

## SESSION PROGRAM & SCHEDULING PROCESS:

The session program at Crystal Peaks Youth Ranch, which runs late-March thru October, has one main purpose: **to mentor the child**. There are many different activities used in sessions to accomplish this. Some of these activities include crafts, games, chores, woodworking, and spending time with a horse and riding. All activities are weather-dependent and are chosen at the discretion of the session leader. Our program serves kids 6 - 18 years old and is designed to be a **relationally-based** time rather than "horse lessons." While we do teach horsemanship and riding is often included in session times, kids **do not** necessarily ride each time they come out.

Because we have activities that can be done inside, we do not cancel sessions due to weather. Items we recommend for your child to bring for his or her session include closed-toe shoes/boots with closed heels, which are required for riding (Crocs are not acceptable riding footwear). We also encourage long pants, sunscreen, water, layers of warmer clothing (weather-dependent), and a snack. We also **require** that a parent or legal guardian **remain on-site** during his or her child's session.

We schedule for sessions at **9:00am on the 15<sup>th</sup> of the month prior** (e.g. We schedule on the 15<sup>th</sup> of June for the month of July). We schedule an entire month at a time. You can find our scheduling days on our website [calendar](#).

There are several ways to schedule on scheduling day (the 15<sup>th</sup>). Our preferred method is through our online form. This form will appear on our website on the morning of the 15<sup>th</sup>. We encourage you to submit the form **exactly at 9:00am**. You can also call our office at 541-330-0123, again **at 9:00am**, and leave a message with the following information: your name, the name of the child(ren) you are scheduling, the child(ren)'s age, and what times you are available for sessions.

**NOTE:** Our three session times are Monday through Thursday at 1:00 - 2:30pm, 2:30 - 4:00pm, and 4:00 - 5:30pm. *These times change for July and August.*

Our session program is in high demand, so in order to best accommodate the need, our computer system puts all correspondence in the order that we received them and then we call individuals back accordingly. To schedule your child(ren), we do require that we speak with you directly on the phone. We can schedule your child(ren) up to twice in a month (based on availability).

Once our sessions fill, we do have a waiting list for those interested in being scheduled as sessions open up. We often have new sessions become available through cancellations throughout the month. You will be automatically added to our wait list when you submit a scheduling request but we are unable to schedule you for the month.

**PLEASE BE AWARE:** Any forms, calls, or emails sent **before** 9:00 a.m. will be put at the end of our scheduling list.

Once we have you scheduled for sessions and a conflict arises, please contact us as soon as possible. Crystal Peaks Youth Ranch has a strict Absentee Policy when it comes to families not showing up for scheduled appointments without letting our office know. After the second session that is a “no show,” families will not be scheduled for the following month of sessions. For more information about our Absentee Policy, please contact our office.

You can find more general information on our website at [www.cpyr.org](http://www.cpyr.org), but please also feel free to call or email us with any questions! We look forward to hearing from you and hope to have you out to the Ranch!

*The Scheduling Team*

Crystal Peaks Youth Ranch  
541-330-0123  
[scheduling@cpyr.org](mailto:scheduling@cpyr.org)