

Helping Hands Humane Society, Inc.

# Foster Care Manual

*Your Heart Is Where Their Home Is*

Margaret Price  
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## *Welcome!*

Thank you for joining Helping Hands Humane Society's Foster Program. Being a foster parent is an experience that is as rewarding as it is fulfilling. Foster parents help raise puppies and kittens, help to heal the sick, and help to mend broken bones and, sometimes, broken hearts. Bringing a homeless animal into your household can certainly be a challenge, but one we hope you will enjoy. HHHS receives over 9,000 animals each year and many of these animals are in need of some special TLC. As a foster caregiver, you will be instrumental in providing the animals with the specific TLC needed to make them adoptable. There is no better moment than when the animal you have invested your heart and soul in – is adopted.

Thank you for the donation of your time and home. Your generosity and love of animals is applauded!

## **Important Information**

### **Contact Names and Numbers:**

Please call the Foster Care Coordinator with questions, concerns, or to schedule veterinary care.

*Foster Care Supervisor* Margaret E. Price 785-233-7325 Ext:117 785-215-1845 (cell)

Foster Care Coordinator Jenna Petesch 785-233-7325 Ext: 123 785-806-8393(cell)

Join us on Facebook: HHHS Foster Parents

### **Emergency Protocol and Contact Information**

On occasion, foster animals have medical emergencies that happen outside of the normal hours of operation. In the case of an after hours medical emergency, please contact the Foster Care Supervisor at 785-215-1845.

Please note that if you decide to take the foster animal directly to any veterinary facility without prior approval from HHHS, HHHS will not be responsible for any of the costs incurred.

### **Requirements for Being a HHHS Foster Parent**

To be a foster parent for HHHS, candidates must meet the following qualifications:

- Candidates must pass a home inspection by the HHHS Foster Care department. A member of the Foster Care department will visit a candidate's home and verify that the living environment meets HHHS' standards for foster care.
- Candidates must fill out a Foster Profile and be approved for fostering by the Foster Care Coordinator.

## **Choosing Foster Candidates**

Not every animal is eligible for the foster program. Animals available for foster care are those who are expected to be deemed adoptable upon completion of a term of foster care. Animals with severe health or behavior problems that would prevent their being adopted even after specialized care are not placed into the foster program. Reasons animals are placed in foster care include, but are not limited to: weight gain, socialization, young age, minor injuries, URI (Upper Respiratory Infection), other illnesses/injuries, pregnant, surgery recovery, mom with a litter, and space. The Foster Care Coordinator and other members of management retain the discretionary authority for selecting animals for foster care.

Animals will not be considered for foster care if any of the following apply:

- Represent a threat to public health or safety
- Have prognosis of poor quality of life or chronic pain and suffering
- Have conditions (medical or behavioral) requiring an unreasonable investment of time and expense by HHHS, the foster parent or the potential adopter
- Have any contagious medical problems such as mange, Feline Leukemia, or Parvo

## **Suggested Supplies**

The number of foster animals HHHS is able to support is limited by the annual resources available to the program. Foster caregivers are encouraged to donate supplies for their own foster animals in order to maximize the number of animals fostered by HHHS each year. Some supplies are available to give or loan to foster caregivers who require them in order to foster. The following is a list of supplies recommended for the care and maintenance of your foster animals:

- Blankets and towels
- Paper towels and rags
- Newspaper
- Food and water bowls
- Crate
- Grooming supplies—brushes, combs and flea combs
- Litter and litter boxes
- Toys
- Collars and leashes
- Food
- Medical supplies
- Beds

This is not a complete list of all supplies needed for fostering. Some supplies will be dependent on the animal you foster and their special needs. The above supplies are the basics that will help with dogs, puppies, cats and kittens. The foster caregiver's best judgment should be used when obtaining supplies.

## **Dog and Cat Proofing Your Home**

It is important to ensure that your home and foster room are safe; animals can do the most unlikely things.

