

Brown's Green Care Therapy Farm - Nonprofit Policies, Procedures, & Guidelines - General

Brown's Green Care Therapy Farm will be referred to as Flourish Farm throughout this document.

All policies, procedures, and definitions within this policy are subject to change at the sole discretion of Flourish Farm.

All policies and procedures must be followed with no exceptions.

Please read this document in its entirety. The intake consultation cannot be completed until this document is signed by Legal Guardian(s), Independent Adult Clients, Independent Teen Clients, and Independent Child Clients.

The first session may not occur until Legal Guardian(s) and any Responsible Adult(s) that may accompany a client have a valid form of Identification on record with Flourish Farm.

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Therapy Sessions

The following are the Therapy Sessions offered at Brown's Green Care Therapy Farm:

Physical and Occupational Therapy Sessions:

Physical and Occupational Therapy Sessions will focus on building up a Client's physical well-being (30 minutes minimum, billed by the half-hour).

→ This includes those who have functional problems resulting from, but not limited to:

- ◆ Back and neck injuries
- ◆ Sprains, strains, and fractures
- ◆ Arthritis
- ◆ Amputations
- ◆ Neurological disorders (i.e. stroke, cerebral palsy)
- ◆ Injuries related to work, sports, or other conditions (we will NOT be taking Worker's Comp Cases at this time unless one of our services is directly prescribed by certified medical personnel)
- ◆ Independent living gaps
- ◆ Job-skill gaps

There are 2 main Physical and Occupational Therapy Sessions that Flourish Farm offers:

I. Hippotherapy

- A. Adaptive Riding: Improving physical strength, balance, coordination, mobility, self-control, independence, and more.
 1. This will include, but is not limited to:
 - a) Grooming
 - b) Tacking
 - c) Basic, Safe Riding Skills (building up to being able to move on to more advanced training facilities)
 2. Clients will work with their team to set goals.
- B. Therapeutic Riding: Geared towards individuals who need a boost in already provided PT, OT, Therapy, etc.
 1. The general goal for therapeutic riding is to work on goals already put in place by medical professionals.
 2. Other goals may include, but are not limited to:
 - a) Building muscle
 - b) Social skills
 - c) Independent skills

II. Unmounted Sessions

- A. This may include working with any animal to reach OT, PT, Therapy, Counseling, or Job Skills, including, but not limited to:
 1. Small maneuverability muscles (i.e. hand grabs, arm reaches, leg extensions, finger movements, etc.)
 2. Practicing routine job skills (i.e. sweeping, brushing, grabbing, holding, maintaining muscle strain, organizing, record keeping, etc.)
 3. Social skills (i.e. interacting with animal(s) and team)
 4. Independent skills (i.e. caring for self and basic animal care)

The sessions may be Faith-Based at the Client's request.

Mental and Emotional Therapy Sessions:

Mental and Emotional Therapy Sessions will focus on building up a Client's mental well-being (30 minutes minimum, billed by the half-hour).

→ This includes those who have functional problems resulting from, but not limited to:

- ◆ Depression
- ◆ Anxiety
- ◆ Addiction
- ◆ Substance Abuse (Flourish Farm will not work with anyone who appears to have active, illegal amounts of substances in their system)
- ◆ Phobias
- ◆ Stress
- ◆ Emotional Difficulties
- ◆ Self-esteem issues
- ◆ Eating disorders
- ◆ Grief
- ◆ Relationship Stress
- ◆ Self-Regulating gaps
- ◆ Self-Advocating gaps
- ◆ Functional living gaps

There are 2 main Mental and Emotional Therapy Sessions that Flourish Farm offers:

- I. Continuing Services
 - A. Work on goals already put in place by a doctor, therapist, or counselor who has prescribed sessions at Forever Safe Farm in a more nature-based setting.
- II. Take A Break (TAB)
 - A. Clients have the option to sign up for regular or individual sessions.
 1. After the Client Intake Questions, Clients will spend at least part of a session setting goals.
 - a) The session(s) can include Animal Assisted Therapy, nature, music, and art, and may be Faith-Based at the Client's Request.

Whole Body Therapy Sessions (with or without the Faith-Based Therapies):

Whole Body Therapy Sessions will focus on building up a Client as a whole person (90 minutes minimum, billed by the half-hour after the first 90 minutes).

→ This includes those who have functional problems resulting from, but not limited to:

- ◆ Physical Needs
- ◆ Occupational Needs
- ◆ Mental Needs
- ◆ Emotional Needs
- ◆ Faith-Based Needs (optional)

There are a plethora of options that the Client and team will build together after the Client Intake is completed. At least part (if not all) of the first session will include setting goals in every aspect. Any of the sessions may be Faith-Based at the Client's request.

