

New Home boarder application– paperwork guidance notes

Day to day working documents

• **Terms and conditions (We recommend you include the following)**

- Booking
- Cancellations
- Updates and changes
- Aggressive animals and damages
- In season bitches and entire male dogs
- Unforeseen purchases and Vet bills
- Privacy policy
- Insurance
- Medication/vaccinations/immunisations
- Designated vet
- Items that need to be provided by owner
- Payment

• **Daily observations record and cleaning (Home/garden/vehicles)**

- Toileting
- Food consumption
- Behaviour
- General observations

• **Trail familiarisation record**

- Time & date
- Which dogs were present
- Whether owner/s were present
- Which activities took place
- Observations
- Suitability for boarding
- Follow up questions and actions

• **Booking form**

- Owner's name
- Address
- Contact details (Phone/email)
- Emergency contact (Name, address and contact details)
- Dog's details
 - Breed
 - Age
 - Sex - Neutered? In season?
 - Microchip details
- - Details specific items the dog will bring whilst boarding.
- - Name and address of veterinary practice - Telephone number
- Do they have pet insurance? If yes, request company name and policy number

- Details of any health issues - Is their dog on any medication or herbal remedies. If yes, request they specify name/s, reason for being given and dosage (amount, how administered and frequency)
- Date of last annual vaccination
- Date of last flea & worm treatment, plus brand used
- Time and frequency of feed/s
 - Amount given
 - Type (dry biscuit/cooked/raw)
 - Brand of food
- Any allergies/intolerances
- Is their dog habituated to the use of a crate? If so, when, how long and for what purpose.
- Any other behaviours that you need to be made aware of
- What is their dog's normal exercise routine (activities, locations, length of time and time of day).

• **Consent form**

- Consent for their dog to be boarded with dogs from different households who may be boarded at the same time.
- If they are boarding more than one dog from the same family, do they consent for them to be boarded in the same room as one another.
- Consent for their dog/s to share a designated room with resident dogs.
- Consent for their dog/s to mix in outdoor areas with dogs from other households. - Consent for their dog to eat with other dogs present in the room.
- Consent to carry out the routine care of the dog such as grooming.
- Consent to a programme of exercise and enrichment both inside and outside to include socialisation and play. (List activities and owner can delete as appropriate)
- Consent for their dog to be walked outside the home environment/garden.
- Consent to their dog being let off lead.
- Consent to their dog being walked with other dogs from same and separate households.
- Consent to separate their dogs from the same household from their designated room if it becomes necessary.
- Consent for videos and photographs of their dog's to be posted on your social media/website (If applicable)
- Consent to carry out treatment if there is evidence of external parasites such as fleas, ticks or lice (with an appropriate product authorised by vet)

Policy and procedural documents

• **Preventative healthcare plan (Must be signed and agreed by your vet)**

- Death of dog
- Escape of dog
- Dogs being boarded must be up to date with vaccinations, flea and tick treatment and worming. Records for all of these will be required prior to their stay.
- Dogs must not have any known health issues on arrival, unless previously discussed and a healthcare plan agreed, in partnership with their vet or yours.
- Administering medications
- Named designated vet and circumstances when it would be used
- Proxy agreement between owner and their chosen vet whereby you can take a dog to the dog's own vet and get it treated on owner's behalf.

- Agreement for your designated vet to be allowed access to dog's medical history from vet if emergency treatment was needed there.
- Contagious dogs and isolation procedure
- Cleaning policy - with pet friendly disinfectant products
- Veterinary bills
- Exercise and socialisation plan
 - Daily exercise plan
 - Enrichment plan for dogs who cannot be exercised due to health/age etc
 - Enrichment provided for all dogs
- **Immature dogs' policy (if boarding dogs under 1year of age)**
 - Vaccinations
 - Periods of being unattended
 - Suitable enrichment and age appropriate toys
 - Suitable diet
 - Frequent toileting opportunities
 - Ensure puppies can seek undisturbed rest away from any stimulation
 - Gradually habituate young dogs to household sounds, smells, and visual stimulations, including new people, visitors, and other pets.
- **Risk assessment (to include children if applicable)**
 - **Emergency, fire and evacuation**
 - Emergency contacts
 - Equipment
 - Fire and evacuation procedures
 - Procedure to cover the care of animals during and following an emergency:
 - Extremes of temperature and weather conditions (both hot and cold)
 - Breakdowns of essential services
 - Where the dogs will be accommodated if the premises become uninhabitable, your licence is revoked, or you are unable to care of the dogs
- **Staff training policy and records (if applicable)**
- **Personal training and development record**
 - Qualifications achieved
 - Courses
 - Research
 - Development objectives
- **Transportation policy**
- **Feeding policy**
 - **Monitoring and ensuring the health and welfare of dogs**
 - **Cleaning policy (Home/garden/vehicles)**
- Types of product used (pet safe)
- Storage