- All cleaning supplies and medications should be kept out of reach of jumping and climbing cats and dogs.
- Place all chewable items out of reach; put away all socks, shoes, etc.
- Block off small areas and hiding places.
- Wires and mini blind cords should be placed out of reach.
- Trash cans should be kept covered.
- Drapery and shower curtains should be placed out of reach.
- Count your foster animals when opening and closing any doors (closet, room and main).
- Many house and garden plants are poisonous. Keep household plants out of reach and supervise your foster animals outside. (It is good to know which plants are poisonous so please talk to a gardener or vet about the plants you have).
- Make sure your foster dog will not jump the fence before leaving him or her unsupervised in the yard. You should not leave your foster dog outside while you are away from the house.
- Toys should be safe. Please show the Foster Care Coordinator any toys that you are unsure about. The coordinator will determine the safety of the toy.
- Prevent your home from being damaged by using sheets, tarps, and newspapers to protect carpet and floors. ANY unprotected surface can potentially be damaged.

## **Picking Up a New Foster Animal**

- The Foster Care Coordinator will contact a potential foster parent by phone or e-mail. You always have the option to accept or decline a foster animal for any reason.
- Once you agree to foster an animal, you are responsible for arranging a pick-up time within 24-48 hours and driving to where the animal is located.
- HHHS will provide you with any supplies you are unable to donate or supply. If at all possible, please bring a container to put food and/or litter. HHHS has limited containers.
- Foster animals will be provided with collars and a HHHS tag. Please make sure the tag and collar stays on the animal at all times.
- You will receive any necessary medications, dispensers, instructions and medication log sheet if applicable.

## **Bringing Your New Foster Animal Home**

- Ideally, set up the area where your foster animal will be staying before you bring your foster home.
- New foster animals should be kept separate from your existing companion animals of the same species for a period of 7-10 days. This quarantine period is to protect your own animals and should be strictly observed.
- Cats and kittens do very well in a kitty condo, large crate, bathroom or spare bedroom.
- Introduce your foster animal to one room of the house first. Try to have homecoming be a quiet experience for the animal.
- Cats and kittens need a cozy, secure place with a bed to snuggle in. The bed can simply be a low box with a blanket in it.
- Show each cat and kitten where the litter box is located.
- Dogs and puppies should have a crate.
- Allow your new foster quiet time to adjust to the new environment.

## **Quarantine Periods:**

Sometimes an animal is sent into a home before evidence of a serious disease has manifested. You should quarantine your new foster animal from your other pets for at least a period of 10 days to prevent any potential diseases from infecting everyone. Quarantine periods are used to allow infectious diseases to die off in the environment. This protects future foster animals and animals in the home from being infected with the virus or disease.

Specific quarantine periods are as follows:

- |                               |          |
|-------------------------------|----------|
| • Feline Leukemia/FIV         | 3 days   |
| • Sarcoptic Mange             | 1 week   |
| • FIP or Canine Distemper     | 3 weeks  |
| • Ringworm                    | 3 months |
| • Panleukopenia or Parvovirus | 6 months |

If a foster animal is infected with one of the above illnesses, the foster parent will not be allowed to bring another foster into the home for the designated quarantine period.

## **Introductions With Your Companion Animals**

### **Cats:**

- Use your discretion in deciding whether to introduce your adult cats to your foster cats and kittens. Some resident cats have difficulty adjusting to fosters and may exhibit inappropriate behaviors such as urine marking.
- If you choose to introduce your adult cat to a foster cat or kitten, the introductions should be done gradually. Observing the 7-10 days waiting period will greatly facilitate this.

## **Dogs:**

- Introduction between a foster dog and the resident dogs should be done in neutral territory if possible.
- If introductions are done at your home, take the foster dog to the backyard to sniff and eliminate first. Then put the foster dog inside and let the resident dogs into the yard to investigate the smells left by the new dog. At that point, introductions can be made outside preferably.
- It may be helpful to keep your new foster on a very loose leash so you can easily break up any altercations. It is a good idea to let them drag the leash for a little awhile because you never know when an altercation will occur.
- Some growling and/or posturing is completely normal and to be expected. Watch for signs of unusual aggression in your foster animal.
- If there are multiple dogs in the residence, introductions should be made with the new foster one-on-one.
- Baby gates are ideal for gradually introducing animals inside.
- Always supervise your foster's interactions with your companion animals.

## **Health and Medical Issues**

Even if your foster animals appear healthy when you pick them up from the shelter, they may be incubating a disease. This is why it is important to observe the 7-10 day quarantine period when you first bring your foster home. **It is very important that your companion animals of the same species be current on all vaccines for their own protection and well-being.** We encourage you to discuss the fact that you are fostering with your veterinarian. Due to the increased chance of exposure to animal diseases, your veterinarian might recommend vaccines that are not routinely given.

