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Kids for Animals Club Manual



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Welcome to the Pasadena Humane Society & SPCA's Kids for Animals Club

Dear Kids for Animal Club Members & Parents,

We are excited for you to join the Kids for Animals Club at the Pasadena Humane Society & SPCA (PHS). We want to take this opportunity to welcome you to our shelter and also provide you with helpful guidelines of what to expect.

The Kids for Animals (KFA) Club is part our Kids for Animals program, a community engagement program for kids providing inspiration and practical information on all ways children and teens under 18 can get involved and help animals. The Pasadena Humane Society & SPCA welcomes kids from all over the greater Los Angeles Area to be part of a group that celebrates diversity and values the human-animal bond. Teaching kids to value animals through fun, hands-on activities promotes respect and positive attitudes towards all living beings while establishing a sense of responsibility to make the community a more humane place. Joining our club automatically makes you a member of a larger group of kids doing great things for animals through Kids for Animals.

The KFA Club provides kids of three different age groups – 7-11, 12-14 and 15-17 – an opportunity to experience the different components of our shelter while offering a well-rounded curriculum with animals at the center. Because of the dynamic nature of our ever-changing animal population, KFA Club Members will have the



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opportunity to observe a wide variety of animals ranging from domestic to the exotic. Along with our standard residents of dogs, cats, and rabbits, KFA Club Members may also see chickens, tortoises, snakes, and more! KFA Club Members will also do activities that will teach them how to help animals at the shelter and in the community.

We understand you have many options when it comes to choosing extracurricular activities, so we are very excited that you have chosen the Pasadena Humane Society & SPCA's Kids for Animals Club. If at any time you need further clarification, please feel free to give us a call at 626.792.7151 ext. 124 or send an email to kids@pasadenahumane.org.

-The Pasadena Humane Society & SPCA



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About Us

The Pasadena Humane Society & SPCA (PHS) is a donor-supported, nonprofit organization that provides animal care and services for homeless and owned animals in the Greater Los Angeles Area. The organization is dedicated to promoting humane treatment and compassion and care for all animals. The animals in our care come from 11 animal control contract cities, as well as partner shelters throughout the Los Angeles area and beyond. PHS also offers lifesaving programs and services to the community that support the human-animal bond and keep pets in homes.

PHS was founded in 1903. In the early years, PHS worked to ensure the humane treatment of draft animals, as well as rescuing and rehoming orphaned and abused children. Companion animals gradually replaced working animals as our main focus, as working horses were retired in favor of modern machines. PHS has continually expanded and improved its services to meet the needs of the community. Today's animal shelter was designed in the mid-90s and included an increased number of dog kennels in a park-like setting, a spay/neuter clinic, and a dedicated space for humane outreach activities.

An open door agency, PHS accepts all animals from our animal control service areas, regardless of age, medical condition, breed or any other criteria. Our open admission policy is necessary to provide shelter and care for the thousands of animals that would otherwise have no place to go. Some of the lifesaving programs and services PHS offers to the community that support the human-animal bond and keep pets in homes include:

- Animal Care
- Animal Rescue and Control
- Boarding and Playtime



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- Children's Programs
- Disaster Response
- Education Workshops
- Foster Program
- Helping Paws
- Lost & Found
- Mobile Outreach
- Pet Placement
- Shelter Shop
- Spay/Neuter
- Training, group obedience and activity classes
- Volunteer Opportunities
- Wildlife rescue, rehabilitation and release
- Wellness Services

For more information on who we are, what we do, and our programs and services, visit pasadenahumane.org or give us a call at 626.792.7151. Thank you for your support!



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Kids for Animals Club Sessions

Kids for Animals (KFA) Clubs are designed for three different age groups: 7-11, 12-14 and 15-17. The Pasadena Humane Society & SPCA offers three KFA Club sessions for the two younger age groups each year:

- **Session #1:** Runs from September to December.
- **Session #2:** Runs from January to March.
- **Session #3:** Runs from April to June.
- **Teen Club** runs continuously throughout the year.

