FOSTER PARENT MANUAL

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REV 6/2015

ABOUT THIS MANUAL

This manual is designed to provide foster parents with an overview of the Greater Derry Humane Society (GDHS) Foster Dog Program. This manual is meant to be a helpful resource for foster parents and should answer many of the questions that may arise before and during foster care. Throughout this manual, the use of the word “Dog” is in reference to dogs of all ages, including puppies. If something is specific to puppies, then the word “puppy” is used. Furthermore, dogs are either referred to neutrally, or using the male gender (he/his) in this guide, but only for convenience and consistency and is interchangeable with she/hers. Foster parents should always consult with the Foster Dog Coordinator for specific help and assistance. All information is subject to change.

PROGRAM INFORMATION

Thank you for opening your heart and home to one of our orphaned dogs. Your generosity will provide young and old, injured and sick, abused and under socialized dogs a chance to grow or heal before finding their forever homes. GDHS began its foster care program in the 1970's, and since then, the program has saved hundreds of animals. GDHS does not have a physical shelter, and we rely entirely on foster homes. Most of our animals are owner surrenders and strays. The reason people surrender their pet varies greatly; behavior issues such as barking, financial problems and the inability to provide vet care, moving into an apartment which does not allow dogs. We always try to screen dogs carefully before we accept them, but even with screening, you will inevitably discover additional behaviors during fostering — good and bad.

Mission Statement

The objective of the Society is to promote the humane care and treatment of all the animals needing protection in the area served by the Society. We work to reduce the suffering of animals through education, rescue and empowerment and support to like rescue groups.

How the Program Works

As an approved foster parent, you’ll receive an email/phone call from a Foster Coordinator providing a brief description of the dog(s) needing a foster home. The coordinator will discuss all the information we have and determine if the dog is a good match for your family. They will also arrange a meeting between you (and your own dog if applicable) and the foster dog.

We will provide you with all the necessary supplies for fostering, support you throughout the entire process, and will be available to address any questions or concerns.

Reasons to Foster

Fostering is a wonderful experience for you and your family — you can feel good knowing you have helped save a dog’s life. Foster dogs provide companionship and purpose — your act of kindness is repaid in rewards that are beyond words.

Frequently Asked Questions

- *How long are dogs in foster homes?* It completely depends on the dog and the situation. The average stay in a foster home is about 2 months. However, most puppies and some dogs with great photos and stories on the web may stay only a few weeks. Others, recovering from an injury, certain breeds and senior dogs, may stay much longer.

- *Can I adopt my foster dog?* YES! As long as foster parents meet the requirements necessary for adoption, foster parents have first choice to adopt their foster dog.

- *How are foster dogs promoted?* Photos and stories of all adoptable dogs in foster homes are posted on Petfinder.com. Foster dogs are also promoted at special events throughout the year. Foster parents may participate in various programs and events to increase the visibility of their foster dog to potential adopters. Foster parents can also help promote their foster dog to their family, friends, colleagues and the general public through a variety of means including fliers, emails, social media, and even just by walking your foster dog in local neighborhoods while he wears his "Adopt Me" orange vest.

- *What is the process for adopting out a foster dog?*
  The steps are briefly outlined below:
  - Potential adopters are required to submit an adoption application for review before they can physically meet a foster dog.
  - Suitable applicants may be contacted for additional screening.
  - Once approved, meet and greets with the foster dog and foster parents will be scheduled with qualified applicants.
  - After the meet and greet (and if the applicant is still interested in the dog), foster parents can make a recommendation to GDHS regarding the adoption. The foster dog stays with the foster parent until they hear from the GDHS.
  - Adoption is approved or rejected. Final approval of all adoptions is at the sole discretion of GDHS Foster Coordinator.
  - Once approved, the adopter pays adoption fees. And the foster dog then goes to its new forever home.
  - Foster parents and GDHS shall stay in contact throughout this entire process.

- *If I have my own animals, can I foster dogs?*
  Family dogs must have a meet-and-greet with the potential foster dog to see if it's a suitable match. Keep in mind that it's always a health risk to expose your animal to other animals whether it's walking at parks, vet waiting rooms or other common animal areas. The health risk is minimal if your animals are current on their vaccinations, maintain a healthy diet and lifestyle, and are not elderly or very young.

  If you or someone in your household is immune-compromised, consult your doctor before fostering since working or living with animals exposes humans to a group of diseases called zoonoses. A zoonotic disease (there are about 200) is defined as a disease transmitted from animals to humans and also from humans to animals. To find out more about zoonoses, talk to your doctor and/or veterinarian. Proper hygiene, preventative measures and an understanding of these illnesses can reduce the risk of disease.

- *What supplies are needed to foster?*
  Foster parents provide space, basic training, exercise, socialization, and love for the dog. GDHS will provide you with all the other supplies and equipment needed throughout your foster experience.

- *Do I have to crate-train my foster dog?*
  No, but it is one of the most efficient and effective ways to house train a puppy or retrain an adult dog. Some dogs do not like crates, and most dogs need to be transitioned or "trained" to use a crate, so it's up to the foster parent to decide whether to crate or not.

  Putting the dog in a crate while you are gone will give you peace of mind knowing that they are in a safe place, away from harm, and not doing any damage to your belongings or themselves. For many dogs, a crate can also represent a safe and comfortable place to call their own and provides them with a sense of security. Dogs actually like having a "den" to cuddle up in. Crating should never be used as punishment. For some families, adopting a crate trained dog is very desirable, and may give your dog an edge.

- *Do I need to have prior medical knowledge or expertise?*
  No, but you may be asked to dispense medicine to your foster dog so you will have to be comfortable following veterinarian's instructions if fostering a sick or injured dog.

- *What if my foster dog becomes sick?*
  All veterinary costs are paid by GDHS. If a foster dog becomes sick, foster parents must call a Foster Coordinator for authorization to take the dog to the vet. The Foster Coordinator will make the appointment with our *Veterinarian of Record*, **Handel With Care** in Derry, NH. This veterinarian will bill the shelter directly so there is no cost to foster parents. *If you visit a vet that is not authorized you will not be reimbursed for the cost.*

  If you have any general questions regarding the health of your foster dog, contact the Foster Coordinator at (603) 437-6032.

- *How much time each day is needed to foster?*
  Commitment and responsibilities depend on the individual dog and situation. It's essential that foster parents understand that rescue dogs may be stressed, and moving the dog to the foster home is also very stressful and emotional. Foster parents must be willing to be patient and commit to the dog because our goal is to keep them in a stable and consistent environment. Many of our dogs are "adolescent" dogs between the age of 6 months and 2 years. They typically have a lot of energy and require vigorous daily exercise. This means at least a 30-45 minute brisk walk/run in the morning and again in the afternoon, with plenty of playtime in between. Older dogs may only need a morning and evening stroll.