Faith-Based Therapy Sessions:

Faith-based sessions will focus on building up a Client's relationship with Christ (60 minutes minimum, billed by the half-hour after the first hour).

→ This includes those who have functional problems resulting from, but not limited to:

- ◆ Religious persecution
- ◆ Religious exhaustion
- ◆ Leadership exhaustion
- ◆ Pastoral exhaustion
- ◆ Pastoral spouse exhaustion
- ◆ Persecuted church
- ◆ Dwindling church exhaustion
- ◆ Religious ruts

There are 2 main Faith-Based Therapy Sessions that Flourish Farm offers:

- I. Church/Small Group Retreats:
 - A. Day trips: Small groups/churches can attend a day of invigoration where we will pour into them spiritually. All employees and volunteers who work this retreat should profess Jesus as Christ and the only One True God.
- II. Take a Break with Jesus (TAB with Jesus):
 - A. 1-5 people may attend sessions (60 minutes minimum) where they will receive individualized spiritual refreshment. All employees and volunteers who work this retreat should profess Jesus as Christ and the only One True God.

These sessions will be tailored to each individual/group's needs and can include nature, music, art, and/or animal therapies.

Pricing:

Prices are subject to change at the sole discretion of Flourish Farm.

Payments

Credit and Debit Cards

There will be an extra \$5 charge for Credit Card and Debit Card processing.

Personal Checks

Personal checks accepted:

1. 1st bounced check, all future sessions must be paid in cash or card, no exceptions.

Cash

1. Sessions must be paid in advance.
2. Penalty for missed payments (without prior notice)
 - a. After 1 missed payment, all sessions must be paid ahead in order to proceed with the Client.
 - b. Sessions, where payment is not paid in advance, will be canceled.
 - c.

Single Sessions (non-recurring)

Physical **OR** Occupational Therapy Session

30-minute minimum, billed by the half-hour block

30 minutes: \$50

60 minutes: \$95

90 minutes: \$135

120 minutes: \$185

Each additional 30 minutes: \$30

Physical **AND** Occupational Therapy Session

45-minute minimum, billed by the 15-minute block after the initial 45 minutes

45 minutes: \$60

60 minutes: \$115

75 minutes: \$165

90 minutes: \$210

105 minutes: \$250

120 minutes: \$285

Each additional 15 minutes: \$30

Mental **OR** Emotional Therapy Session

30-minute minimum, billed by the half-hour block

30 minutes: \$70

60 minutes: \$135

90 minutes: \$195

120 minutes: \$250

Each additional 30 minutes: \$50

Mental **AND** Emotional Therapy Session

45-minute minimum, billed by the 15-minute block after the initial 45 minutes

45 minutes: \$85

60 minutes: \$165

75 minutes: \$240

90 minutes: \$310

105 minutes: \$375

120 minutes: \$435

Each additional 15 minutes: \$55

Physical/Occupational **AND** Mental/Emotional Therapy Session

60-minute minimum, billed by the half-hour block after the initial 60 minutes

60 minutes: \$65

90 minutes: \$125

120 minutes: \$180

Each additional 30 minutes, max 240 minutes: \$50

Any 3 Therapy Sessions Chosen out of Physical, Occupational, Mental, and Emotional

90-minute minimum, billed by the half-hour block after the initial 90 minutes

90 minutes: \$100

120 minutes: \$190

Each additional 30 minutes, max 240 minutes: \$80

Whole-Person Therapy Session

120-minute minimum, any session that goes over a 10-minute interval will be bumped up to the next block

120 minutes: \$300

150 minutes: \$400

180 minutes: \$475

210 minutes: \$525

240 minutes: \$550

Group Therapy Retreat (6-20 people: adults only)

120-minute minimum, billed by the half-hour block after the initial 120 minutes

*Prices are based on an 8-hour workday, all prices are minimums, separate contracts will be signed

120 minutes/quarter day: \$75 per person

240 minutes/half day: \$90 per person; 1 catered meal and 1 snack available for an additional cost

360 minutes/three-quarter day: \$100; 2 catered meals and 1 snack available for an additional cost

480 minutes/full day: \$105; 3 catered meals available for an additional cost

Each additional 30 minutes, max 480 minutes: \$65 per person

Take a Break (TAB) Therapy Session (1-5 people: teens and adults only)

90-minute minimum, billed by the half-hour block after the initial 90 minutes

90 minutes: \$50 per person

120 minutes: \$65 per person

240 minutes: \$75 per person

Each additional 30 minutes, max 300 minutes: \$40 per person

Faith-Based Group Therapy Retreat (6-20 people: adults only)

120-minute minimum, billed by the half-hour block after the initial 120 minutes

*Prices are based on an 8-hour workday, all prices are minimum, separate contracts will be signed