Each KFA Club session for the two younger age groups includes weekly meetings with an engaging humane education topic and craft, project or game activity geared towards animals. Shifts for Teen Club include a humane education topic and animal interaction. KFA Club Members may also participate in special on and off-site PHS events and other kid-related activities. KFA Club meeting times are as follows:

- **Ages 7-11:** Meet once a week for two hours.
- **Ages 12-14:** Meet once a week for two hours.
- **Ages 15-17:** Meet afterschool and on weekends for a variety of shift times.

**Club dates and times are subject to change or cancellation. As much notice as possible will be given.*



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★ Kids for Animals Club Meeting Place:



The classroom is located on the second floor of the Main Office. You can find parking either on Raymond Avenue, in the small brick parking lot, or in the underground parking structure.

Shelter Address:

Pasadena Humane Society & SPCA
361 S. Raymond Ave.
Pasadena, CA 91105

Office Phone:

626.792.7151 ext. 283
626.792.7151 ext. 124

During KFA Club hours, call 626.792.7151 and ask for the Humane Education Coordinator or Kids for Animals Associate

Email Address:

kids@pasadenahumane.org



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Required Forms*

FOR AGES 7-14:

Parents and guardians must have KFA Club Members' forms printed, completely filled out, and ready to turn in at the first KFA Club meeting. Kids will not be able to participate in meetings without these forms:

- *Indemnity Waiver and Release of Liability Form*
- *Authorization for Emergency Treatment*
- *Health History Form*
- *Photography Release Form*
- *Pick Up & Drop Off Authorization Form*
- *Kids for Animals Club Manual – Parent/Guardian & Child Acknowledgement*
- *Authorization to Leave Campus* (optional form for Teen Club Members only)

*Forms can be found at: pasadenahumane.org/kidsforms.

FOR AGES 15-17 (TEEN CLUB):

Teen Club Members must RSVP online (pasadenahumane.org/kids) for a Kids for Animals Teen Club Orientation, attend with a parent or guardian, and bring the signed waivers (outlined above) with them to orientation. After orientation, teens will submit an online application, complete online dog, cat and rabbit training, and then sign up for their Teen Clubs shifts.

Drop Off & Pick Up Procedures

FOR AGES 7-14:

The Pasadena Humane Society & SPCA mandates that KFA Club Members must be signed in and out by an approved parent or guardian each day in the classroom. Once the child is dropped off, parents and guardians must go. Authorized parents or guardians must be listed on the *Pick Up & Drop Off*



Authorization Form in advance. Anyone authorized to pick up a child will be asked to show proof of identification. For any last minute changes or amendments to the list of people authorized to drop off and pick up, the parent or guardian must call the Humane Education Coordinator or Kids for Animals Associate the day prior.

FOR AGES 15-17 (TEEN CLUB):

Parents and guardians may elect to sign the *Authorization to Leave Campus* form, giving their teen permission to leave the PHS campus on their own. If this form has not been completed and turned in, Teen Club Members must adhere to the drop off and pick up procedures outlined above for ages 7-14.

Late Pick Up Policy

Depending on your child's age group, KFA Club meetings end at either 5pm or 6pm. KFA Club meetings do not include after-hours care. Parents or guardians must be prompt and on time in picking up their children. **Please note:** *Upon the second late pick up, a KFA Club Member will no longer be able to participate in KFA Club Meetings at the Pasadena Humane Society & SPCA.*

Cancellation & Refund Policy

KFA Club Members may cancel their registration at any time, but no refunds will be issued. Parents, guardians, and KFA Club Members acknowledge that if a KFA Club Member is dismissed due to a violation of our Disciplinary Policy or chooses to leave the KFA Club session early for any reason, no refunds will be granted.