- *Can I take my foster dog to an off-leash dog park for exercise and socialization?*
  No. You are not allowed to take any foster dog from GDHS to an off-leash dog park. While these parks can be fun for some dogs, there are far too many unknowns for it to be a safe and healthy experience for a foster dog. Diseases are easily transmitted and the temperaments of visiting dogs are unknown, thus creating a huge liability to GDHS. Also, taking a leashed dog to a dog park can create barrier frustration and aggression in dogs.

- *How can I help my foster dog become more adoptable?*
  There are two ways to make a foster dog more adoptable. First and foremost is marketing — both by GDHS and by you. If no one knows about your foster dog, or how wonderful it is, then it will be next to impossible to find them a forever home. We promote the dog at adoption events, on PetFinder.com and thru other sources. As the foster parent, you can provide the dog additional exposure by telling friends and family about him. This will help create a "network effect" and will speed up the process of finding a forever home.

  Simple steps like taking a foster dog on walks in local parks, outdoor shopping areas and other high-traffic areas will help find potential adopters. Our orphaned dogs benefit greatly from exercise (with the exception of those with some medical conditions), basic training, special love and the attention you give them. While marketing provides us with applicants, it's always the dog that "closes the deal."

  Providing a foster dog with basic training and manners will increase their chances of being adopted. Shy dogs will benefit from your patience, routine and slowly exposing them to new people to build their confidence. Rambunctious adolescents who learn good manners will help show off their abilities and long term potential. And while puppies are adorable, they need a lot of love, attention and hand holding from humans to develop properly and feel secure.

- *Am I responsible for finding my foster dog its forever home?*
  No, but we do need your help. Once a qualified applicant is identified, you will be asked to join us with a meet and greet with your foster dog and the potential adopter. Your quick response and input on the potential adopter is critical to finding a great match. Many times a foster parent will find a perfect match through their own network of friends, family and colleagues.

- *Can I return my foster dog if I am unable to foster any longer?*
  We prefer that foster parents continue to foster until we find a permanent home for their foster dog. It's extremely stressful for a dog to be returned, and we may not have another foster home available. However, we understand that situations change and it may become necessary to transfer a foster dog. We request that a foster parent provide as much notice as possible (preferably 3-4 weeks) so that we can find an alternative foster home to transfer the dog to. Of course, in an emergency a foster parent may always bring their dog back to the Foster Coordinator. We ask you to provide a brief paragraph describing the dog: whether he is crate-trained, house trained, has any upcoming scheduled vet appointments, gets along with other dogs/cats, whether he is child-friendly and any other pertinent information.

- *What if I go on vacation or have a business trip?*
  If given enough notice, we can try to find volunteers that can foster sit for short durations.

- *Are foster dogs ever euthanized?*
  Much energy, love, time and vet care is devoted to our foster dogs, and we are committed to finding homes for ALL the adoptable dogs within our care. On rare occasions, a dog in foster care may start to exhibit potentially dangerous behavior that was unknown or suppressed when the dog was surrendered to us. If we determine that this dog is too dangerous. we will seek an alternative facility for its care. Your safety is our #1 priority. You must always inform us if your foster dog exhibits any aggressive behavior.

REQUIREMENTS FOR ALL FOSTER PARENTS

In order to become a foster parent, you will need to complete the following:

- Foster Dog Application
- Foster Contract
- Foster Agreement
- Read and sign the GDHS Foster Manual.

GDHS will review and approve/disapprove all foster parent applications and all foster dog/foster parent matches. GDHS may also remove a foster dog from a foster home for any reason we deem necessary.

IMPORTANT RULES AND REMINDERS REGARDING YOUR FOSTER DOG

In addition to the requirements and responsibilities outlined in the Foster Dog Parent Agreement, and throughout this manual, foster parents *MUST* abide by the following rules:

- No off-leash park visits.
- Foster dogs must be on leash at all times and supervised when outdoors unless in your own secured fenced yard.
- No Flexi-leashes.
- No aversive training techniques or tools may be used on foster dogs. Aversive includes: prong collars, pinch/choke chain collars, electronic collars, bark collars, physical reprimands including alpha rolls, etc.
- Foster dogs may not be left unattended at any time outside, even in a secured yard.
- You may not leave your dog loose in the house with an accessible doggie door when you are not present.
- Any aggressive behavior must be immediately communicated to GDHS.
- All vet visits must be pre-approved by the Foster Coordinator.
- Foster parents must have internet access and check their email daily, as this is the primary form of communication.

What are the “Do's" of fostering?

- Do keep your foster dog indoors in a location with a crate available.
- Do keep your foster dog in a warm/cool (depending on the season) and dry location.
- Do keep your foster dog on a leash at all times when outdoors unless in your secured fenced yard. When in a secured yard, you must supervise him at all times. It is very common for a surrendered/homeless dog to try and escape so always supervise your dog.
- Do keep your puppy indoors in a kitchen, bathroom, mudroom or laundry room (you may want to use baby gates to limit access to other parts of your home) while you are not there. Puppies should be around humans for socialization purposes and should not be isolated.
- Do promote your foster dog.

What are the “Don'ts" of fostering?

- Don't place your foster dog around other strange dogs as we often do not know the dog’s past history. Foster dogs should not be put in a position of possibly fighting with a strange dog, reducing their chances for adoption and increasing their chances of euthanasia.
- Don't allow your foster dogs outdoors unless supervised by an adult.
- Don't take your foster dog to an off-leash park. This is a liability to the GDHS. Taking a foster dog to an off-leash park will result in the removal of the foster dog and end your role as a foster parent.

GETTING READY TO FOSTER A DOG

1. Are you prepared?

After being approved as a qualified foster home, but before you bring a foster dog home, we suggest you prepare yourself, your family and your home for a new canine companion. Be physically and mentally prepared. Fostering is a family affair, so please make sure that everyone in your household is ready, willing and able to provide a loving home for an orphaned dog. Many adults and children have a difficult time adjusting to a new schedule or routine, and also have a difficult time "giving up" an animal to his forever home. Make sure everyone is ready for this new, albeit temporary, addition to your family.

Be realistic about your time commitment to a foster dog. Don't over-extend yourself when starting out. Even if you have experience with big adolescent dogs, starting with an older dog, a small dog or even a puppy is a great way to build your foster parenting experience.

