**DOG DAY CARE ADMISSION FORM**

**ABOUT YOUR DOG**

|  |  |
| --- | --- |
| **Name** |  |
| **Breed** |  |
| **Colour** |  |
| **Date of birth** |  |
| **Spayed or Neutered\*** | **Yes or No** |
| **Vaccinated\*\*** | **Yes or No** |
| **Date of last vaccination** |  |
| **Vet name** |  |
| **Vet Telephone** |  |

\*All dogs must be neutered at about 6 months to continue attending Tails of Tranquility. Un-spayed females must be off for 3 weeks after season begins.

**ABOUT YOU**

|  |  |
| --- | --- |
| **Your Name** |  |
| **Mobile** |  |
| **Address** |  |
|  |  |
|  |  |
| **Email**  **\* this is required for invoicing and booking confirmations** |  |
| **Emergency contact name**  **\*This must be someone who is available to collect your dog in an emergency** |  |
| **Emergency contact mobile** |  |

* How many days per week are you considering bringing your dog to day care? \_\_\_\_\_\_\_\_\_\_\_\_

* What day of the week would you like to bring your dog to day care? (This helps us form strong bonds within the group).

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* Do you consent to Tails of Tranquility taking and posting pictures of your dog on the official website and social media accounts? Yes or No

* Is your dog socialised with other dogs? Yes or No

* Has your dog ever bitten another dog? Yes or No (if yes please explain below)

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* Is your pet taking any medication? (please circle answer) Yes No

**PLEASE FILL IN MEDICATION INFORMATION & CONSENT FORM**

* How often do you treat your pet for tick/worms/flea prevention & when was the last date they received treatment? (they have to be treated on a regular basis to attend day care)

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* Is your dog possessive of any toys, foods, or objects? Yes or No

If yes, please give more information:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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* Has your dog ever bitten anyone? Yes or No

If yes, what circumstances \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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* Is your dog afraid of any other types of dogs?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Is your dog sensitive about any parts of his body? (i.e. Collar held, tail touched, paws touched,)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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* Does your dog bark a lot? Yes or No (if yes please describe) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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* Please describe any restrictions on your dog’s activity (e.g. due to physical limitations

such as hip dysplasia)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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* Does your dog require breakfast, lunch or dinner at day care? Yes or No
* Does your dog have any food allergies? Yes or No

If yes, please give details\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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* Can we give your dog treats while in day care? Yes or No

Please give any other information which you think would be useful to enable us to give your dog the best possible care:-

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**Sickness & Illness Policies & Procedures**

This policy has been devised to ensure that dogs who become unwell whilst at Tails are treated with love and care. It is also to help us to protect other dogs from illness and the spread of infection.

**Dogs should not be left at Tails if they are unwell.**

PROCEDURES

We will follow these procedures to ensure the welfare of all dogs within our day care:

• If a dog becomes ill during the day, the owner(s) will be contacted and asked to pick their dog up as soon as possible. During this time the dog will be cared for in a quiet, calm area away from the group.

• Should a dog have an infectious disease, such as Kennel Cough (the cold), an ear infection or sickness and diarrhoea.

**Kennel Cough (Cold) – dogs must be clear for at least 7 days before returning to Tails**

**Sickness or diarrhoea – dog must be clear for at least 48 hours**.

**Eye infection (Conjunctivitis) – dogs must be clear for at least 7 days**

**Ear Infection – dogs must be clear for 7 days**

• It is vital that we follow the advice given to us by our registering authority and exclude specific contagious conditions, to protect other dogs attending Tails. Illnesses of this nature are very contagious and it is exceedingly unfair to expose other dogs to the risk of an infection.

With a case of conjunctivitis or ear infection we ask that the dog does not return to Tails for 24 hours after starting medication.

• If a contagious infection is identified at Tails, the owner(s) will be informed to enable them to spot the early signs of this illness. All equipment and resources that may have come into contact with a contagious dog will be cleaned and sterilised thoroughly to reduce the spread of infection.

