



Title: **Preparing for an animal to go into foster care**

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## 1. Purpose and Scope

In order for an animal to enter a foster home, certain steps must be taken to ensure the animal's needs are sufficiently met and the foster parent has a successful, and positive foster experience.

This preparation includes collecting necessary paperwork, gathering supplies, and ensuring necessary medication is prescribed and ensuring necessary medication is prescribed and dosed. The exact preparation needed for a particular animal depends on species, age, medical needs, and behavioral needs.

All preparation must occur prior to the foster parent arriving at the shelter to pick up the animal.

## 2. Procedure

### **Confirm match:**

- When an animal is identified as needing foster placement, review the animal's record in PetPoint to confirm those items that are major factors in making a match with a foster parent, including:
  - species
  - age
  - medical condition or special needs
  - special behavioral considerations
- Identify available foster parents "On Deck" and ensure that the available foster parent has specified that he/she is willing to foster an animal with characteristics of the animal who needs foster placement.
- Review the person record in PetPoint to ensure there are no concerns regarding the person's ability to foster an animal.
- Add a memo to the animal's record in PetPoint indicating that a match has been made and also indicate when the pick-up is scheduled to take place.
- Check the animal's stage:
  - If the animal is not in an available stage, change the animal's stage to *Foster Pending*.
  - If the animal is in an available stage, leave stage as-is. The animal may still be adopted prior to leaving for foster care.
- Attach the animal to the foster parent in PetPoint (see attached instructions)

### **Ensure necessary medical is completed:**

#### **Cats:**

##### 0 up to 14 days:

- no vaccines or treatments

##### 2 weeks up to 4 weeks:

- Pyrantel (starting at 2 weeks of age)
- Ponazuril (starting at 2 weeks of age)

##### 4 weeks up to 12 weeks:

- Pyrantel
- Ponazuril
- FVRC (starting at 4 weeks of age)

- FVRCP vaccine (starting at 4 weeks of age)
- Advantage (starting at 8 weeks and 2 lbs)

3 months up to 6 months:

- Pyrantel
- Ponazuril
- FVRC
- FVRCP
- Advantage (starting at 8 weeks and 2 lbs)
- Rabies (at 12 weeks)
- Microchip

Over 6 months of age:

- Pyrantel
- Ponazuril
- Frontline
- FVRC
- FVRCP
- Rabies
- Combo (FeLV/FIV) test (6 months of age and older)
- Microchip

Nursing Stray (not surrendered or verified as a community cat):

- Pyrantel
- Ponazuril
- Frontline
- FVRC
- FVRCP
- Rabies
- Combo (FeLV/FIV) test (6 months of age and older)
- Microchip

Nursing Community Cat (verified as a community cat):

\*if medical staff can safely administer

- Pyrantel
- Ponazuril
- Frontline
- FVRC
- FVRCP

- Rabies
- Microchip

**DO NOT COMBO TEST Community Cats****Dogs:**0 up to 14 days:

- no vaccines or treatments

2 weeks up to 4 weeks:

- Pyrantel (starting at 2 weeks of age)
- Ponazuril (starting at 2 weeks of age)

4 weeks up to 12 weeks:

- Pyrantel (starting at 2 weeks of age)
- Ponazuril (starting at 2 weeks of age)
- DAPP (starting at 4 weeks of age)
- Bordetella (starting at 4 weeks of age)

3 months up to 4 months:

- Pyrantel
- Ponazuril
- DAPP
- Bordetella
- Frontline (starting at 8 weeks and 2 lbs)
- Rabies (at 12 weeks)
- Microchip

4 months and older:

- Pyrantel
- Ponazuril
- Frontline
- Bordetella
- DAPPL (starting at 16 weeks of age)
- Rabies
- Heartworm test (6 months of age and older)
- Microchip

In cases where medical treatments/vaccines need to be completed:

- Schedule an exam in Petpoint. See [Scheduling Exams for Animal Medical Evaluation WI-5](#).

In cases where an animal requires specialized medical treatment:

- Request medical discharge instructions, as necessary.