Behavior Expectations

The Pasadena Humane Society & SPCA encourages the use of positive reinforcement throughout all shelter programs. KFA Club Members are all



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responsible for ensuring a supportive and positive learning environment and must:

- Be respectful and kind to all people and all animals.
- Be calm, patient and willing to listen.
- Use clear communication and positive language.
- Be sensitive to other KFA Club Members' opinions and needs.

We expect KFA Club Members to:

- Keep their hands to themselves.
- Keep their hands out of the kennels.
- Use their inside voices.
- Pay attention to all instructions given by PHS staff and approved volunteers.
- Never share food or drinks.
- Never run through the kennel areas.
- Never tease or bully any people or animals.
- Never use foul or inappropriate language.

Disciplinary Policy*

Any behaviors displayed by KFA Club Members that detract from a positive, supportive learning environment will be managed through the following process:

- **First incident:** Verbal warning and note sent home to parent or guardian.
- **Second incident:** Time out from Club activity and note sent home to parent or guardian.
- **Third incident:** Time out from Club activity and immediate call to parent or guardian. Humane Education Coordinator will meet with parent to determine next steps with possibility of KFA Club Member's dismissal from the program.



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- ****If an incident is deemed serious enough, there will be an immediate call to the child's parent or guardian. This type of incident may or may not include behaviors listed in the PHS zero tolerance policy.***

The Pasadena Humane Society & SPCA has a zero tolerance policy for the behaviors listed below. Any of these behaviors should be brought to the immediate attention of the Humane Education Coordinator:

- Threats, talk of violence, or actual violent physical contact toward self or others
- Foul or abusive language
- Bullying or harassment

Anyone found in violation of the Pasadena Humane Society & SPCA's zero tolerance policy is subject to termination of services and dismissal from the KFA Club without refund of registration fees.

What to Bring to Kids for Animals Club

Required Attire

Please make sure your KFA Club Member is dressed appropriately for meetings:

- T-shirt and name badge (will be provided on first day of KFA Club session)
- Long pants
- Closed-toed shoes
- Water
- Shorts or sandals will not be accepted.

What Not to Bring

In order to maintain a positive and supportive learning environment, KFA Club Members may not bring the following items with them:

- Food



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- Toys
- Electronics*
- High-value items
- Sport equipment
- Animals, pets
- Weapons
- Drugs or alcohol

**KFA Club Members may not text, make calls, listen to music, or use head phones during KFA Club activities. Should a KFA Club Member need to use their phone to call or text a parent or guardian during an activity, they must check in with the KFA Associate or Humane Education Coordinator first.*

Medications

The Pasadena Humane Society KFA Club is unable to accommodate the handling and distribution of medications except for EpiPens. Parents and guardians are responsible for indicating on the *Health History Form* that their child must carry an EpiPen with them at all times.

Vaccinations

All KFA Club Members must be up to date on the following vaccinations. Kids who are not up to date on these vaccinations will not be able to participate in KFA Club Meetings at the Pasadena Humane Society:

- Diphtheria, Tetanus, and Pertussis (DTaP, DTP, or DT)
- Polio
- Measles, Mumps, and Rubella (MMR)

Allergies

Parents or guardians are required to list any allergies KFA Club Members may have on the *Health History Form* upon registration. If a child requires an EpiPen, parents and guardians are responsible for indicating on the *Health History Form*



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that their child must carry an EpiPen with them at all times. On occasion, we may give out snacks, but this is not a regular part of the KFA Club. Please note that the Pasadena Humane Society & SPCA is **not** a nut-free campus. Parents understand that their child will be exposed to hair, dander, and animals.

KFA Club Members with Special Needs

We strive to provide a positive experience for all KFA Club Members. If your child has any behavioral considerations, medical needs, or special needs, please provide us with the appropriate information upon registering for a KFA Club by emailing kids@pasadenahumane.org. We will review any notes provided by parents or guardians and correspond with you further.

Scholarships

Our scholarship program was created to provide as many kids as possible the opportunity to experience the benefits of the Kids for Animals program.

