

PapAdopters & Placement Service Foster Guidelines Manual



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Introduction

PapAdopters & Placement Service, Inc. is engaged in the rescue and re-homing of purebred Papillon dogs that are or will be homeless. We accomplish this through a network of volunteer foster homes across the United States. Our mission is as follows:

To rescue, restore to health and re-home purebred Papillons through the provision of appropriate fostering and assessment, medical care, training, education and assisting Papillon owners and shelters in need. To actively recruit and train volunteers to assist in all aspects of rescue operations. To raise funds for the purpose of providing necessary health care and other services to Papillons in the care of PapAdopters & Placement Services.

We operate through a network of volunteer Foster homes across the country. Our Foster homes are our most valuable resource, without which we could not operate. We cannot ever thank you enough for the help that you so lovingly give to these dogs in need. It is our hope that this guide will provide information to aid the valuable work you do.

At the time a dog is placed into a foster home, one member of the Board of Directors is identified as the single point of contact for the foster home. Of course, all members of the Board of Directors are available to any foster home at any time.

 **Facebook Foster Page** 

BY INVITATION ONLY

This Facebook page, exclusively designed for PAPS foster Homes, will be a private forum where you will be able to discuss and share details about your foster dog. This includes and behavioral or medical issues. A certified trainer is willing and available to help you work through any issues; we are also attempting to get a veterinarian to assist with any simple suggestions. With your input, we envision this page to develop into a valuable resource for all of our foster homes.

Bringing a Foster Into Your Home

Dogs coming into foster are under some stress – from loss of their owner, neglect or abuse, time spent on the street or in shelters, etc. They need stability and time to adjust to new people, animals, surroundings and routines. A first instinct may be to hug them, love them and try to reassure them. Unfortunately, an animal that is in a new situation may at first be frightened, rather than reassured, by a touch or attempt to pick it up or even an outstretched hand. Many will need time to “come around,” and it is best to let them do so at their own pace.

When a dog is anxious or fearful, let it come to you, even though it may take hours or days or even weeks. Talk to it, using a calm and gentle tone; avoid quick movements; encourage it with a treat, or coax it – but do not force an interaction initially unless it is necessary for the dog’s health or safety.

- 🦋 When you bring a foster in, put one drop of vanilla extract on the back of its neck and above the tail – as well as on each pet in your home. Do this **before** they meet. It gives them all the same “over scent” and can help the introduction phase.
- 🦋 Volunteers should not place a new arrival (foster) with their own dog(s) until both have had time to adjust to the change, the personality of the foster has been observed, and the volunteer is certain that the foster does not have a contagious disease or parasites that could harm resident dogs.
- 🦋 Foster dogs should not be left alone with resident dogs/animals for any length of time, especially during the first days. PapAdopters & Placement Service recommends the use of crates and baby gates.
- 🦋 Foster dogs should be provided with a bed/crate in a quiet area, with food and water available. Typically, a sectioned-off area of the home should be made available. This should be an area where the likely initial “accident” will be okay. The crated dog can then be placed in the area and the door of the crate opened. The dog will leave the crate when it is ready.
- 🦋 If the foster dog is not current on vaccinations, it must be taken to a licensed veterinarian within 7-10 days after arrival, and should be isolated from the volunteer’s resident dogs until it has been checked and evaluated by that veterinarian.

Supervision of Fosters

- 🦋 Foster dogs should not be allowed off lead or out of a fenced area without restraint, nor left outside without supervision.
- 🦋 If a dog must be left alone for a period of time, it should be crated or in a safe, secure area of the house. Volunteers should supervise interactions of the foster dog with people and other dogs, and especially with children. No one should force attention on a dog – and the dog should not be placed in a situation that is frightening to it. No dog should ever be left unsupervised with young children or with larger dogs.
- 🦋 Dogs traveling in a car must always be crated.

Feeding Foster Dogs

- 🦋 Foster dogs must be fed a complete and healthy diet. A premium dry kibble is usually recommended unless the dog has special nutritional requirements.
- 🦋 “Free feeding” – leaving food out for an extended period of time – is not recommended. Dogs should be given 2 meals daily (in some cases more often for the tiniest). Food should typically be made available for 15 minutes; if it is not eaten within that time it should be removed. This helps the volunteer establish a schedule for the animal to relieve itself. It also allows the volunteer to monitor what each dog is eating and observe any abnormalities that may need attention.
- 🦋 Some dogs have sensitive or easily-upset stomachs, especially if they are very stressed. When this is apparent, a diet of cooked, white rice and boiled chicken is suggested for a period of time. Dry kibble can be added gradually.
- 🦋 Some dogs have allergies, and may need special diets.
- 🦋 Some dogs (especially strays) have had to scrounge for food and fight to keep what they have found. This sometimes results in a dog that is very protective around food, bones, toys, bedding—anything it considers his and must protect. Therefore, leaving these items around freely is not suggested until you have had a chance to observe the dog’s behavior.