It is important to observe your foster animal for any signs of illness. Warning signs to watch for include:

- Sneezing and or coughing
- Green mucus from the nose or eyes
- Squinting or crusting over of eyes
- Gagging
- Wheezing
- Tiring easily
- Vomiting
- Diarrhea
- Straining to urinate or defecate
- Bleeding from any part of the body
- Twitching abnormally
- Loss or decrease of appetite
- Change in attitude or behavior
- Lethargic or depressed
- Breathing heavily
- Rectal temperature over 102.5 degrees

**If your foster animal develops severe or bloody diarrhea, severe vomiting or is very lethargic, contact the Foster Care Coordinator immediately.**

### **Common Illnesses/Medical Conditions Seen in Foster Animals:**

- *URI* - Upper Respiratory Infection can infect dogs and cats. Cats cannot give URI to dogs, nor can dogs give it to cats, but it can be spread within the same species. Symptoms include sneezing, coughing, discharge from the nose or eyes, lethargy, loss of appetite and elevated temperature.
- *Diarrhea* - Generally, feces should be brown and formed. Diarrhea can be a symptom of many different illnesses and parasites. Diarrhea can also be caused by change in diet or overfeeding, especially in puppies. If your foster animal develops diarrhea, you will need to bring a sample of the most normal part of the stool into the shelter.
- *Dehydration* - Animals with diarrhea can quickly become dehydrated. To check for dehydration, pull up gently on the skin at the scruff of the neck. If it bounces back quickly when you let go, hydration is fine. If it does not go back or goes back slowly, your foster animal is dehydrated and needs medical attention.
- *Fleas* - Fleas can affect dogs and cats. A foster animal with fleas will be given a general flea treatment. The severity of fleas and age of the animal will depend on the treatment. **Do not use any over-the-counter flea treatment.** If you notice fleas within a week of having the animal in your home, call the Foster Care Coordinator. Although we do try to prevent fleas, we recommend that all of your pets be on a flea preventative.
- *Worms* - If you detect worms in your foster's stool, contact the Foster Care Coordinator to make arrangements to have the stool checked and treatment. Tapeworms resemble a grain of rice, and roundworms resemble spaghetti.

## **Administering Medications**

### **Administering Pills to Cats:**

If the pill can be given with food, try hiding it in a piece of food. A small amount of butter, tuna, cream cheese, liverwurst, canned food, pill pocket or semi-moist food like Pounce is often used. This method rarely works with cats. If your cat will not take the pill in food or cannot have food with the medication:

- Have the pill out and in a convenient place.
- Bring the cat to the place you will give the pill, while talking to him or her in a happy, light voice.
- Ask to be shown how to correctly "scruff" a cat.
- **Burrito Wrap:** Sometimes it is helpful to wrap the cat in a blanket or a large towel so just his or her head is sticking out.
- Place the cat between your knees or at eye level on a table.
- Hold the pill between your thumb and index finger of your dominant hand
- Using your other hand, gently but firmly grasp the cat's head from above with your thumb on one side and your finger on the other.

- Tilt the cat's head back so he or she is looking at the ceiling. The cat's lower jaw will automatically drop a bit.
- Place one of your free fingers from the hand holding the pill between the lower canine teeth(long front teeth) and push down.
- Quickly place the pill as far back in the cat's mouth as possible, making sure it is over the hump of the tongue. Do not place your hand too far into the cat's mouth because it might gag.
- Close the cat's mouth. Hold it closed, lower his or her head to a normal position and gently rub or blow on the cat's nose to stimulate swallowing.
- Talk softly to and stroke the cat or give another type of treat.
- You can also look into purchasing a pill popper.

### **Liquid Medication to Cats:**

- Start with the burrito wrap: wrapping the cat's body and legs tightly in a towel leaving only the head sticking out. Insert the dropper between the cheek and teeth while tilting the chin upward. Slowly dispense the medication, remembering not to give it faster than the cat can swallow. The quicker you do this, the more cooperative the cat will be.
- Refrigerated medication **MUST** be kept in the refrigerator.