Scholarships are granted only to KFA Club Members with financial need and are determined by set criteria per an application. All submitted information is strictly confidential. Applicants will be notified via email of their application request.

Scholarships are limited, not guaranteed, and granted on a case-by-case basis.

KFA Club scholarship applications are available on our website:

pasadenahumane.org/kids.

Procedures for Injuries

While all precautions are taken to prevent unnecessary risk to KFA Club Members, the Pasadena Humane Society & SPCA has a protocol in place to address injuries:

- Any injury will be reported immediately by staff or volunteers to the Humane Education Coordinator or KFA Associate.



- For any non-emergency injuries, staff will assess to determine if a phone call to the parent or guardian is necessary or if First Aid can be administered.
- All staff and volunteers have direct access to multiple First Aid stations around the shelter.
- In the event of a medical emergency, immediate action will be taken by staff to call 911. The information on the *Authorization for Emergency Treatment* and the *Pick-Up Authorization* forms will be used to notify you of the situation and subsequent directions. Because of this, please be sure to include up-to-date information on these forms.
- In the case of any injury, staff will complete our Injury Report Form that will be shared with parents or guardians. In the case of an animal bite, an Animal Bite Report will be completed.

Calls to Parents or Guardians

Parents may be called during KFA Club Meetings should any of the following issues arise:

- Club Member reports feeling ill or is unable to focus.
- Club Member asks to go home.
- Club Member has not shown up within 15 minutes after the meeting start time without prior notice.
- Club Member has not been picked up within 15 minutes after the meeting end time without prior notice.
- Serious injury or medical emergency. Any time a skin break or bite is involved.
- Extreme behavioral circumstances (i.e. Club Member is inconsolable, used violence toward humans or animals, etc.).
- Any incidents of bullying, fighting, or abusive behavior whether physical, verbal, or emotional.



On-Site Safety Procedures

While all precautions are taken to prevent unnecessary risk to KFA Club Members, the Pasadena Humane Society & SPCA has a protocol in place to address safety concerns and emergencies:

- If a KFA Club Member notices any inappropriate behavior by a member of the public, they should immediately inform the closest staff member or volunteer.
- If a KFA Club Member encounters a member of the public and feels uncomfortable or in danger, they should immediately leave the area and contact the nearest staff member or volunteer.

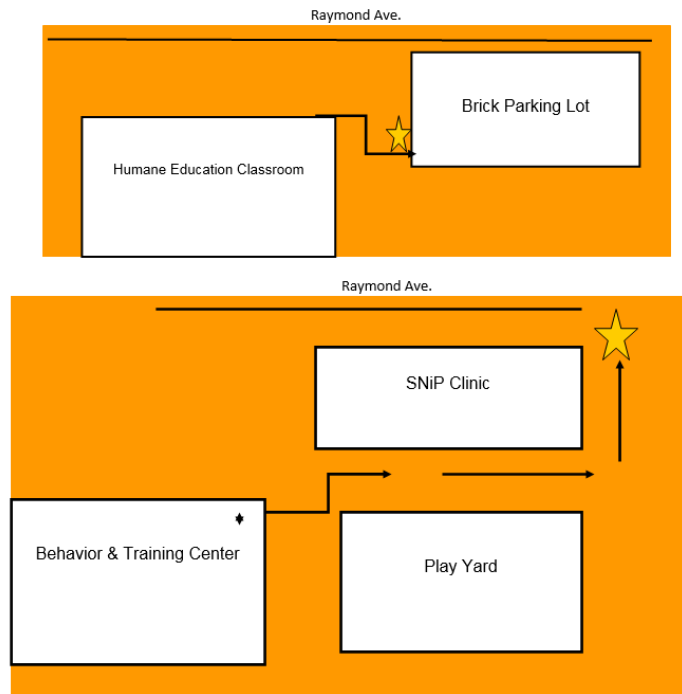
Emergency Exits

In the event of an emergency, KFA Club Members will follow the KFA Associate, Humane Education Coordinator, and/or KFA Helper Volunteers to the closest exit to the brick parking lot. The main exits are:

- Behavior & Training gate/door located next to the SNiP Clinic. Proceed south on the sidewalk to the brick parking lot.
- From the upstairs classroom, exit down the stairs near Raymond Avenue to the brick parking. Wait in the brick parking lot.