Housetraining

- 🦋 Crating is often the most effective way of housetraining. Sectioning off small areas is also acceptable and the use of “piddle pads” is encouraged for dogs that are very susceptible to inclement weather, cold temperatures, or have difficulty getting outdoors. If a dog seems to constantly be going and having accidents a visit to the vet is recommended to rule out any physical reason for this (i.e. urinary infection, etc.)
- 🦋 Expect accidents initially – and some amount of marking by male dogs. Have an enzyme-based cleaner on hand to remove any scent.
- 🦋 General housetraining guidelines:
 - 🦋 Confine dog to a small area along with his bedding, whenever you cannot actively supervise it.
 - 🦋 Feed on a regular schedule
 - 🦋 Every few hours take him outside to relieve himself. Reward when he does so. Come back in and place him in the confined area.
 - 🦋 If the dog is caught IN THE ACT of relieving himself in the house, simply say, “Outside” and bring him right out to continue relieving himself. Never scold him *after* the fact. Dogs associate praise, rewards, or correction with what they are doing right at that moment – not with what they were doing just before.
 - 🦋 Length of time between outdoor visits can eventually be increased as progress is made.

Crating

- 🦋 Crating is not, as some believe, cruel. Crating is improper if it is used as a punishment, or if the dog is confined for long periods of time or kept in a cramped space. When used correctly, crating is effective and dogs are receptive to it.
- 🦋 Dogs like routine and they like a place (den) they can call their own. For the most part dogs will not “mess” where they sleep/eat. For this reason confining or crating them is effective for housetraining. If a dog is messing where it sleeps/eats, it may be due to an infection or something else that is wrong.
- 🦋 The dog can eventually be left out of the crate though the crate should be left open in the sectioned off area so that he may go in and out as he pleases.

Dog Limits

- 🦋 Town/city ordinances often dictate the maximum number of allowable pets in households. PapAdopters & Placement Services advises all foster homes to know and adhere to the limitations of their city or town.

Veterinary Care Guidelines

When a Papillon is placed in the care of the foster home, it is the foster's responsibility to obtain full vetting of the dog, training and/or rehabilitation of the dog, and become the primary point of contact for the adoption process. Approved expenses incurred that are directly related to a dog in PapAdopters' care are reimbursed to the foster home

1. All fosters should be taken to a veterinarian . . .
 - a) Immediately, if the dog is injured or seriously ill
 - b) Within 7-10 days after arrival, if full medical records are not available, or if records show that the dog is not fully up to date on vaccinations
 - c) After being given time to settle in, if the dog is healthy and medical records show that it has been recently vetted and is up to date on vaccinations.
2. Each dog should have the following:
 - 🦋 Complete physical exam which will include an assessment of oral health, status of patellas, and any infectious, parasitic or contagious conditions.
 - 🦋 Distemper-Hepatitis-Parainfluenza-Parvovirus and Rabies vaccination if no record of these vaccinations exist or if the dog is overdue for these vaccinations. No other vaccinations are covered and no vaccine titer testing is to be done.
 - 🦋 A Heartworm test and 2 months worth of heartworm preventative if indicated by time of year and geographic region. Please check with a Board member prior to purchasing Heartworm preventative. We may have a supply that can be mailed to the foster home thus preventing unnecessary expense. If the test is positive, please provide an estimate for treatment costs.
 - 🦋 Isolation boarding, if determined by the veterinarian
 - 🦋 Flea and or tick treatment, if medically indicated
 - 🦋 Initial nail trim,-if medically indicated
 - 🦋 Spay and neuter, unless medically considered unsafe
 - 🦋 The need for a fecal test will be decided on a case by case basis. Please check with your point of contact prior to having this done.
3. Treatment for any other minor medical condition (diagnostic tests and/or treatments). If you find the cost will exceed \$100, you must obtain pre-approval from your Regional Coordinator or Board Member.
4. Consider inoculating your own dogs (at your own expense) against kennel cough. Shelter dogs sometimes have kennel cough and it is highly contagious.
5. When spaying or neutering is required, discuss the procedure and cost with your vet, and then discuss with your Regional Coordinator or Board Member to; All PapAdopters fosters must be spayed/neutered prior to adoption.