### **Administering Pills to dogs:**

If the medication can be given with food, the easiest way to give pills is to hide it in a piece of food. A small amount of butter, peanut butter, cream cheese, canned food or liverwurst is often used. If the dog will not take the pill in food or cannot have food with the medications:

- Have the pill out in a convenient place.
- Call the dog in a happy, calm voice.
- Take the dog to a spot where he or she is backed up against something and cannot get away from you. Sometimes putting the dog on a surface off the floor is best, but this requires assistance.
- Squeeze behind the upper canine teeth and tilt the animal's head back so he or she is looking at the ceiling. His or her jaw will automatically drop a bit.
- Place one of the fingers from the hand holding the pill between the lower canine teeth (long front teeth) and push down.
- Quickly place the pill as far back as possible inside the dog's mouth being sure to get it over the hump of the tongue. Do not place your hand in the dog's mouth too far because it might gag.
- Close the dog's mouth and hold it closed while you gently blow or rub his or her nose. This will stimulate swallowing.

### **Liquid Medication to Dogs:**

- Insert dropper between the upper and lower teeth in the back and tilt the chin upward. Slowly administer the medication while being careful not to go faster than the dog can swallow. Always remember to praise the dog and even offer a treat after the medication. This will make administering medication easier in the future.

### **Applying Eye Drops and Ointments:**

- Before administering eye medication, be sure the eye is clear of discharge. You can use warm water on a cotton ball or washcloth to gently clean around the eyes. Use your thumb and forefinger to open the eyelid. With your other hand, place 1-2 drops (as directed) or a small amount of ointment on the eye or the pink tissue around the eye. The foster animal will blink and the medication will cover the entire eye. When applying medication to the eye, try to avoid the animal's direct line of vision when approaching and **avoid touching the eye with the container of medication.**

### **Exams and Checkups**

- If your foster animal becomes ill, please call the Foster Care Coordinator to make arrangements to see the veterinarian. You will need to come and get a request for veterinary care or the shelter will need to fax one over.
- Anytime the foster animal needs to see the vet you need to call the Foster Care Coordinator before going to the veterinarian.
- If a health issue comes up at night, please call Foster Care Coordinator on her cell phone.
- The foster parent should always take a copy of the cage card every time you go to the veterinarian's office.

### **Care of Puppies and Kittens**

Please let the Foster Care Coordinator know if your foster animal is developing behavior problems.

#### **General Information:**

- Puppies and kittens younger than 4 weeks are usually not fostered without their mother. However, this can be overturned by the Foster Care Coordinator and Animal Caretaker on a case by case basis. It is important that you can be observant to ensure that no problems arise. A puppy or kitten's condition can change very quickly.
- If you have a litter of puppies or kittens, it is important that you are able to identify them. Make a list of their names and any distinguishing markings so you can keep a record of their progress.

- Puppies and kittens will need to be at least 8 weeks old and 2 lbs. to go up for adoption. It is beneficial for puppies and kittens to remain with their littermates until they are 8 weeks old.
- Puppies and kittens should have their first vaccinations before going into a foster home as long as they meet health and age requirements. Foster parents are responsible for bringing in puppies and kittens or coming to get the boosters when they are due.
- The area where you keep your foster puppies and kittens must be clean, dry, warm and free of drafts. Puppies and kittens younger than 2-3 weeks cannot maintain their own body temperature and can die if they become chilled.
- Puppies and kittens with mothers should be kept separate from other animals in the house. The mother may be protective and can attack other animals or people if she feels threatened.
- Use towels or blankets for bedding. Bedding should be changed daily (or more frequently if necessary). The mother will try to keep the area clean, but that can be a difficult chore, especially with a large litter.
- The mother will take care of the babies' elimination needs by frequently cleaning/licking them. Puppies and kittens begin eliminating on their own without stimulation from their mother at about 3 weeks of age.
- *Fading puppies and kittens:* Rarely, one or more puppies or kittens in a litter will begin to "fade" after a week or two of life. They will stop growing, begin to lose weight, stop nursing and stop crawling. They may cry continuously and lose the ability stay upright. There is no clear cause for the condition. Puppies and kittens fade very quickly and often do not recover, even with intensive care. Contact the Foster Care Coordinator immediately if you suspect a problem.

