

FRIENDS OF THE ANIMALS HOUSE RULES AND KENNEL REQUEST INFO

Fosters are an invaluable asset to FOTA and the community as a whole, and we really appreciate all you do. Below please find the protocol for scheduling at the FOTA House. Please abide by these guidelines to help our house run smoothly. Thank you.

SCHEDULING AT THE FOTA HOUSE

Each Sunday, we make the schedule for the following Monday-Sunday. If we have extra crates after scheduling the dogs in our program, we try to honor kennel requests from CAA fosters. **Please submit your kennel requests EVERY WEEK BEFORE NOON each Sunday using the Google Form: <https://forms.gle/JHEECJMmX12PYwnX7>** You will need to submit a new kennel request each week. We usually have a good idea of what our schedule will look like for Monday-Wednesday and will confirm whatever requests we can on Sunday. However, kennel requests for Thursday-Sunday are added to a waitlist and are usually confirmed on a day-by-day basis. You may not bring your foster to the FOTA House unless we have confirmed your request. **If you bring your foster without a confirmed reservation, you will have to take your foster back home. No exceptions.**

CONSIDERATIONS FOR CONFIRMING KENNEL REQUEST

- We strive to provide potential adopters with a variety of dogs to consider when they visit the FOTA adoption house. For that reason we will limit the number of dogs of similar breeds, colors, size, etc. available on a daily basis. We will rotate dogs on our schedule to meet this requirement when necessary.
- **Do not request a kennel on behalf of another foster or for a dog that is not yet in your care full-time.** Kennel requests are only honored if the foster dog will be living in your home until their adoption. While we appreciate that those who cannot foster would like to advocate for dogs in the shelter, you may not bring a shelter pup to the house unless it is your full-time foster.
- For the pups who reside in the shelter, our transport driver pulls them for the day when space is available. Please do not ask the FOTA staff about having a certain dog pulled for our day transport. Our email is strictly for foster kennel requests only.
- Our transport driver is not permitted to transport your foster to and/or from the shelter. Please do not ask.

CANCELLATIONS

- If you are unable to come on a day that you have reserved a kennel, please **let us know as soon as possible** so that we can assign the crate to another dog on the waitlist. **We would like to have 24 hours notice if possible.**
- **If your pup is showing any symptoms of kennel cough, please cancel your reservation** and keep your pup home until he/she is no longer symptomatic. If your pup begins to show symptoms while under our care, we may have to ask you to pick him/her up early, so it is best to cancel instead. We would like to have 24 hours notice if possible.
- If you cancel your foster's reservation, **you cannot offer your crate to another foster.** We have a waitlist and will only honor kennel requests made through the proper channels.

WEEKDAY HOURS - Open to the Public 11:30-5:00

- **Drop off 7:30-9:00** (you may use the front door) *staff leaves promptly at 9:00 and is not permitted to wait for you if you are running late; You may also drop off at 11:30 when we open to the public. Staff may be there before 11:30, but **we are not permitted to let you in the building until 11:30. Please wait even if the back door is open.**
- **Pick up no later than 5:00**

WEEKEND HOURS - Open to the Public 11:00-3:00.

- **Drop off begins at 10:30 at the back door** so the public does not enter with you before we open. You may enter through the front door after we've opened at 11:00.
- **Pick up no later than 3:00.**

HOUSE RULES

- **Your dog must have a collar.** The dogs are handled by volunteers, and should a dog slip past a volunteer, it is easiest to catch the dog by the collar.
- **Your dog must have a clip-on leash,** not a slip leash. We have had frightening instances where dogs have slipped out of slip leashes in the parking lot. Please clip your leash on the crate, out of the walkway, so that the public does not trip on it.
- You must bring an **up-to-date copy of your pup's medical** with you.
- **Always check your kennel card** before putting your foster in the crate. We often have to move pups around from day to day.
- An adult must walk your foster into the house; **minors are not allowed to hold the leash.**
- **Do not let your foster interact with other dogs.** This is both a safety precaution and a health precaution. Keep your foster on a short leash, and be sure to keep your dog leashed and controlled until they make it into their crate.
- Please ensure that the crate is properly latched.
- If you would like to meet another dog, please let the staff know. **Only staff and volunteers are allowed to get the dogs in and out of the crates** (other than your foster, of course).
- **Children must stay by your side at all times.**
- **No fingers in kennels.**
- Late pick up, no-shows, or failure to abide by house rules will result in your foster dog being moved down the waitlist.

SOCIAL MEDIA POSTS

If you would like us to share your foster on our facebook page, please submit your own bio and pictures to the "Visitor Page" of our facebook. Depending on your browser, it may allow you to share a post to our wall. A volunteer will copy and paste it over to our main page.

SCHEDULING ADOPTIONS

If you receive an application you'd like to approve, feel free to contact the adopter and let them know they're approved. We prefer to schedule adoptions before 3, as we only have one staff member on duty after 3 o'clock. However, please ask that the applicant wait for the FOTA staff to contact them to schedule the actual adoption. Also be sure to let the staff at the FOTA House know **by email** that you have approved the adopter (include adopter's name please.)

ADOPTION FEES

Dogs over 6 months and over 25 pounds: \$125 **Cash or Card Only**

Dogs 6 months and under OR less than 25 pounds: \$175 **Cash or Check Only**

CONTACT US

- If you need to contact the staff, please email fotahousefosters@gmail.com. We will respond to you during business hours only. Our email fills up fast and is managed by many, so if you haven't heard back from us, feel free to call us at 225.239.7368. This email address is for business use and not for the public, so please refrain from sharing this email address to potential adopters or the public at large.
- Facebook messages will only be reviewed and answered during business hours, as well. We do not have access after hours to necessary information that may be required to give an accurate response.

TREATMENT PROGRAM FOR HEARTWORM POSITIVE DOGS

- If your heartworm positive foster is adopted at the FOTA house, we will add the pup to our heartworm treatment schedule on the day he/she is adopted and go over all treatment information with the adopters.
 - Our vet, Dr. Fairchild at Spay Spa, administers the "fast kill" treatment. For those who aren't familiar, **the fast kill requires strict kennel rest and leash walking for a minimum of 60 days while the dog is receiving the immiticide injections.** Please make sure your potential adopter is aware of the importance of heartworm prevention and the necessity of keeping the dog calm once the immiticide injections begin.
 - Once your foster has had three consecutive months of heartworm preventative and 28 days of doxycycline, he or she will be eligible to receive the injections. There will be three in all, with 30 or more days between the first and second shot. The second and third shots will be given on back to back days. Your adopter will drop the dog off at the FOTA House between 7:30-8:30 on the morning of his/her injections and will pick their pup up before 5:00 on the same day. The dogs will not board overnight between the second and third shots.
 - During these 60+ days of kennel rest, the adopters should not take their dog on long walks, just short potty breaks. Once the injections begin, the dog must be on a leash anytime he/she goes outside to potty. **The dogs cannot run or play while receiving the immiticide injections, as high activity can be lethal.** Keeping the dog calm through treatment may be difficult, depending on the dog, but it is essential. The adopters will also need to buy a crate and kennel their dog anytime he/she is too excited or trying to play/run.
- ★ **Our treatment protocol is based on recommendations by the National Heartworm Society. We highly recommend the fast kill method, and we urge to consider adopters who are able to keep the dog calm while receiving treatment.**