



OHS BIRTHDAY PARTY INFORMATION PACKAGE 2022



PACKAGES & PROGRAM SCHEDULE

1. OHS Birthday Parties are held in the **Education Centre** at 245 West Hunt Club Rd, Nepean, ON. The Ottawa Humane Society is wheelchair accessible. ☺
2. Please enter from the door labelled "**Education Centre**", located to the right of the main entrance. Access to the Education Centre *before* the scheduled party start time is limited and may not be available. We recommend arriving no earlier than 5 minutes before the scheduled party start time.
3. There are two types of party packages at the OHS – Original & Deluxe.
 - **Original Packages** do not include food, but you are welcome to bring food to the party. Please bring your own cutlery and dishware as this is not included.
 - **Deluxe Packages** include pizza, cupcakes, juice boxes, and loot items (per child). Cutlery and dishware are supplied by the OHS. You are welcome to bring additional food.
 - **Both packages** include a special "swag bag" for the Birthday Child! Both packages also include tables, chairs, tablecloths, banners and centrepieces.

For more information on our Birthday Party packages, visit our website at:

<https://ottawahumane.ca/youth-programs/birthday-parties/>

4. The party room has access to a kitchenette, which includes a fridge, freezer and microwave.
5. OHS Birthday Parties are **2 hours** in length. Party participants can expect animal-themed programming (including a craft and animal interactions) for the first 75 minutes of the birthday party. The remaining 45 minutes are allotted to food, gifts, and loot bags (if applicable).

The Birthday Party schedule is as follows:

- First 15 minutes – Arrivals, Check-In & Waivers
- 15 minutes – Theme Craft*
- 15 minutes – Tour of the OHS*
- 15 minutes – Cat Gallery Visit*
- 15 minutes – Small Animal Circle*
- Last 45 minutes – Food, Gifts & Check-Out

** In varying order dependent on party and shelter animal or facility availability.*

6. OHS Birthday Party programming is suitable for ages 6 to 12. The minimum age requirement for party attendees is **6 years old**. For additional accommodations, please contact programs@ottawahumane.ca.

RESPONSIBILITIES OF PARENTS & CHILDREN

As we are an operational animal shelter, to ensure a positive and safe partying environment for all persons and animals involved, all participants are required to abide by the following rules:

1. A minimum of one (1) adult parent/guardian must be present to assist with supervision for the duration of the birthday party. Up to a maximum of 20 people (including birthday guests and parents/guardians) are welcomed to stay, due to room capacity limitations at the OHS.
2. The **Shirley Kearns Memorial Adoption Centre** is open for visitors on weekends (Saturday and Sunday) from 11 a.m. to 5 p.m. To help keep our animals healthy and everyone safe, if your child's birthday party is during our non-operational hours, please stay in the Education Centre with your party and ask other parents and children participants to do the same.
3. Cat room visits:
 - i. Please use the hand sanitizing stations every time you exit/enter a different cat room, and between touching any cats that are individually housed.
 - ii. Only five people may be in the large cat rooms at one time, and three people in the smaller rooms.
 - iii. **Do not leave children unattended.** Please ensure that you have an eye on all party participants at all times.
 - iv. Close the doors of the cat rooms immediately after you enter them to prevent cats from escaping!
4. All guests must wear close-toed shoes.
5. All guests must respect each other, staff facilitators, and the animals involved in the party. Engaging in conduct that disrupts the birthday party program or undermines the safety and security of animals or any of the participants will not be tolerated.
6. The party organizer (parent/guardian) is responsible for having **emergency contact information** for each child attending the party. The party organizer is also responsible for contacting parents for pick-up in the case of an emergency.
7. Every parent/guardian of each attending child must sign our **OHS Program Waiver**. This waiver is to be distributed by the party organizer. Blank copies of the waivers can be signed at the start of the party, but must be complete by every child's parent/guardian upon drop-off. To avoid delays, we strongly recommend these are completed by parents/guardians in advance of the scheduled party.

SHELTER ANIMALS & AVAILABILITY

To maintain safety and security of all participants, and to reduce stress of animals in our care, **shelter dogs** are not used in this program. Cat and rabbit interactions are subject to animal availability on the day of the scheduled party.

Animals are behaviourally assessed for suitability in being with children, as well as health checked by our animal care team. Animal availability may be determined by an animal's health or adoption status, stress level and temperament.

COVID-19 SAFETY PROCOTOLS AT THE OHS

In order to create a safe environment for all participants and staff (including children, youth and adults), participants are required to daily pre-screen for symptoms of COVID-19. To ensure the safety of OHS staff, volunteers and participants, we ask that you cancel or reschedule your registration if you are feeling unwell, have symptoms of COVID-19 or live with a person who has tested positive for COVID-19 in the last five days.

At this time, masking is not mandated and is optional.

CHANGES, CANCELLATION & REFUND POLICY

The price of each party package is for up to 10 children including the birthday child. For each additional child, there is a fee up to a maximum of 15 children. Changes to guest list and any extra add-ons must be arranged and paid for a minimum of **7 days in advance** of the scheduled birthday party to ensure supplies are available and food orders can be placed in time with our vendors.

Refund requests received **7 days in advance** of the scheduled birthday party are eligible for a refund (a non-refundable \$50 deposit fee applies). Refund requests received within 7 days of the scheduled birthday party are not eligible for a refund. Rescheduling a party is subject to availability and is up to the discretion of the OHS.

Note: Full refunds will be issued in the event the OHS has to cancel a scheduled birthday party program.

CONTACT INFORMATION

For more information, please contact our Supervisor: Programs by email at programs@ottawahumane.ca or by phone at 613-725-3166, ext. 298.

FUNDRAISING & DONATIONS

Want to raise money for the Ottawa Humane Society? Or accept donations in lieu of gifts?

- Register your Birthday Party today and receive your online fundraising link at: <https://ottawahumane.ca/my-event/>
- To register, select "My Birthday", then select "Register".

Looking to donate items instead?

- Take a sneak peek at the **OHS Wish List** on our website at: <https://ottawahumane.ca/wish-list/>
- Scroll down to see items needed by animals/species! ☺

THANK YOU FOR SUPPORTING THE OHS!

All proceeds above and beyond the costs to run the party go toward the care of the animals at the Ottawa Humane Society.