### Feeding:

- Nursing mothers should be fed dry or puppy/kitten food mixed with some wet food. They need to be fed more often and in larger quantities than usual.
- Starting at about 3-4 weeks of age, most puppies and kittens will begin trying to eat on their own from their mother's dish. At this time, make sure the dish is large enough for the litter to gather around or use multiple dishes.
- Mix ground dry puppy or kitten food with water and a small amount of canned food to make a semi-solid mixture.
- Some puppies and kittens may need to be introduced to the food. Place a small amount on your finger and allow the puppy or kitten to lick it off or place a small amount on their lips. Slightly warming the food makes it more palatable.
- Feedings should be done at least 2-3 times a day. Several feedings throughout the day will ensure that your puppies and kittens do not overeat. Overeating and introducing new foods can cause vomiting or diarrhea.
- It is important to make sure that each puppy and kitten is eating. If it appears that one or more puppy or kitten is not making its way to the dish or is getting squeezed out, set up another dish away from the first and closely monitor that puppy or kitten's intake.
- **The milk you drink should never be given to a cat or kitten.**

- Remove the mother during puppy and kitten feeding times so she will not eat their food. It is also helpful to remove the mother 1-2 hours prior to feeding time to stimulate the puppies and kittens appetites.
- Puppies and kittens will continue to occasionally nurse during this time.

### **Kitten Behavior:**

- Kittens are very curious and like to run, jump, and climb. Remove all breakable and dangerous items from their reach.
- Kittens love to play with toys of any kind - even a crumpled piece of paper can provide amusement.
- A single kitten will likely cry a lot the first couple of nights. Make the kitten's area as cozy as possible by providing a blanket and stuffed animal.
- Kittens (and cats) should not be allowed outside.

### **Litter Box Training:**

- By about 4 weeks of age, kittens are ready to begin using the litter box.
- Make sure you have a low sided litter box for the kittens to get in and out of easily.
- Start them off by putting them in the litter box and scratching the litter with their paw. The kittens will pick this up very quickly. While they are learning to use the litter box, put them in it several times a day for a couple days if necessary.
- Kittens who are unfamiliar with the litter box will taste the litter. Use unscented, non-clumping clay litter for young kittens. Ingested clumping litter will cause illness.
- Several litter boxes may be necessary depending on the size of litter.
- Litter boxes must be kept clean.
- Make sure the kittens can easily locate their litter box by keeping them in a small room or bathroom.
- Kittens are very messy when first learning to use a litter box. They will step in their excrement and track it through the room. At this time, it is especially important to keep all surfaces clean and covered.

### **Puppy Behavior:**

- Nipping is a common behavior in puppies. A loud shriek will usually get their attention so you can give them a proper toy to chew.
- Try to start your foster puppies off on the right foot by keeping them off of the furniture, not letting them jump, not letting them chew on furniture, etc. Think about the behaviors you would not allow in your home from a puppy or a dog. This will make their transitions to a new home easier.
- Puppies should never be left unsupervised outside while you are gone or overnight. It is recommended that puppies are crated or in a single room when not being supervised. This is the safety of your house and the puppy.
- A single puppy will cry a lot the first couple of nights. Make the crate as comfortable as possible by providing a blanket and a stuff animal.

## **Housetraining:**

- Puppies will start to eliminate on their own at about 3 weeks of age. Puppies need to eliminate when they first wake up, about 20 minutes after eating and after playing vigorously.
- Once puppies have begun to eliminate on their own, outdoor housetraining should begin. If it is necessary to use an indoor elimination location, it should be as small as possible. Keep it consistently covered with something like newspaper or puppy pads. This will help puppies learn to keep elimination in one area and ease housetraining in the new home.

## **Socialization of Puppies and Kittens:**

- Beginning at 3 weeks of age, it is important to begin handling puppies and kittens frequently. Make sure each puppy and kitten is handled and played with regularly.
- Gradual exposure to new and different things and people; sights and normal household is important to ensure that your foster animal is well adjusted.
- Puppies and kittens learn to play by wrestling with their littermates.
- If introducing kittens to dogs or other cats in the house, it is useful to put them in a crate in a common area so they can observe each other prior to interacting.