Managing Veterinary Costs and Billing

- ✈ If the foster dog requires anything that would not be considered routine, such as a sonogram to identify severity of a heart condition or surgical correction of luxating patellas, an estimate must be obtained from your vet and contact made with your Regional Coordinator or Board contact beforehand.
- ✈ **If a dog requires emergency health care, however, do not delay.**
- ✈ Foster homes are encouraged to discuss their PapAdopters volunteer status with their vet to see if there are opportunities for discounts on these services.
- ✈ If possible, foster homes should arrange with their vet to bill PapAdopters directly for treatment of foster dogs. The PapAdopters Treasurer can help set this up, if the vet is willing to bill directly.

Reimbursement Procedures

Every effort will be made to reimburse expenses incurred for rescue dogs as soon as possible when the following procedures are followed:

A reimbursement form with copies of veterinary bills must be mailed to the Treasurer. If you have access to a scanner, the form and bills may be scanned and emailed to the Treasurer.

The following expenses will be considered individually and must be submitted for pre-approval:

- ✈ Any Veterinarian expenses for illness other than provided for in this document under the Veterinary Treatment Section of this manual.
- ✈ Any surgical procedure except spay/neuter.
- ✈ Dental Cleaning and treatments
- ✈ Boarding at kennel if foster care is not available or isolation is required.
- ✈ Any other expenses related to rescue and/or adoption not covered in the Veterinary Treatment Section.

The reimbursement form can be found at the back of this document.

Please make all efforts to submit the receipts within thirty days. PapAdopters cannot pay finance charges. Should finance charges be assessed, it will be up to the foster home to settle this with the vet.

Adoption Process

- 🦋 A dog is considered ready for adoption when the items on the behavior checklist can be answered. See Appendix A for the checklist.
- 🦋 When a dog is considered ready for adoption, the foster home will need to provide a biography and picture to your Regional Coordinator or Board Member contact to be uploaded onto the website. Your Regional Coordinator or Board member contact will discuss the things that might go into the biography with you and is ready to assist you, if needed.
- 🦋 Applications and/or email inquiries will be reviewed by the Regional Coordinator or the Board member contact and if a potential fit is determined, they will be forwarded to you. We ask that you respond within 24 hours. If you're responding to an email inquiry, an important point to make is that the adoption process begins when an application is submitted. Applications are handled on a first come, first served basis. That does not mean that adoptions are handled as first come, first serve. An applicant may be deemed not appropriate for the type of dog in question. Our primary concern is placing your foster dog into the right adoptive home.
- 🦋 All appropriate applications will be forwarded to you as soon as they are received. When you receive an application, here are the steps you'll need to take.
 1. Call the applicant and talk to them about your foster dog. If you think this is a potential good fit for your foster dog, you would proceed to the next step. If you don't think this is a good fit, you may tell the applicant right away or if you prefer your Regional Coordinator or Board member contact will call the applicant.
 2. If you think the applicant might be a fit, the next step is to contact the veterinary reference and the personal references provided in the application. Please don't hesitate to ask if you need help in making these connections. You must use the Reference check form (a copy is at the back of this document) to document the results of the reference checks.
 3. If after the reference checks are completed, the applicant looks to be a good prospect, a home visit needs to be scheduled. Your Regional Coordinator or Board member contact can help you in getting this done, if needed. If the applicant lives in your vicinity, your foster dog should be brought along for the home visit so you can see how he/she acts in the new home and how the applicants react to him/her. You must use the Home Visit Checklist to document the results of the home visit..
 4. If after steps 1 – 3 the applicant appears to be the right fit for your foster dog, share your information with your Regional Coordinator or Board member contact. She may approve the adoption at that time, or under certain circumstances may want to confer with the other Board members.

- Listed below are some items to be discussed and considered while you are speaking with the applicant.
 - 🦋 How will the applicant get the dog to their location if they don't live in your vicinity? Potential adopters should be encouraged to make the trip to you to pick up your foster dog, should the adoption be approved. In the event that this isn't possible, we can try to make some transportation arrangements, but there is no guarantee that this can be accomplished.
 - 🦋 Meet and greet play dates – You may be asked by a potential adopter if it is possible to meet the dog beforehand. When possible we encourage this type of interaction. It increases the likelihood of a successful adoption.
 - 🦋 If asked, a dog may not be allowed to be 'tried out' in a potential adopter's home.