2. *Where will you keep your foster dog?*

Planning where you will keep your dog before you bring your dog home will make the entire process easier for everyone. When you first bring a foster dog home, you'll want to confine them to a single room, such as a kitchen or family room. This room should not be an isolated room, but a room where you spend a large part of your day or evening, as dogs are pack animals and will want to be with you. This room is especially important when you're at work or away from the house, as it will be a new environment in which they need time to become familiar and comfortable.

Use a baby gate to block off the entrances to other rooms. By keeping the dog in one room, you're helping prevent "accidents" that may occur because of stress or adjusting to your routine. (Even a house-trained dog might have an accident or two during this adjustment period.) For dogs that are not house-trained, keeping them confined to one room will help start this important training as you must be able to monitor their activities. We recommend you also use a crate in this room for times when you are away from the house.

3. *Dog-proof a room*

Walk into the room in which you plan to confine your foster dog, and ask yourself: Is there room for the crate (dog's safe place) in a quiet, low-traffic area? Is there quick access to the outside for bathroom breaks? Is there anything that can be chewed, such as drapes, a couch or rugs? Are there exposed electrical wires? Is there anywhere the dog can hide? Will you be able to get the dog out if hidden? Are there coffee tables with objects that can be knocked off by a wagging tail? Poisonous plants?

4. *Supplies that you will need*

The Foster Dog Program often receives donated supplies, so be sure to ask us if there is anything you need *before* you pick up your foster dog.

- food
- food and water bowls
- crate
- bedding - a clean, old blanket or towel or a dog bed that is washable.
- toys such as: hard rubber balls, Kongs, fleece toys, rope toys or Nylabones.
- **Do not** give your foster dog hooves, rawhide, pigs' ears or vinyl toys that can cause diarrhea or choke the dog.
- training treats such as string cheese, squeeze cheese, lunch meat or small dog biscuits
- baby gate(s)
- Bitter Apple (to spray on leashes, woodwork, drapery — anything you don't want chewed).

5. *How will you transport your foster dog?*
The safest way to transport your dog is in a secure crate in the back of a SUV or station wagon. The crate should be secured so that it doesn't tip over or move around. Another option is to use a grill between the back of the vehicle and the back seat. If you have a sedan, then you may be able to secure a crate on the back seat. It is always a good idea to put a blanket down under your crate or in the back section of your vehicle, so that if your dog becomes car sick, or has an accident, the blanket will protect your seats and carpet.

If you can't fit a crate into your vehicle, your dog is safest in the back seat. Use either a special harness for your dog that hooks on to a seat belt, or a leash that attaches to the seat belt. **Avoid** letting your dog ride in the passenger seat next to you. Not only can your view be obstructed, but also if you brake suddenly your dog could get injured by hitting the windshield or by the air bag.

You might need a few treats to encourage a dog to jump into a car. If you can get a dog to put his front paws up, then you can lift his back end by supporting his hindquarters (as if he were sitting on your crossed arms). If you need to completely lift your dog, the best way is by putting one arm behind his hind legs and one arm in front of his front legs – essentially a scoop. Another way is to have one arm just behind his front legs, and one hand behind his hind legs. This way the dog's weight is being supported in the same general area of its legs.
**Keep in mind, most dogs don't really like to be lifted.
**Remember to always keep a handle on his leash.

FOSTERING – THE FIRST WEEK
You should start a regular routine so your dog can begin to adjust to your household. During this adjustment period, please keep stimulation to a minimum. Some recommendations include:

- Find a quiet route to walk or run your foster dog (depending on energy level) to familiarize him with his new environment. This also helps start the bonding between you and your foster dog.
- **Don't** introduce your foster dog to people you meet on your walk. For the first 7-14 days (could be more or less) your foster dog should lay low while he tries to figure out just what this new situation is. You may not see any unwelcome behavior initially. Eventually all will be revealed.
- **Don't** introduce your foster dog to other dogs (other than your own resident dog). This includes neighborhood dogs, and dogs belonging to your family or friends. Why? There is no way to tell how your foster dog will behave when introducing him to other dogs. **If your foster dog bites a person or dog you are required to report it to GDHS immediately.
- **Don't** throw a party, or have a lot of people over to your home. During the first week you should try to spend quality one-on-one time with your new foster dog.
- The most important thing to do during this initial transition time is to clearly but in a NON-confrontational manner establish the household rules.
- Take care not to "indulge" your foster dog's timid, tentative or fearful behavior; we understand how tempting this may be as many of our orphans have come from less than ideal situations, but in the long run it does not benefit the dog.
- Always act calmly and matter of fact.

BEHAVIOR

Allow time for adjustment. While it usually takes about 24 hours for a dog to settle in, it will take much longer for their overall adjustment to this new environment. Watch their behavior closely. Remember that it will take up to a month before your foster dog bonds with you, so keep your expectations realistic. Try to give him a good foundation for his new family. Begin training with some basic commands and crate training. Your foster may have been traumatized before coming to you – you'll be teaching that people are good and can be trusted. You should handle and work with your foster dog every day. If he shows any signs of aggression or fear (growling over food or toys, snapping or hiding), contact your Foster Coordinator.

FEEDING

1. **Diet change**

   Some dogs get diarrhea from a change in diet. This is why, if possible, we try to get some of their current food (from the owner of a surrender) and slowly transition to a new food. If this is not possible and the dog does develop diarrhea from a new food, try feeding them cooked rice mixed with cottage cheese or hamburger (2 to 1 ratio) for a day or two. Or you may try adding canned pumpkin puree to their meals: 2 teaspoons (for a small dog) or 2 tablespoons (for a large dog). Then reintroduce the dry kibble. Canned pumpkin is also good on a daily basis, and will help prevent too soft or too hard stools.

2. **Feeding schedule and quantity**

   Create a consistent schedule for feeding your foster dog. Feed at the same times every day. Create a separate space for your foster dog to eat so they will feel comfortable. If you have other dogs at home, feed your foster in a separate room and close the door - this will help prevent any arguments over food. The quantity of food you provide your foster dog will vary depending on weight, age and activity level.