## **Care of Cats**

### **Feeding Cats:**

- Dry food in an appropriate amount should be given twice a day.
- If your foster cat refuses to eat the dry food you may mix in a little of can food with the dry. Please see the Foster Care Coordinator for cans of food.
- The milk you drink should **never** be given to cats.
- Fresh water should always be available.
- Cats should be fed away from their litter box. It can be in the same room.
- When needing more food/litter please remember to bring a container for each item to fill it up.

### **Cat Behavior:**

- Cats should be provided with a scratching post or other suitable surface to scratch.
- Give your foster cat a variety of toys to play with. Rotate them periodically so they do not lose interest in them. You can try hiding your cat's favorite toys before leaving in the morning and create a sort of "treasure hunt" for him or her (make sure he or she sees you hiding a least a few of the toys).
- Cats should **never** be allowed outside.
- Contact the Foster Care Coordinator for suggestions and advice about specific behavior issues.

## **CARE OF DOGS**

### **Feeding Dogs:**

- Dogs should be fed twice daily around the same time of day.
- The amount of food depends on the dog's age and weight. As a general rule, adult dogs get 1 cup per 20 lbs., and puppies get 3 cups daily (divided throughout the day).
- Give the dog 15-20 minutes to eat the food and then remove it.
- If your foster dog is unwilling to eat plain, dry food, you can mix in some warm water or a small amount of canned food. Please see the Foster Care Coordinator for canned food.
- Fresh water should always be available.
- When needing more food please remember to bring a container to fill it up.

### **Dog Behavior:**

- If your foster dog exhibits fearful behavior, do not give in to the temptation to comfort him or her. It is only natural to try to make him or her feel better, but what you are doing is reinforcing the message that being afraid is okay. Ignore the fearful behaviors and be alert for indications of curiosity or interest so you can praise him or her enthusiastically.
- Dogs should be crated or gated off to one room when you are unable to supervise them.
- Providing chew toys help to relieve boredom and alleviate stress.
- Teaching your foster dog basic manners will help your dog become more adoptable.
- Dogs should not be left outside for long periods of time.
- Even if a dog is housetrained, an accident upon arriving at your home is not - uncommon.
- Contact the Foster Care Coordinator for suggestions and advice on specific behavior issues.

### **When to Call for Behavioral Help**

- Growling or snarling at humans
- Snapping or biting
- Fearful/hiding that does not improve
- Rough play; such as ripping clothing
- Panic and destructiveness when left alone
- Jumping up
- Housetraining concerns
- Crate training concerns

Please call the Foster Care Coordinator for guidance.

## Cleared for Adoption! Petfinder.com or Back to the Shelter?

- Once your pet is available for adoption, please notify the Foster Coordinator.
- You may make arrangements with the coordinator to return the animal to the shelter.
- If you choose to keep the foster pet in your home until adopted, please e-mail a picture and information about the foster to jennaphhhs@gmail.com She will place the photo on Petfinder.
- We will not send anyone to your home to visit the foster pet. An adoption counselor or the coordinator will call you to make arrangements to have you bring them in to visit a potential adopter.

## Sanitizing Your Home Between Foster Animals

In order to prevent disease and parasite infestations in your home, you need to thoroughly clean areas where the foster animal has stayed. The one week “break” period between foster assignments is a good time to do this.

- Wash bedding in hot water, detergent, and bleach.
- Discard non-washable toys.
- Disinfect all washable surfaces with a mild bleach and water solution(bleach/water ratio is 4 oz of bleach per gallon of water is recommended). Bleach solutions should be prepared as needed, because they lose their strength after 24 hours. Bleach is inactive in the presence of organic matter so clean up dirt, hair, feces, etc. before using bleach to disinfect. **Bleach solution must stay in contact with the surface being sanitized for at least 10 minutes to be effective.**
- Vacuum all carpeted areas.
- Soak toys in bleach water for 20 minutes and scrub and bleach crates, carriers, scoops, food bowls and litter boxes.
- Clean any urine or feces soiled areas with an enzyme cleaner immediately to avoid residual odor.
- Regularly clean up all waste in the yard to decrease the risk of spreading disease.

## Adopting a Foster Animal

While it is tempting to adopt one of your foster animals, you will be more valuable to the program if you continue to foster new animals. Foster caregivers are special volunteers with advanced training. We never seem to have enough trained foster caregivers. Losing even one reduces the resources available to animals in our care.