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Emergency Evacuation & Lockdown

In the event of an emergency that requires evacuation from the building or lockdown, all KFA Club Members' parents and guardians will be contacted as soon as possible by phone call, text and email with information and instructions.

Social Media & Photos

The Pasadena Humane Society & SPCA (PHS) embraces new media and is constantly implementing initiatives to increase our online presence. Social media is one of the most powerful ways we share our mission and bring awareness to the organization. Per the *Photography Release Form* that parents and guardians sign for KFA Club Members, PHS might post photos of their children unless a parent or guardian specifically declines to sign the *Photography Release Form*.

With permission from their parent or guardian, we encourage KFA Club Members to be active participants in this growing and vibrant online community. This includes sharing Pasadena Humane Society & SPCA posts, leaving positive



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comments on PHS posts, sharing links to adoptable animals, celebrating our successes, and posting about KFA Club experiences.

Where to find us:

- Facebook: Pasadena Humane Society & SPCA
- Twitter, Instagram & Snapchat: @pasadenahumane
- YouTube: Pasadena Humane Society & SPCA
- #pasadenahumanesociety

Always:

- Help us spread the word! Share, retweet, regram PHS posts on your own social media. Tag PHS in your posts.
- If you identify yourself as a PHS KFA Club Member, clearly state that your views are your own and not necessarily the views of PHS.
- Be transparent and honest at all times.
- Refer all inquiries about an animal's health, temperament or availability directly to PHS: hello@pasadenahumane.org
- Ask for permission before you post a photo of, and/or name, a fellow KFA Club Member, volunteer, employee, donor, or member of the public.
- Bring any negative comments involving PHS to the attention of the Communications Division: pr@pasadenahumane.org
- If you have any doubts about something you would like to post, ask the Humane Education or Communication Team to review it.

Never:

- Claim to be an official representative of the Pasadena Humane Society.
- Use the official PHS logo or brand without permission.
- Register a social media account with Pasadena Humane Society in the name without prior approval.
- Pretend to be someone you are not.



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- Use profanity, slurs or harassing language when referencing the Pasadena Humane Society.

Helpful Reminders

- For assistance, please email kids@pasadenahumane.org or call 626.792.7151 ext. 283.
- KFA Clubs are offered for three different age groups: 7-11, 12-14 and 15-17.
 - The KFA Club for ages 7-11 meets once a week for two hours.
 - The KFA Club for ages 12-14 meets once a week for two hours.
 - KFA Teen Club meets afterschool and on weekends for a variety of shift times.
- KFA Club drop offs and pick ups happen in the classroom located on the second floor of the Main Office.
- Be sure to have the required forms completed and ready to turn in on the first day of the KFA Club session:
 - *Indemnity Waiver and Release of Liability Form*
 - *Authorization for Emergency Treatment*
 - *Health History Form*
 - *Photography Release Form*
 - *Pick Up & Drop Off Authorization Form*
 - *Kids for Animals Club Manual – Parent/Guardian & Child Acknowledgement*
 - *Authorization to Leave Campus* (optional form for Teen Club Members only)

*Forms can be found at: pasadenahumane.org/kidsforms.



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Thank You!

Thank you again for choosing the Pasadena Humane Society & SPCA's Kids for Animals Club as your child's extracurricular activity. We look forward to seeing you at the first KFA Club Meeting and what is sure to be a fun-filled, educational session of activities for all KFA Club Members. What better way to spend time after school than making new friends, learning together, playing games, and being around the amazing animals at our shelter?

If you have any questions prior to or during KFA Club sessions, please do not hesitate to contact us. We'll see you soon!