• It is important that sick dogs are not subjected to the rigours of the day care day, which requires socialising with other dogs and being part of a group setting, when they have first become ill and require a course of antibiotics. Our policy, therefore, is to exclude dogs on antibiotics for the first 48 hours of the course.

• Tails of Tranquility has the right to refuse admission to a dog who is unwell or has been showing symptoms within the last 48 hours. This decision will be taken by the manager on duty and is non-negotiable.

**IF AN UNWELL OR INFECTIOUS DOG COMES INTO TAILS**:

The manager on reserves the right not to accept any dog who is unwell into Tails.

It is also unfair to the rest of the dogs who are here if they are knowingly in contact with an illness or infection.

**DIARRHOEA AND VOMITING:**

All dogs must be kept away from Tails for a minimum of 48 hours after the last episode of diarrhoea or vomiting. If a dog is sent home from the nursery the 48 hours exclusion still applies. Therefore if your dog is due in the following day they will not be able to attend. Dogs should only return to Tails when they are well enough and have regained their appetite.

**IF A DOG BECOMES UNWELL WHILST AT TAILS:**

If a dog begins to show signs or symptoms that could pertain to illness they should firstly be comforted by staff. This should be in the form of reassurance, both verbal and physical as appropriate, e.g. cuddles. As soon as a dog shows signs of feeling unwell, a member of staff should fill in a **sickness monitoring form**. If possible a member of staff should spend one to one time with the dog, attempting to find out what is wrong. No prescribed medication may be given unless prior permission was obtained from the owner that day and **Medication Consent Form** has been filled in and signed.

The manager should be informed of any dog who appears to be feeling unwell. If, after staff have done everything they can to make the dog more comfortable, there is no sign of improvement, then the manager, will decide whether or not to contact the owners to come and collect their dog.

Management must be informed when a member of staff wants to call a owner regarding a sick dog. If it is deemed to be in the best interests of the dog to go home, the manager will call the owners or emergency contact, getting the number from our system software.

They will explain the signs and symptoms the dog is displaying and ask them to come and collect the dog. Whilst their owner/ emergency contact are being contacted the dog should continue to be comforted by members of staff. Plenty of fluids should be offered to the dog.

Should a dog’s symptoms deteriorate whilst waiting for their owner/ emergency contact, the manager should be informed immediately. If the manager feels that it’s necessary, they should call **CRAIGPARK Vet** and arrange to take the dog down to them immediately. The manager must then inform the owner/ emergency contact to meet them at Craigpark Vets. First aid should be administered to the dog as necessary.