   Please refer to the suggested amounts on the dog food package you are feeding your foster dog as the amounts may change depending on the brand. Remember to reduce this amount to compensate for any treats, including chews. Obesity is an epidemic for pets in the US, and can lead to health problems, exacerbate existing health issues and reduces overall quality of life. *Please do not overfeed your foster dog.*

EXERCISE, TRAINING AND ATTENTION

1. **Exercise**

   Foster dogs should be exercised every day, rain or shine. The old adage, "A tired dog is a happy dog," holds true for foster dogs. Most foster dogs will need at least two 30+ minute walks a day to release excess energy. If your foster dog is an adolescent, you may need to step up the activity level to include regular runs/hikes/or brisk walks. A dog that is exercised regularly will tend to sleep when you are not at home - and a sleeping dog cannot do undesirable things, such as bark, chew, etc. Even a 10-week-old puppy that plays inside or in a yard needs numerous daily walks as part of the socialization process. The exception to this is if your foster dog is recovering from an illness or injury, then they may need rest.

   What is the "six foot rule?"

   GDHS requires that all shelter dogs are walked maintaining a safe distance from other dogs or people as necessary. When walking your foster dog, leave an appropriate and safe distance between your dog and any other dog you meet. This keeps handlers and dogs safe from possible conflicts and also reduces the transmission of diseases.

Foster parents will need to be extra diligent because many dog owners seem to encourage their dogs to "greet" every dog they encounter out on a walk. This nose-to-nose greeting is particularly stressful for many dogs. One simple way to avoid an oncoming dog walker is to just cross the street, or start to walk in a wide semi-circle around them. Most people recognize that this is a sign that you don't want your dogs to meet. If this isn't possible, just announce to the oncoming walker that you are walking a shelter dog, and you would prefer that the dogs don't greet each other.

If you do have an on-leash reactive dog, there are some easy ways to maintain and/or add distance between you and another dog. Sometimes you must broadcast this loudly if their dog is off-leash or on a retractable leash. Keeping your dog to your side (rather than at the end of the leash) and creating a "body block" with your own body is also helpful. Sometimes it's impossible to avoid another dog, so just stay calm, walk between your foster dog and the oncoming dog and move past quickly.

Also try talking to your dog, "Fido, stay with me" and giving them treats as you pass an oncoming dog will help keep their attention on you, not on the other dog. Please do not use retractable leashes when walking or running your foster dog. It's impossible to have control with a retractable leash, and they can easily tangle or break.

2. **Training**

Most potential adopters are looking for dogs with basic manners. You might feel it's appropriate to let your own dog jump on people, get mouthy during play, or beg for food, but please don't let your foster dog have these same indulgences. Set boundaries for your foster dog, and be consistent. We require positive, rewards-based training for dogs.

Increasing your foster dog's obedience skills has many benefits. Not only will the future adopter appreciate these skills, but your foster dog will "show" better when visiting with potential adopters and you will have a much happier fostering experience.

Some basic obedience cues that your foster dog should learn are: sit, down, come, crate/bed, stay, heel, and an attention cue such as "watch me." These are very helpful in managing any dog. If you have a dog that does not like other dogs, these cues will be helpful on walks as well. For example, a dog that can heel nicely and that has been taught to "watch" you has less likelihood of making eye contact with another dog and getting aroused.

Why positive training? Many times, owners ask why one should use positive based methods. Please understand that force-based methods including "alpha rolls," "flooding" techniques (i.e., forced exposure at an uncomfortable distance to the object or being that the dog has an issue with), the use of choke chains, prong collars, electronic shock devices, and "correction" can all be problematic for a number of reasons.

First, if a dog has aggression issues, using force can further exacerbate an already potentially dangerous situation. Second, using "correction" only or force does not teach the dog what you WANT him to do; only what you don't want him to do. Third, a foster parent can damage his relationship with the dog if they are always correcting the dog or using aversive methods. In addition, force based methods can often temporarily suppress undesirable behaviors, but under certain stressors, when a dog feels threatened and has no other options, he may resort to aggression to remove the unpleasant stimulus or to escape the situation.

Positive training methods, on the other hand, are very unlikely to yield such undesirable and unsafe results. Using positive training methods can in fact, increase the likelihood of your dog wanting to respond correctly, increase your dog's motivation to work, and they are fun for you and the dog!

Praise and treats, praise and treats! Short 5 minute training sessions 4-6 times a day is more effective than one long session. Dogs need and respond to positive rewards when learning new behaviors. Remember, most behaviors that we want are boring to a dog, so it's important to make it more interesting to them. A positive reward is a tasty treat, or a game of fetch, or anything that your foster dog enjoys.

You provide the guidance and information he needs to succeed and build his confidence. Always praise your foster dog when he is doing something good. Be consistent with your terminology and routine. Your foster dog will become confused if you let them steal your socks sometimes, but not others. Start small and easy and slowly build from there. Most people jump too quickly into advanced environments (outside on a walk, etc.), so make sure you start inside in a safe and quiet location.

Use Oops or Ah-Ah instead of the word "no." Use sparingly; if it is overused then your foster dog will no longer respond. It is better if you ask your dog to do a behavior that you do like. Be patient and calm. Dogs respond to your tone of voice and facial expressions as well as your emotions. Dogs can read your body language quickly. Don't try to fake your emotions, as your foster dog will know. Never lose your temper with a foster dog or strike him - EVER! We want to create and support a harmonious canine/human relationship.

3. **House-training**

Be patient with your foster dog, and bring him outside frequently in the beginning, using the same door. Even house-trained adult dogs will make mistakes in the beginning, because they are scared, stressed and don't know how to let you know they have to go out. If there are smells in your house from another dog or cat, some foster dogs may "mark" out their territory. This action should be re-directed immediately with a calm "Oops" and escort him outside where he can finish. You will then want to use some odor neutralizer (like Nature's Miracle) on the areas where the foster dog "marked" to insure he will not smell and mark that area again.

You can begin to house-train a puppy at 8 weeks of age. Even if you bring home an adult dog that is housebroken, you will want to follow these guidelines until your foster dog adjusts to his new situation and to your schedule. Determine where you want your foster dog to eliminate - it could be the backyard, side yard, When you have determined where he should do his business, take him to the same place every time, and tell him to "Go, go, go".

Take him out when he wakes up, after he eats or drinks, after a play session, or at least every 2 hours. Puppies should go out every 45 minutes until you learn their pattern. Stand with him for 5 minutes. If he eliminates, reward him (with treats, praise, a favorite game and your own special happy dance). If he doesn't go in 5 minutes, take him back inside and try every 15 minutes until he goes. Every time he goes, make sure you reward him!

Supervise the puppy closely while you're inside. If he starts to sniff the floor, or even squats to go, interrupt with a calm "Oops", scoop him up quickly and take him to the approved spot and praise when he finishes. If he goes in the house while you're not paying attention, don't correct him - it's not his fault. Clean it up and

go back to your schedule. **Never** put the dog's face in his mess, or yell at him, he won't understand you, and you will only be teaching him to fear you.