- Ask members of the medical department to enter notes in PetPoint, place medication in medicine chest, and notify members of the foster department (including volunteer dog and cat coordinators, if necessary) when completed.

**Prepare paperwork and supplies:**

*The exact documents included are dependent on the species of animal, age, and if the animal has specific medical or behavior needs.*

**Standard paperwork includes:**

- Foster departure checklist
- Two copies of the foster contract (one for shelter records, one for the foster parent)
- Foster checklist (varies by species and age)
- Foster and memo (generated by PetPoint, animal specific (see attached for instructions on how to obtain this document)
- Rabies certificate if the animal is 12 weeks or older
- Quick Reference sheet for foster parents
- Foster supply agreement (for non-consumable items. See [SOP-135 Issuing supplies to Foster Parents](#) for instructions)

***Additional paperwork and supplies*****Kittens 4 weeks and younger:**

- Kitten vaccine schedule
- Folder of information specific to neonate care:
  - kitten monitoring sheet
  - making formula cheat sheet
  - illness in kittens sheet
  - *Routine Care of Kittens* document
  - *Transitioning to Solids* document
- Snuggle safe
- Kitten scale
- Kitten formula
- Bottles and/or syringes, of various sizes

**Kittens 4 - 16 weeks:**

- *Transitioning to Solids* document
- Kitten vaccine schedule
- Kitten formula, for use in transitioning to solids
- Bottles/syringes, as necessary
- Extra supply of ID bands
- Frontline (if both 8 weeks and 2 lbs, write dates on packaging)

- Information on kitten socialization, if the purpose for foster care

Cats 16 weeks and older:

- Two month supply of Advantage Multi (write dates on packaging)

Puppies 4 weeks and younger:

- Puppy vaccine schedule
- Snuggle safe
- Puppy formula
- Bottles and/or syringes, of various sizes
- Scale, for weighing

Puppies 4 - 16 weeks:

- Puppy vaccine schedule
- Puppy formula, for use in transitioning to solids
- Bottles/syringes, as necessary
- Extra supply of ID bands

Dogs 16 weeks and older:

- *Decompress for Success* document
- Additional behavior documents, as necessary
- Two month supply of Frontline (write dates on packaging)
- Two month supply of Heartgard, if heartworm negative (write dates on packaging)
- HRA ID tag

**Storing prepared items:**

New York Avenue

- Paperwork should be placed, clearly labeled, in Foster Pick Up folder behind front desk
- Prepared supplies should be placed in a bag, clearly labeled with the foster parent's name, behind the front desk. There will be a note on the "Front Desk Pick-up Instructions" as a reminder to send the medications home with the foster parent.
- Medication that does not require refrigeration should be placed in the bag with the other supplies. These should be clearly marked with the foster animal's name and there will be a note on the "Front Desk Pick-up Instructions" as a reminder to send the medications home with the foster parent.
- Medication that requires refrigeration should be placed, clearly labeled with the animal's name, in the refrigerator behind the front desk.

Oglethorpe

- Paperwork should be placed, clearly labeled, in the Foster Pick Up folder attached to the closet in the adoptions office.
- Prepared supplies should be placed, clearly labeled with the foster parent's name, in the cabinet behind the adoptions desk (closest to the store). There will be a note on the "Front Desk Pick-up Instructions" as a reminder to send the medications home with the foster parent.

- Meds that do not require refrigeration should be placed in the bag with the other supplies. These should be clearly marked with the foster animal's name and there will be a note on the "Front Desk Pick-up Instructions" as a reminder to send the medications home with the foster parent.
- Meds that require refrigeration should be kept in the med center refrigerator next to the cat ward on the second door shelf. There will be a note on the "Front Desk Pick-up Instructions" as a reminder to send the medications home with the foster parent. The meds should be clearly labeled for the foster.

### 3. Attachment

1. [Match\\_foster\\_parent\\_with\\_animal\\_PetPoint.docx](#)
2. [Foster\\_Memo\\_PetPoint.docx](#)

### 4. References