact Name(s): _____

Emergency Contact #(s): _____

Confidentiality Agreement

Every Professional Association of Therapeutic Horsemanship International (PATH Intl.) program must have a policy for its staff and volunteers to maintain confidentiality of its students.

By signing this form, you are agreeing to abide by the confidentiality policy. This policy is in place to protect the confidentiality of the B.O.K. Ranch students/participants, volunteers, staff, and horse owners, and his or her time at B.O.K. Ranch.

Use discretion when talking about program participants in any way. Please obtain permission from the BOK office in advance before embarking on any school projects or posting on social media.

Signed _____ Date: _____
(Sign in person at your 1st visit: Participant)

Signed _____ Date: _____
(Sign in person at your 1st visit: Parent/Guardian)

Photo Release

I **DO** consent to and authorize the use and reproduction by B.O.K. Ranch of any and all photographs and any other audio/visual materials taken of me for promotional material, education activities, exhibitions, and social media or for any other use for the benefit of the program.

I **DO NOT** consent to and authorize the use and reproduction by B.O.K. Ranch of any and all photographs and any other audio/visual materials taken of me for promotional material, education activities, exhibitions, and social media or for any other use for the benefit of the program.

Signed _____ Date: _____
(Sign in person at your 1st visit: Participant)

Signed _____ Date: _____
(Sign in person at your 1st visit: Parent/Guardian)

Speed Limit/Parking/Parking Pass Agreement

Initial

- _____ I understand and agree to drive **10 miles per hour OR LESS** once I enter the Horse Park at Woodside.
- _____ I understand and agree that any person, mounted on a horse or handling a horse(s) from the ground, automatically has the right of way.
- _____ I understand and agree that I shall **slow to 3 miles an hour while passing any horse(s) on the Horse Park roads**, and I will come to a complete stop and wait if a horse or rider appears to be in distress or losing control.
- _____ B.O.K. Participants, volunteers, and visitors shall park in the designated parking area at the end of the road.
- _____ Participants who are non-ambulatory, or considered fragile ambulators, and have DMV handicapped plates and/or placards, may park in the handicap spaces close to the barn.
- _____ I understand and agree that if I am parking close to the barn in a designated handicap parking space that I will drive UNDER 5 miles an hour through the gate at Three Bay Farms (the barn located next to B.O.K. Ranch).
- _____ I agree to display a yellow B.O.K. Ranch parking pass in my car when entering the Horse Park at Woodside. I also understand that failure to have a parking pass during show season or during a Horse Park event, may lead to parking fees at the front gate, and no access to the B.O.K. Ranch parking area.
- _____ I understand that there are cameras located throughout the Horse Park and speeders may be asked to leave the premises and may not be allowed to return.
- _____ I understand that horses, by nature are flight animals and are easily frightened by speeding cars and loud car stereos. Horses' natural reactive nature may cause danger for their handler/rider.
- _____ I understand that it is very expensive to maintain the Horse Park roads, and that excessive speed increases the deterioration of the roads.
- _____ I understand that if I exceed the speed limit on Horse Park property, I waive my right to confidentiality, and my name will be reported to the Horse Park's main office.
- _____ I understand and agree that a participant may be dismissed from the B.O.K. Ranch program for unwritten traffic, speeding, parking, and/or other noted or unnoted interactions with other staff, visitors, and equestrians at the Horse Park at Woodside.
- _____ I understand and agree that a violation of any of the above mentioned, in full or in part, by any visiting family member, caregiver, friend or associate of any kind may result in a participant's expulsion from the B.O.K. Ranch program and the Horse Park at large.
- I understand that by reading and signing this agreement, I take responsibility for any person associated with my BOK Ranch visit (i.e. spouses, caregivers, parents, visitors, carpools, minivans/transporters, etc.).

Signature: _____ Date: _____
(Sign in person at your 1st visit: Parent/Guardian)