120 minutes/quarter day: \$70 per person

240 minutes/half day: \$85 per person; 1 catered meal and 1 snack available for an additional cost

360 minutes/three-quarter day: \$95; 2 catered meals and 1 snack available for an additional cost

480 minutes/full day: \$100; 3 catered meals available for an additional cost

Each additional 30 minutes, max 480 minutes: \$60 per person

Faith-Based TAB with Jesus Therapy Session (1-5 people: teens and adults only)

90-minute minimum, billed by the half hour after the initial 90 minutes

90 minutes: \$45 per person

120 minutes: \$60 per person

240 minutes: \$70 per person

Each additional 30 minutes, max 300 minutes: \$40 per person

*Any session that goes 10 minutes over the 30-minute interval or 5 minutes over the 15-minute interval will be charged for the next full block (15 or 30 minutes). This may be paid on a later date but must be paid before the next session, or 14 days after the extended session - whichever occurs first.

*All horses will get switched out (if possible) after 90 minutes of having a Client on their back consistently.

Recurring Sessions

Physical OR Occupational Therapy Session

30-minute minimum, billed by the half-hour block

30 minutes: \$45

60 minutes: \$90

90 minutes: \$130

120 minutes: \$180

Each additional 30 minutes: \$25

Physical AND Occupational Therapy Session

45-minute minimum, billed by the 15-minute block after the initial 45 minutes

45 minutes: \$55

60 minutes: \$105

75 minutes: \$150

90 minutes: \$190

105 minutes: \$225

120 minutes: \$280

Each additional 15 minutes: \$30

Mental OR Emotional Therapy Session

30-minute minimum, billed by the half-hour block

30 minutes: \$65

60 minutes: \$130

90 minutes: \$190

120 minutes: \$245

Each additional 30 minutes: \$45

Mental AND Emotional Therapy Session

45-minute minimum, billed by the 15-minute block after the initial 45 minutes

45 minutes: \$80

60 minutes: \$160

75 minutes: \$235

90 minutes: \$305

105 minutes: \$370

120 minutes: \$430

Each additional 15 minutes: \$50

Physical/Occupational AND Mental/Emotional Therapy Session

60-minute minimum, billed by the half-hour block after the initial 60 minutes

60 minutes: \$60

90 minutes: \$120

120 minutes: \$175

Each additional 30 minutes, max 240 minutes: \$45

Any 3 Therapy Sessions Chosen out of Physical, Occupational, Mental, and Emotional

90-minute minimum, billed by the half-hour block after the initial 90 minutes

90 minutes: \$95

120 minutes: \$185

Each additional 30 minutes, max 240 minutes: \$75

Whole-Person Therapy Session

120-minute minimum, any session that goes over a 10-minute interval will be bumped up to the next block

120 minutes: \$290

150 minutes: \$390

180 minutes: \$465

210 minutes: \$515

240 minutes: \$540

*Any session that goes 10 minutes over the 30-minute interval or 5 minutes over the 15-minute interval will be charged for the next full block (15 or 30 minutes). This may be paid on a later date but must be paid before the next session, or 14 days after the extended session - whichever occurs first.

*All horses will get switched out (if possible) after 90 minutes of having a Client on their back consistently.

“Good-Note” Policy:

When working with any living being, human or animal, it is always best to end any type of interaction on a positive note, whenever possible. There are going to be “bad days” for both animals and humans. Flourish Farm will always strive to end on a “good note” with the Client and the animal, whenever possible. “Ending on a “good note”” is defined by Gymglish as “ending on an optimistic tone.”

In times of discrepancy, the Flourish Farm employee will have the final say when a session will end early or be extended.

Flourish Farm Employees have the exclusive right to deny admittance, end early, and refuse future access to sessions.

General Policies

Intake Consultations

All Client Intake consultations will be complimentary. This is a time to determine if we can help a client be successful in their life goals or help them set their life goals. The Client Intake Consultation will not exceed 2 hours. Any time spent beyond the 2 hours will be charged hourly (i.e. 2.5 hours will be billed as 1 hour, 3.5 hours as 2, etc.). If the consult takes no more than an hour, a Client may opt to jump right into a paid session, starting the same day the consult is completed in full.

Cancellation Policies

Flourish Farms holds the exclusive rights to end any session early or reschedule due to animals not being able to perform their duties and/or for their safety at any time.

Flourish Farms holds the right to deny any Client a session or future session(s) for any reason, before, after, or during a session.

Any session that is canceled by the Client/Legal Guardian/Responsible Adult within 24 hours of the session must be paid in full.

Employees and Volunteer Involvement

1 employee and 1 volunteer must be present for the duration of a session for all ages of Clients.

