



TORONTO HUMANE SOCIETY FIELD TRIP REGISTRATION FORM

Thank you for your interest in booking a field trip with the Toronto Humane Society! Please fill in and submit this form to education@torontohumanesociety.com. The education coordinator will respond to your request shortly. Please note that the tours cover a number of topics, including: history of the Toronto Humane Society, responsible pet ownership, empathy for animals, and understanding animal behaviour. If there is something additional that you would like us to cover, please let us know in the “other information” section of this form. We look forward to hosting your group soon!

CONTACT INFORMATION

Name of Organization:			
Name of Contact Person:			
Email Address:			
Telephone Number:			
What age are the children that will be participating?		Number of children participating? (Max 30)	
Preferred length of tour	<input type="checkbox"/> 2 hours <input type="checkbox"/> 3 hours <input type="checkbox"/> other (please specify): _____ Would you like to include a 20 minute nutrition break (for two hour field trips only)? _____ (yes/no)		
Preferred Time Frame (for two hour field trip only)	<input type="checkbox"/> 11am – 1pm <input type="checkbox"/> 12pm – 2pm <input type="checkbox"/> 1pm – 3pm <input type="checkbox"/> 2pm – 4pm <input type="checkbox"/> other (for tours shorter than 2 hours), please specify: _____		

Please list your top three preferred dates and times for the field trip. We cannot guarantee the availability of your preferred date, but we will try our best to accommodate your group.

Date 1: _____ Date 2: _____ Date 3: _____

Are there any allergies in your group (including pet allergies, food allergies etc)? Please describe.

Please note that we cannot guarantee an allergen free facility. Tour participants may potentially be exposed to pet hair and dander. Nut products may also be in the building. It is the teacher/daycare attendant/camp counsellor’s responsibility to have protocols in place to attend to allergic reactions.

Any other information you think we should know (i.e. topics you would like covered, exceptionalities among students in your group, accessibility concerns)?



TORONTO HUMANE SOCIETY FIELD TRIP GUIDELINES

We are thrilled to be able to offer field trip excursions for groups young and old! However, we are a very busy animal shelter and medical facility, and field trip groups share our space with many staff, patrons and animals. For health and safety reasons, it is very important that all teachers, group leaders, and parent volunteers are aware of the below rules and guidelines, and are prepared to enforce these rules and guidelines throughout the duration of the field trip.

SHELTER RULES:

1. **Do not touch the animals** - tour participants are not permitted to touch the shelter animals during the tour. When possible, every effort will be made to ensure that participants have the chance to interact with appropriate, behaviour tested animals as part of their visit.
2. **Indoor voices** – tour participants are expected to use quiet voices while inside the shelter. Loud noises are very stressful for our animals, and can also be disruptive for our staff and volunteers who are working very hard!
3. **No running/jumping/boisterous play** – sudden movements can be very scary for our animals, and can cause them to display anxious behaviours such as hiding, or barking and growling. This can also be disruptive for our staff and volunteers.
4. **Do not touch shelter materials** – Please ensure that tour participants do not touch any shelter materials, including: medical equipment, decorations, retail materials, or animal food and bedding, unless they are specifically told that they may do so.
5. **Have fun!** Our field trips are a great way for children to learn about caring for animals!

GUIDELINES FOR CLASSES/GROUPS:

1. **Student Pairs** – For safety in travelling through the shelter, we recommend that group leaders pair up younger students ahead of time. Please note that groups larger than 15 children will typically be split into two for our shelter tour. It is ideal if group leaders can divide up these groups ahead of time as well.
1. **Before and After Your Field Trip** – Our lobby is filled with retail items, and is often busy with patrons, animals, and staff. While you wait for your tour leader to greet your group, please try to ensure that tour participants remain quiet, and do not displace any of the retail material. After your field trip, please use our Education Centre to provide group instruction, wait for transportation etc. If you are a large group, please avoid using the lobby as a waiting area, as this can be disruptive for the front desk staff.
2. **Washroom Breaks** – We have a limited number of washrooms that both staff and the public must share. It is important that tour participants are respectful of these public spaces as repairs and clean up can be very time-consuming and costly. A teacher or parent volunteer must supervise washroom breaks for tour participants less than 12 years of age. Each adult should take a group of no more than 4 children to the washroom at a time.

Thank you for your cooperation in ensuring that these rules and guidelines are followed. We hope that you have a wonderful time visiting us, and our furry friends!