4. **Crate training**

Crates provide safe havens and dens for dogs. They calm them and can help prevent destructive chewing, barking and house-training mistakes. Puppies should not be crated for extended periods of time. Rigorous exercise should be given before and after any long periods in the crate, and good chew toys should be in the crate at all times. You may want to crate your new foster dog for the first few nights in your bedroom—most of them feel more secure in their crate and it protects your house from accidents. Crates should never be used as a means of punishment for your foster dog. If used for punishing, the dog will learn to avoid going in the crate. Crates are not to be used for keeping puppies under 6 months out of mischief all day either. Crates should be thought of as dog playrooms - just like child playrooms, with games and toys. It should be a place dogs like to be and feel safe and secure when they are there.

Introducing the crate

Place the crate (with a blanket inside) in a central part of your home. Introduce your foster dog to the crate after a good walk, when he's tired and sleepy. Keep all chew toys in the crate so that he can go in and out as he pleases, selecting toys to play with. Feed your dog in the crate with the door open. If the dog hesitates going in, place the bowl inside the door so their head is in and their body is outside.

If your foster still refuses to go near the crate, put the smelliest, tastiest wet food (or a steak!) in the crate and shut the door. Let the dog hang outside the crate for a while, smelling the food inside. Soon he should beg you to let him in!

Now that the dog is familiar and willing to go near the crate, throw some of his favorite treats in the crate. Let him go in and get them and come right out again. Do this exercise three or four times. Then, throw more treats in and let him go in and get them. When he is in, shut the door and give him another treat through the door. Then let him out and ignore him for 3 minutes. Then, put some more treats in the crate, let him go in, shut the door and feed him 5 bits of treats through the door, and then let him out and ignore him for 5 minutes.

Next time, place treats, peanut butter, freeze-dried liver or frozen food and honey in a Kong , so it is time-consuming to get the food out of the ball, and put the Kong in the crate. After your foster has gone in, shut the door and talk to him in a calm voice. The foster dog must be quiet for a few minutes before you let him out. Gradually increase the time in the crate until the dog can spend 3-4 hours there.

We recommend leaving a radio (soothing music or talk radio) or TV (mellow stations: educational, art, food) on while the dog is in the crate and alone in the house. Rotate the dog's toys from day to day so he doesn't become bored of them. Don't put papers in the crate - the dog will instinctively not go to the bathroom where he sleeps/lives. Instead, put a blanket in his crate to endorse the fact that this is his cozy home.

To help your foster get accustomed to the crate, place his favorite bed inside it and place it in your bedroom. If you're fostering a puppy, you can try placing a warm hot water bottle wrapped in a towel next to him. Warmth makes puppies sleepy. Make sure the sides of bedding are tucked in firmly so the puppies don't get lost or suffocated in a fold of the bedding. Be wary of dog crates during hot weather - a dog may want to lie on the cool floor, instead of the crate. Make sure the crate is not in direct sun.

5. **Attention and playtime**

Gentle and calming human contact is important for recovering, sick, injured or neglected dogs. Human handling is especially important for the healthy development of puppies. Attention and playtime is a reward for your foster dog. Be sure to give your foster dog several minutes of playtime periodically through the day.

As a general rule, children under 16 years old should **NOT** be left alone and unsupervised with any dog, but specifically a foster dog. Do not allow children to behave with the foster dog in a manner you would not want the child to behave with a younger sibling.

Teach children to leave a dog alone when he is eating, chewing and sleeping. Never allow a child to remove a toy or any other "prized" possession from a dog. A child will not differentiate between a foster dog and a dog they have grown up with, so you must make sure to keep everyone safe.

Do not play tug of war or wrestle with your foster dog. If you have a shy or fearful dog, do not throw the toy toward the dog, because he may think you are throwing things at him and become more fearful. After you have finished playing with a toy, put it away. You are controlling the toy and the playtime. When giving the dog a toy or treat, have him sit before giving it to him. That way he has to work to get the toy or treat - making the toy a reward.

6. **Socialization**

After your foster dog has settled in and has acclimated to his new home, it's time to get him out into the world. The more you can do this, the better socialized he will be. Get him used to different people and different environments. Start slowly and don't over-stimulate because many foster dogs may not have had exposure to what seems like a "normal" environment.

When you are out and about, you should remain calm, as this will help your foster dog *key* off of your behavior. But always be aware of your surroundings. Always keep a good handle on your leash and be extremely careful around busy streets, or in parks where there are squirrels or birds or other distractions. If your dog reacts to someone/something on your walk, interrupt the behavior by crossing the street or walk in a different direction.

If you're a runner/jogger, start off slow and keep an eye on your foster dog and see how they react. Many dogs pull when they are in front of you, and running can intensify this behavior. Keeping them at your side, rather than in front can help eliminate this pulling behavior. You may need to start and stop many times, but be patient. Remember, these runs should be about the dog, not about your own exercise.

Puppies under 6 months old should **not** run with you. After 6 months, only occasionally and only for short distances. Also, remember your foster probably is not used to running regularly, and like a person, will have to improve his conditioning and stamina over a period of time to avoid injury.

If you're fostering puppies, make sure they have lots of new experiences, so they are well socialized and will be adaptable as an adult. Since it's best not to take puppies out in public until they are fully vaccinated, bring new experiences to them. Find out from your Foster Coordinator if there are other puppies in foster care and schedule a puppy play date. Expose them to men and children as much as possible. Have friends over and invite children over to play. Always supervise playtime with children and dogs closely!

Take your foster puppy in car rides (crate them for safety) to get used to the car. Keep in mind that puppies need to go to the bathroom frequently so be sure they eliminate before you go on a car ride, and keep the ride brief, since they will have to go again soon.

7. **NO Off-Leash Parks**

   All foster dogs are required to be on leash at all times if outside of your secured yard. You are **not** allowed to bring your foster dog to an off-leash park even if you keep them on a leash as this can create leash aggression. *There are no exceptions to this rule*.

   Do not bring puppies to any public parks. Puppies are not yet fully vaccinated and can pick up viruses, particularly the Parvovirus, through contact with feces and urine in areas where other dogs congregate.

8. **Behavioral Issues**

   Some foster dogs will have specific needs regarding behavior, training or socializing. A dog with an unknown/questionable history may just need to be observed in someone's home before being adopted. Many times it is the foster parent that is the first to learn about a foster dog's specific behavior so constant communication with your Foster Coordinator is important.