1 employee and 2 volunteers must be present during the entire duration of a hippotherapy session for all ages of Clients.

Client Guidelines

While on Flourish Farm property, all clients should act in a manner that is respectful to the grounds, staff, volunteers, and animals.

During a session, all clients should actively participate in the session to the best of their abilities.

Flourish Farm holds the exclusive right to deny services to any client found to not be following these guidelines.

Legal Guardian/Responsible Adult Guidelines

While on Flourish Farm property, all persons should act in a manner that is respectful to the grounds, staff, volunteers, and animals.

During a session, all persons involved indirectly shall not in any way inhibit, interfere, or intervene with staff, volunteers, or animals, unless directly asked to do so.

During a session, all persons involved directly should actively participate in the session to the best of their abilities.

Flourish Farm holds the exclusive right to deny services to any client due to failure to follow these guidelines by Legal Guardians/Responsible Adults.

Flourish Farm holds the exclusive right to deny access to Legal Guardians/Responsible Adults to sessions, or prohibit entry to Flourish Farm property, due to failure to follow these guidelines.

Any person who is not on record (permitted by Legal Guardian only) with Flourish Farm shall not be immediately present or actively involved in a session with a Dependent Adult, Dependent Teen, Independent Child, or Dependent Child.

Non-Residential Animals

Papered/certified service animals are allowed on Flourish Farm property. The owner(s) must provide proof of service animal certification.

No non-residential emotional support animals, therapy animals, or pets will be allowed on Flourish Farm property, including being in a vehicle, carried, or in a bag/stroller/carrier - no exceptions.

Grievances

All grievances with any part of Flourish Farms must be addressed within 48 hours of the incident.

Faith-Based Sessions

For Faith-Based Sessions, all employees and volunteers who directly interact with clients must profess Jesus as Christ and the only One True God.

The Faith-Based Therapy Sessions can be added to any of the offered Therapy Sessions for free. Any Client may ask for a session to be Faith-Based.

Legal Guardians must sign off for Clients ages 2-17.

In Conclusion

By initialing and signing this document, you agree to all policies, procedures, and guidelines mentioned herein.

Printed Name: _____

Signature: _____ Date: _____

Appendix A

Definitions:

Actively Participate: Includes utilizing all senses a person has access to, to physically participate in a session.

Adult: 18+ (dependent and independent)

- Independent: Legally and medically cleared to make any and all decisions independently. Will likely drive themselves or be dropped off.
- Dependent: Needs support in at least one area. Responsible Adult should be within ear/eye-shot **OR** immediately present/involved with the team during the entire session.

Dependent Child, 9-12: Responsible Adult needs to be immediately present/involved with the team during the entire session.

Child, 2-8: Responsible Adult needs to be immediately present/involved with the team during the entire session.

Client: Adult/Teen/Child around whom a session is centered.

Grievance: an official statement of a complaint over something believed to be wrong or unfair

Immediately Present: (in reference to Responsible Adult presence during a session), Within 10-20 feet of the session **OR** within 2 feet of the fence of the arena.

Immediately Involved: (in reference to Responsible Adult involvement during a session), The Responsible Adult will actively participate with the team during the entire duration of a session.

Independent Child, 9-12: Responsible Adult should be on the property for the entirety of the session. Needs to be within ear/eye-shot of the session location.

Legal Guardian (LG): Person(s) who, according to the State of Ohio, have legal custody or are the living power of attorney for the client. LGs must have a current, legal form of identification on file with Flourish Farms.

Non-Recurring Sessions: Sessions that happen less than once a month to once a month with the same Client.

Recurring Sessions: Sessions that happen two or more times a month with the same Client.

Responsible Adult (RA): Independent adult who may or may not be the legal guardian of the client (if not legal guardian, the legal guardian must have a signature on record listing who is/are a Responsible Adult(s). More than 1 RA may be on file to accompany a client at any given session. If RA who shows up with a client for a session is not listed with the LG signature(s) on file, the session will not happen until the LG(s) physically come to Flourish Farm to provide the proper information.

Session: A set amount of time that the client is actively participating with team members to work on mastering goals agreed upon by the team.

Team: The team includes at least 1 employee, 1 volunteer (2 volunteers for hippotherapy sessions), Client, and 1 Responsible Adult (if needed) that have agreed upon goals to work on during a session. The team may also include any and all medical providers.

Teen: 13-17 (dependent and independent)

- Independent: Responsible Adult should be on the property for the entire session duration. Does not need to be within ear/eye-shot of the session location.
- Dependent: Responsible Adult should be within ear/eye shot **OR** immediately present/involved with the team during the entire session.

Volunteer: Any person not being paid for their services