Confidentiality

- 🦋 It is important to keep the confidentiality of the previous owner. You will have documents such as the surrender form and medical records that have the previous owner's information on it. The medical records will need to be copied and given to an adopter; however, any personal information about the previous owner must be blacked out.

Social Media Guidelines

- 🦋 There is a minimum 2 (two) week evaluation period prior to posting pictures or info about your foster to social media. The two week period should give you adequate opportunity to observe and evaluate your foster through the Behavior Checklist, visit the vet and get grooming done.
- 🦋 After the evaluation period is complete and before you post any pictures or information regarding your foster on social media, please make sure he is posted as “adoptable” on the PapAdopters website. There may be exceptions to these rules so please check with a Board Member to get approval prior to posting.
- 🦋 When posting to social media about your foster, along with your best pictures, convey happy information. Do not share medical details; vague is better.
- 🦋 If you have any questions regarding these guidelines, please check with a Board Member.

Appendix A

Behavior Checklist

In planning for a successful adoption, the items on the checklist below must be answered about your foster dog. There are some things, such as getting along with cats or children that you may not know and that can't be tested. In these cases, an 'unknown' is acceptable. The point of the checklist is to provide thought starters of things you'll want to know about the dog so the best match possible can be made with potential adopters.

- Does the dog have a known bite history?
- Is the dog high-energy, calm, shy, pushy or fearful?
- Is the dog barky or vocal?
- Is the dog housetrained?
- Is the dog crate trained?
- Does the dog show any aggression around food?
- Does the dog show any aggression if a toy is taken away?
- Does the dog display aggression toward other dogs?
- Does the dog initiate play with other dogs?
- Has the dog been around cats and, if yes, what is the dog's reaction?
- Does the dog chew on inappropriate items, such as pillows or furniture?
- Does the dog know any basic obedience commands, such as sit, down, come, etc.?
- Does the dog take a treat gently from a human's hand?
- Does the dog show any fear or aggression upon being touched?
- Has the dog had experience around young children?
- Is the dog able to be groomed without an issue?
- Does the dog display any separation anxiety?
- Does the dog conform to known breed characteristics?
- Does the dog travel well in a car?

Travel Protocol

The following transport standards must be followed before a dog can be transported in a car.

Each transporter:

Put a note in your wallet (next to your driver's license), stating the names of the animal(s) you are transporting, noting that they belong to PapAdopters & Placement Service and contact info for the rescue's director.

Additionally, attach a note on each crate or harness with the information below in case of an emergency, such as a traffic accident while in transit:

- Animal's name
- Foster care parent's name and contact information if being transported within the rescue. If being transported from outside of the rescue to a member of PapAdopters, please list the contact information for the PapAdopters representative's you are to meet.
- Any special needs
- Animal's medical history/records
- Note that collect calls will be accepted. State "if no answer, leave a message with your phone number and name."
- Current medications the animal is to receive, dosage and timing.
- A note that PapAdopters & Placement Service will reimburse for any and all vetting that the animals need should they be injured in an accident
- Each animal will need to use a size-appropriate crate
- All animals must be transported in the back portion of the car or van and never in the front seat. If an airbag is deployed it can crush a crate.
- For trips under 4 hours of duration, dogs are not to be let out of the crates. It's easier to clean up a puddle in the crate than to catch a dog who bolts when the crate door is opened.
- To prevent dogs from bolting out of a crate, get into the back seat and close the car doors and windows before opening the crate door.
 - When you put the leash on the dog (in the back seat of the vehicle), wrap the leash around your hand a few times. This will prevent the leash from slipping through your hand should the dog bolt or jump out of your arms.
- When arriving at the destination, such as transporting to a foster home or an adopter, the safest thing is to carry the crate with the dog inside and open the crate once the dog is securely inside the house or fenced in yard.

Transport Form

Dog's Name:

Dog's Age:

Special Needs:

Medications:

Transporter's Name:

Foster home name:

Foster home address (street, city, state, zip)

Foster home phone number:

IN CASE OF ACCIDENT:

This dog belongs to PapAdopters & Placement Service, who will reimburse for any medical expenses.

Collect calls will be accepted.

Rescue Board of Directors Contacts: info@papadopters.com

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