Learning to bond with a foster animal, see the animal grow and thrive under your care, and then passing the animal on to an adoptive home is immensely rewarding. It is also sad to see a foster animal leave. Give yourself time to grieve the loss, but also think about the animal’s new life ahead. Please think very carefully before requesting to adopt a foster animal. Would you have been interested in adopting if you hadn’t fostered?

## **Helping Hands Humane Society Foster Agreement**

Thank you for participating in the Helping Hands Humane Society foster program. Once you have read the foster manual, please fill out this Foster Agreement and the HHHS Foster Care Application. This is to insure that you understand what is expected of you as a foster caregiver and what you can expect from the Helping Hands Humane Society foster program. Please return the completed pages to the Foster Program Coordinator at:

Helping Hands Humane Society  
Attention: Foster Care Coordinator  
5720 SW 21<sup>st</sup>. St.  
Topeka, KS 66604

Initial below:

1. \_\_\_\_\_ I have read the HHHS Foster Care Manual.
2. \_\_\_\_\_ I agree to follow all HHHS policies and procedures including the procedures outlined in the manual.
3. \_\_\_\_\_ I understand that I will have a yearly home visit by the Foster Care Department.
4. \_\_\_\_\_ I understand that I am registering to be a foster parent for Helping Hands Humane Society, but the Kansas Department of Agriculture has the right to make a home visit at anytime they feel necessary.
5. \_\_\_\_\_ Since my companion animals are susceptible to any illnesses brought into my home by foster animals, my own animals are current on vaccinations including bordatella (dogs), which is not a routine vaccination.
6. \_\_\_\_\_ I understand that any treatment needed for my own companion animals is my responsibility and I will not be reimbursed.
7. \_\_\_\_\_ A crate, food, litter, toys, bowls and necessary vet care and medications will be provided to me at no charge by Helping Hands Humane Society as long as they are available.
8. \_\_\_\_\_ If I can no longer keep the foster animal, I must contact the HHHS Foster Care Coordinator to make arrangements to return the animal.
9. \_\_\_\_\_ If I want to adopt the foster animal, I must notify the Foster Care Coordinator.
10. \_\_\_\_\_ All decisions made by HHHS management are final



## Helping Hands Humane Society Foster Care Application

1. Name: \_\_\_\_\_
2. Address: \_\_\_\_\_
3. Work Phone Number: \_\_\_\_\_
4. Cell Phone Number: \_\_\_\_\_
5. E-Mail Address: \_\_\_\_\_
6. List Ages and Names of People in the Household: \_\_\_\_\_  
\_\_\_\_\_

7. Please list pets at home:

Name of Pets	Age	Breed	Temperament	Spayed Neutered?		Current Vaccinations?			
						Cat		Dog	
				Yes	No	Rabies		Rabies	
						FVRCP+4		Bordetella	
						I/O - FIV/FELV		Dist/Parvo	
				Yes	No	Rabies		Rabies	
						FVRCP+4		Bordetella	
						I/O - FIV/FELV		Dist/Parvo	
				Yes	No	Rabies		Rabies	
						FVRCP+4		Bordetella	
						I/O - FIV/FELV		Dist/Parvo	
				Yes	No	Rabies		Rabies	
						FVRCP+4		Bordetella	
						I/O - FIV/FELV		Dist/Parvo	

8. Name of Veterinarian: \_\_\_\_\_

9. Do you have a fenced yard:      Yes                      No

10. What would you like to foster (Circle all that apply):

Dogs                       Puppies                       Cats                       Kittens                       Doesn't Matter

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Helping Hands Humane Society Foster Home Visit

HHHS representative: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

**Home Visit:**

Outdoor Sanitation	Acceptable	Unacceptable	Notes:
Fenced Yard	Yes	No	Notes:
Indoor Sanitation	Acceptable	Unacceptable	Notes:
Number of Animals	Dogs:	Cats:	Other:
Animal Conditions	Acceptable	Unacceptable	Notes:
Animal Housing Area	Acceptable	Unacceptable	Notes:
Isolation Area	Acceptable	Unacceptable	Notes:

General Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Recommendation:    Approve                  Deny                  Other: \_\_\_\_\_

Restrictions: \_\_\_\_\_

Reason(s) for denial: \_\_\_\_\_

Alternate contact person: \_\_\_\_\_ Phone # \_\_\_\_\_