   There are many resources that we can provide to help you manage most behavioral issues. Many of the behaviors that we find problematic, such as barking, whining, digging, chewing, scavenging and hunting other animals are really just normal dog behaviors and can be explained as "dogs truly being dogs." But we should keep in mind that these behavioral "problems" are not necessarily abnormal or unusual. The easiest way to coexist with our canine companions is to provide more appropriate (aka human accepted) outlets for these behaviors.

   If your foster dog exhibits any behavioral issues, ask yourself the questions below:

   A. Is my foster dog getting enough exercise?
   B. Is he being left alone for long periods of time?
   C. Does he have interesting toys to keep his mind engaged and stimulated?
   D. Is he getting enough attention and playtime?
   E. Am I reinforcing bad behavior? Some examples include verbally scolding a dog when they are seeking attention or engaging the dog when he uses bad manners to get you to play.
   F. Does my foster dog have a safe place that is dog-proofed with appropriate chew toys, or am I leaving my own belongings within reach?
   G. Am I providing specific outlets based on his natural instincts and drives?

   Regardless of the issue, we **don't** condone punishment, as this is rarely effective in resolving behavior problems. Punishment will not address the cause of the behavior, and in fact it may worsen any behavior that's motivated by fear or anxiety. Punishment may also cause anxiety in dogs that aren't currently fearful.

   Never discipline your dog after the fact. People often believe their dog makes this connection because he runs and hides or "looks guilty." But dogs display submissive postures like cowering, running away, or hiding when they feel threatened by an angry tone of voice, body posture, or facial expression. Your dog doesn't know what he's done wrong; he only knows that you're upset. Punishment after the fact will not only fail to eliminate the undesirable behavior, but may provoke other undesirable behaviors.

This certifies that I received a copy of the ***Dog Foster Parent Manual****.*

Name (Print or Type): _____

Signature: _____ Date: _____

P.O. Box 142, East Derry, NH 03041 ~ 603-434-1512
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Appendix A

INTRODUCING YOUR DOG(S) TO FOSTER DOGS

You should bring your dog to meet your potential foster dog at a neutral place before you bring a foster dog home. Typically dogs of the opposite sex do better together. And even if your dog has many different canine playmates, you should still bring your dog to a neutral area to meet a potential foster dog. Dogs are like people, and sometimes a dog may not like another dog for no apparent reason.

Once you are Home with your Foster Dog

- Do be alert and make the reintroductions gradually and calmly. Even if they got along great during their meet and greet, your dog may be extremely territorial in the home. If possible, go for a walk around your neighborhood with both dogs and two handlers.
- Walk the dogs side by side on leashes and allow them to sniff one another and become familiar with each other.
- Do give your own dog LOTS of love and praise.
- Do leave the leash on the foster dog (and yours if necessary) and let him drag it, so that you can get immediate control if needed. You may only need to do this for a short time.
- Do talk normally. Letting the dogs know that you are fine; they are fine; everything is fine! Be patient and go slowly with your foster dog as they may have been through a stressful surgery, abusive situation or a lot of recent changes.
- Don't leave your foster dog unattended with your resident dog. Even if they seem to get along well in your presence, you should separate the dogs when you leave your house. If you believe there is a valid reason to leave your dogs together (e.g. your dog suffers from separation anxiety), then talk with your Foster Coordinator first. If you do leave your dogs alone together, be sure to always remove all toys, food and chews, and start slowly.

Some common mistakes:

1. Holding the leash too tensely as dogs may react with defensiveness.
2. Leaving toys and chews around the house. This can cause resource guarding which can escalate very quickly. Remove all toys and chews before you arrive home with your foster dog.
3. Feeding your foster dog with your resident dog. It's best to separate them initially, and to supervise always.
4. Be careful of over-stimulating your foster dog with introductions to many people or your neighbors' dogs.

Appendix B

INTRODUCING YOUR CATS TO FOSTER DOGS

Before you introduce your foster dog to your cat, you may wish to wait a few days until you have confirmed or instilled basic obedience in your foster dog. You will need to have your foster dog under control and know which behaviors are appropriate when interacting with a cat.

Allow your foster dog to settle down and get to know your surroundings first before you start introductions to unfamiliar animals. Introducing a cat to a dog is similar to introducing dogs to one another. Take your time and create a stress-free environment. Begin by keeping your cat in a different room. Allow the dog to become comfortable in his own room. Once the dog is comfortable, let him explore the rest of the house for short periods each day while the cat is in another room. This will allow them to pick up each other's scent.

After a few days, allow the two to meet but keep the dog on a leash. Observe their interactions - a dog that is showing overt aggression, such as snarling, growling, baring teeth, etc., will probably never accept a cat. The cat and dog should be separated by baby gates or kept in separate rooms.

If all is reasonably calm so far, walk the dog around the room on leash, but don't let go of the leash in case the dog decides to chase the cat. On-leash interactions gives the cat the opportunity to approach the dog if they choose, or to find a route of escape. During the first few meetings, the cat and dog will probably not interact face to face.

A dog is a predatory animal. It's a natural instinct for a dog to want to chase a cat. Assume the dog will chase the cat so you are prepared. Never allow the dog to intimidate the cat by barking or chasing. Each time the dog acts inappropriately (barking), let him know these behaviors are unacceptable; try using a verbal interrupter, like "Oops" to get their attention and redirect their energy.

On the other hand, if the cat bops the dog on the nose as a warning, that's a good sign and should not be discouraged. When they set up boundaries between themselves, they are beginning to establish a working relationship. Let them interact with the dog on leash for about 30 minutes, then return the cat back to its safe haven and bring the dog to its dog crate or bed. Give the dog a treat and lots of praise.

Increase the amount of time they are together a little each visit. It's important to be patient and encouraging in their interactions. If you're relaxed, they will be more at ease. Always praise friendly behavior profusely. Don't rush the introduction or force them to interact more than either is willing. Pressing them to accept each other will only slow down the adjustment process. When the cat and dog seem to be getting used to each other, let the dog go, but keep his leash attached to his collar. Let him drag it around the house as he wanders, that way you can control him at any time. The cat will probably hide at first. You should use your best judgment as to when they can begin supervised sessions with the dog off-leash.

Appendix C

How to Tell if a Cat or Dog May Need Veterinary Care

Animal Sheltering®
"HOW TO" SERIES

This information sheet is designed to help non-veterinary shelter staff evaluate the health of cats and dogs. It's not a comprehensive guide and will not give you all the answers, but it lists the more common signs of health and illness in dogs and cats. Also, it's not meant to replace veterinary care or advice, but only to help you decide if a cat or dog may need veterinary assistance.