**Craigpark Vet Surgery – 0141 881 9499**

3 Ralston Rd, Barrhead, Glasgow G78 2QQ

**Conditions for Dog and Puppy Creche Day Care Services at Tails of Tranquility**

Effective 22/04/2018

1. The Client agrees that, in admitting their dog, Tails of Tranquility has relied on the Client’s representation that their dog is in good health and has not harmed or shown aggression or threatening behaviour toward any person or any other dog. If your dog is showing signs of being unwell, please contact the centre as soon as possible and keep your dog at home for at least 48 until the symptoms pass. (Please see our Sickness & Illness Policies/Procedures)
2. All dogs are required to attend an initial assessment “playdate” at Tails of Tranquility prior to officially joining day care for the first time. Tails of Tranquility reserves the right to refuse admission to any dog deemed in their absolute discretion to be, or have the potential to be, dangerous or disruptive.
3. Tails of Tranquility reserves the right to segregate initially, or at any subsequent time, any dog which appears nervous, frightened or otherwise uncomfortable in the presence of other dogs. Tails of Tranquility will notify the Client in such an event and discuss options for future day care sessions.
4. The Client agrees to notify Tails of Tranquility immediately of any unwelcome, aggressive, procreative, or dangerous behaviour of their dog that has potential to cause harm to any other dog or individual.
5. Tails of Tranquility is a place where dogs co-mingle in groups and the Client accepts that during the course of normal dog play their dog may sustain injuries. All dog play is carefully monitored at Tails of Tranquility to avoid injury, but scratches, punctures, nail pulls, sprains, or other injuries could occur despite the best supervision.
6. The Client authorises the staff of Tails of Tranquility to seek such vet advice and/or treatment as they deem necessary in the case of an emergency; the client accepts that the staff of Tails of Tranquility will use the veterinary services of Craigpark Vets Clinic, 3 Ralston Rd, Barrhead, Glasgow G78 2QQ, and give full consent to them treat their pet. In this event Tails of Tranquility will contact the Client straight away and keep in constant contact.
7. Tails of Tranquility reserves the right to refuse admission if the Client fails to provide adequate proof of vaccinations (including Bordetella), or the vaccinations are found to be expired or otherwise incomplete. We require an up to date copy of your vaccination certificate **EVERY** time your dog receives his boosters. Alternatively, we will accept antibody titre testing as proof of immunity against distemper, parvo and hepatitis. We still require vaccination against leptospirosis and kennel cough as there is not a test available for these diseases.
8. The Client accepts that even though their dog is vaccinated against Bordetella (Kennel Cough) there is a chance that their dog can still contract a variant of Kennel Cough. The Client agrees that they will not hold Tails of Tranquility responsible if their dog contracts Kennel Cough while attending Tails of Tranquility.
9. The Client agrees to take any necessary measures or precautions to ensure that their dog is continuously free of contagious, infectious, or otherwise communicable diseases. The Client further agrees to notify Tails of Tranquility immediately of any infectious and/or contagious disease or conditions their dog has been exposed to or is affected by. Such diseases and conditions include, but are not limited to: Distemper, Hepatitis, Kennel Cough (Bordetella), Parvovirus, Corona virus, worms, Lyme disease, Fleas, Pregnancy, Infectious Skin Diseases and Intestinal Parasites. Tails of Tranquility reserves the right to refuse admission until satisfied that the condition is resolved. Please read our Sickness & Illness Procedures/ Policies.
10. All dogs must be neutered to attend Tails of Tranquility at 6 months of age. This is part of our licence requirements and is unfortunately non-negotiable. We can however accept entire males if they have received the male implant or injection (please consult with your vet regarding this).
11. Tails of Tranquility holds insurance for Public Liability, Employers Liability and Care Custody & Control of Dogs which covers each dog whilst attending Tails of Tranquility. A full copy of our insurance can be viewed at any time.
12. Tails of Tranquility hold a licence for Animal Boarding and Day Care from East Renfrewshire Council. A full copy of our insurance can be viewed at any time.
13. **Please note as part of our safety requirements we require a strict dog to staff ratio and as such require at least 24 hours notice of a cancellation.**

* **I have read and agree to abide by the Terms and Conditions for Dog /Puppy Day Care Services and Sickness Policies and Procedures at Tails of Tranquility.**
* **I hereby indemnify Tails of Tranquility against liability should my dog receive treatment because of attending Tails of Tranquility.**
* **I agree to my details and that of my registered veterinary practice being passed to Tails of Tranquility, and consent to the release of relevant medical records from my registered practice should my dog require treatment at Craigpark Vets whilst in the care of Tails of Tranquility.**
* **The information I have given in this application is true, correct and complete to the best of my knowledge.**

Signed:

**CHECKLIST**

Things to be brought along on your dog’s first day at day care

* Copy of your vaccination certificate - **Your dog cannot join Tails of Tranquility unless we have this on record for our licence requirements.**

* Completed signed Dog Day Care Admission Form and Terms & Conditions

* A collar (quick release – not buckle) safety type with your ID tags thereon.
* If your dog will receive breakfast, lunch or dinner with us, please remember to bring a sealed bag or a lunch box containing food which we will store in our fridge. Please measure the exact amount he/she receives & pop his/her name on the bag or lunch box.