The best way to evaluate the general health of a cat or dog is to give the animal a thorough nose-to-tail examination. Ask a friendly veterinarian or vet tech from your community to come to your shelter and train you and other staff. Then establish your own routine, and thoroughly and methodically examine each animal using the same series of steps each time. That way, you won't overlook some of the more subtle—yet often serious—health conditions often missed with a quick once-over. Dogs and especially cats can "hide" illnesses or other ailments, so try not to let them fool you!

Use the checklist below when evaluating animals after they first come to the shelter. And don't forget to observe animals for signs of health problems during their entire stay—such as when you're cleaning or just giving the animals a little TLC. To make sure staff observations are recorded systematically, your shelter may wish to develop a health "report card" that accompanies the animal during his or her stay at the facility.

EYES

GOOD SIGNS

- clean
- clear and bright
- responsive to visual stimuli

WARNING SIGNS

- watery
- red
- filmy
- cloudy
- discolored
- dry
- inflamed (swollen)
- hypersensitive to light
- pupils are unequal in size
- pupils are overly dilated or overly constricted
- showing third (or middle) eyelid
- showing discharge
- itchy (animal rubs at eyes)
- painful (animal squints)

EARS

GOOD SIGNS

- clean (both outer ear and canal)
- pink and clean (inner ear)
- responsive to noise

WARNING SIGNS

- showing discharge (waxy or other)
- crusty
- red or inflamed (canal is swollen/thickened)
- hair around ear is matted
- scabbed
- fly-bitten
- itchy (animal scratches ear or shakes head)
- foul odor
- painful (animal cries when ear is touched)

NORMAL RANGES FOR TEMPERATURE, HEART RATE, AND RESPIRATORY RATE FOR HEALTHY CATS AND DOGS

Temperature (rectal)
100–102.5° Fahrenheit

Heart rate (at rest)

- Large dogs
  80–100 beats/minute
- Medium dogs
  100–120 beats/minute
- Small dogs and cats
  120–180 beats/minute

Respiratory rate (at rest)
16–26 breaths/minute

How to Understand Common Veterinary Terms

Sheltering
"HOW TO" SERIES

The terms listed below are commonly used in such fields as anatomy, physiology, and epidemiology, and make up much of the technical jargon that veterinarians use to describe symptoms, illnesses, even surgical techniques. On the reverse side, you'll also find a few common abbreviations spelled out to help you understand the meaning of prescription slips and medical instructions concerning treatment of the animals in your care.

It may seem as though veterinarians speak a foreign language at times, and considering the Latin origin of many medical terms, they may in fact be doing so. The veterinary terms and definitions listed here should help to break down the "language barrier" that often separates many animal caregivers from those who provide professional veterinary treatment.

acute (uh-KYOOT): Of sudden onset; having a short course.

adhesion (ad-HEE-zhun): Abnormal fibrous union of tissues; process of joining or sticking together.

anemia (uh-NEE-mee-uh): Condition characterized by reduced numbers of red blood cells.

anesthesia (A-nehs-THEE-zee-uh): State of being without sensation, especially to pain. May or may not be accompanied by unconsciousness (general anesthesia vs. local anesthesia).

anorexia (A-noh-REHK-see-uh): Lack of appetite.

apnea (AP-nee-uh): Cessation of breathing.

arrhythmia (ay-RITH-mee-uh, uh-RITH-mee-uh): Variation in rhythm of the heart beat.

artery (AHR-teh-ree): Vessel through which blood flows away from the heart to various parts of the body.

aspirate (A-spi-rayt): To remove fluid or gas from a cavity by suction; (A-spi-raht) to inhale; material withdrawn by aspiration.

atrophy (A-troh-fee): Wasting away of a body part.

benign (beh-NYN, bee-NYN): Not malignant; with a favorable prognosis.

bilateral (by-LA-ter-uul): Occurring on both sides of the body.

biopsy (BY-ahp-see): Removal of a small amount of tissue from the body for examination, usually microscopic.

bloat (bloht): Gaseous distention of the stomach or other part of the gastrointestinal tract.

bolus (BOH-luhs): Mass of food ready to be swallowed or passing through the intestines; a large pill; a large volume of fluid rapidly given intravenously.

cartilage (KAHR-ti-lij): Specialized fibrous connective tissue found in the embryo, developing bones, and joints.

cataract (KA-tuh-rakt): Opacity (or cloudiness) of the lens of the eye.

chronic (KRAH-nikt: Persisting over a long period.

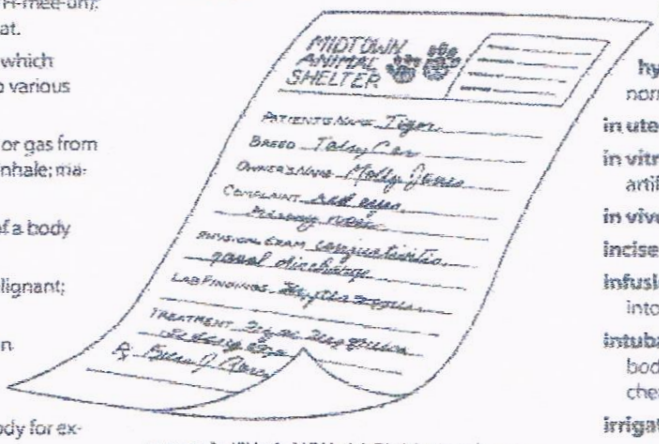
coagulation (koh-AG-yoo-LAY-shuhn): Clot formation; solidification of a solution into a gelatinous mass.

congenital (kahn-JEH-ni-tuul): Present at birth.

conjunctiva (KAHN juhnk-TY-vuh): Soft pink tissue lining the inner eyelids and eye socket, and the clear covering of the exposed surface of the eyeball.

conjunctivitis (kahn-JUHNK-ti-VY-tis): Inflammation of the conjuctiva (see above).

cryptorchidism (krip-TOR-kid-izm): Condition in which one or both testicles have not descended into the scrotum, but are retained within the body.



cyanosis (SY-uh-NOH-sis): Bluish discoloration of the mucous membranes and skin caused by poor oxygen supply to the body tissue.

dysplasia (dis-PLAY-zhee-uh): Abnormal development in size or shape.

dyspnea (DISP-nee-uh): Difficulty in breathing; labored respirations.

edema (eh-DEE-muh): Accumulation of excessive fluid within tissues.

embolism (EHM-boh-lizm): Sudden obstruction of a blood vessel by a clot or foreign material brought to the area by the flow of blood.

estrus (EHS-truhs): The cyclic period of sexual receptivity in female mammals.

gastritis (gas-TRY-tis): Inflammation of the stomach.

hematoma (HEE-muh-TOH-muh): A blod clot within an organ, space, or tissue.

hemorrhage (HEH-mor-ij): Escape of blood from a vessel; bleeding.

hyperthermia (HY-per-THER-mee-uh): Abnormally high body temperature.

hypothermia (HY-poh-THER-mee-uh): Abnormally low body temperature.

in utero (in YOO-teh-roh): Within the uterus.

in vitro (in VEE-troh): Within a test tube or other artificial environment, outside the living body.

in vivo (in VEE-voh): Inside the living body.

incise (in-SYZ): To cut.

infusion (in-FYOO-zhuhn): Introduction of fluid into a vein by gravity flow.

intubate (IN-too-bayt): To insert a tube into a body canal or hollow organ, such as the trachea or stomach.

irrigate (EER-i-gayt): To wash out or flush; lavage.

lesion (LEE-zhuhn): Any discontinuity of tissue or loss of function.

ligament (LI-guh-mehnt): Band of dense fibrous tissue connecting bones and supporting joints.

***Most of the definitions presented here are taken from* Guide to Veterinary Medical Terminology *by Phillip E. Cochran, DVM, MS, published in 1991 by Mosby-Yearbook, Inc., 11830 Westline Industrial Dr., St. Louis, MO 63146; 800-325-4177. Those seeking more information regarding medical terminology may also wish to refer to* Dorland's Medical Dictionary.

How to Clean a Dog's Ears

Sheltering

"HOW TO" SERIES

Even though we give them lots of good scratches, when it comes to grooming, the ears of dogs are frequently the most neglected parts of their bodies. But their ears are also one of the most important areas to attend to. Ear infections can be serious, and can begin easily if an animal's ears are not kept clean. After all, how will Biffer know when to start salivating if his ears don't pick up the sound of kibble hitting his bowl? Make sure your furry guests keep their ears perked up by following these simple steps.

1. To Clean or Not to Clean—That is the Question

Be careful! If the dog's ears have an offensive odor, or if he has been scratching them repeatedly, you should not remove the icky stuff that might have accumulated; whatever's there can help your vet determine the cause of the "ear-itation" and figure out how to treat it. So if he's scratching, or if you're tempted to plug your nose while cleaning his ears, you should turn the task over to your veterinarian or veterinary technician first; she can take swabs of the substance for examination.

2. Ear We Are

Before you start your scrubbing, make sure you've set the table. You should have your supplies set out and ready to go. Put out your cotton balls and cleaner—a commercially prepared ear cleaner with a low alcohol content is best. Wash your hands thoroughly so you don't introduce any infectious particles to the dog's ears. You may want to work with a buddy; your friend can provide distracting pats while the ear cleaning takes place.

Checking the Ears of Kitties

Since cats are even more meticulous than professional groomers, your kitties probably won't need to have their ears cleaned. But their ears should always be checked when they enter the shelter, and if you notice one of your feline charges scratching his ears, or if his ears have a bad smell, you should notify a veterinarian and have the cat checked out. Don't remove any substances, because swabs of the secretions will help the veterinarian diagnose the cause of the infection.

3. Wipe Out!

Once you've determined that your dog's ears are merely dirty and not full of mites or infection, you can remove the dirt. Using a cotton ball moistened with mineral oil, gently wipe out the inner surface of the animal's earflap. Discard the first cotton ball and moisten another; with this one, clean out the part of the ear canal that you can see. Stop when you feel resistance—don't try to stick the cotton ball any farther into the ear than it should go. Repeat this process on the other ear. Make sure you remove any foreign matter, whether it's dirt, bugs, or just waxy buildup.

4. Ears to You!

Give your furry friend a pat, give your helper a high-five, and send your little buddy on his way. Now he'll be well-prepared to hear those wonderful words:

"Look, honey, he's beautiful! He'd be a wonderful new member of our family."

"Oh, you're right. And his ears are so clean!"

Cues and Tips on Q-Tips

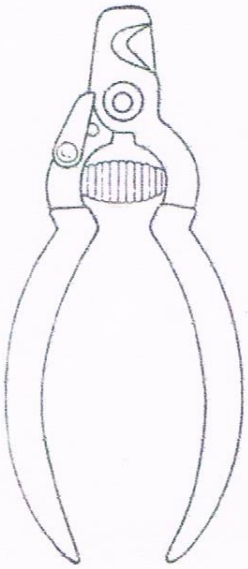
While cotton swabs are a natural choice for cleaning human ears, you should not use them on animals. Not only are they less efficient (imagine how long it would take to clean a basset hound's ears with a Q-tip), they can be dangerous: If an animal is startled and jerks his head while you're cleaning his ears, the cotton swab could get jammed into his ear canal, causing all sorts of pain and distress. Use cotton balls instead; they're much softer and less likely to get stuck in the animal's aural orifices.

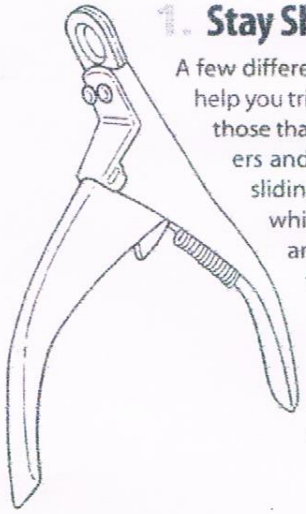
How to Trim a Dog's Nails

Animal Sheltering
The Community Animal Care, Control, and Protection Resource
"HOW TO" SERIES

When you think about grooming a dog, you probably consider bathing him, brushing his coat, even cleaning those floppy ears, but it's a good idea to give dogs a pedicure every few weeks as well. If you've never trimmed a dog's nails, ask for some help from a more experienced person, and keep these instructions nearby.

Although dogs are less likely than cats to injure someone with their claws, timely nail trimmings help ensure that a dog can walk without pain or discomfort. The nails of very active dogs may not require any trimming, since they're continually worn down by contact with concrete and other rough surfaces. But it's still a good idea to check the nails occasionally to make sure none of them are torn or split.





1. Stay Sharp

A few different tools are available to help you trim a dog's nails, including those that resemble miniature pliers and those with replaceable sliding "guillotine" blades. Use whichever model makes you and the animal most comfortable, but be sure to replace the blade frequently to make the job easier and prevent the dog from feeling any discomfort.

2. Pull Their Legs

Dogs are often pretty cooperative when it comes to having their nails trimmed, and those who were handled often as puppies are even more likely to comply. Still, you may need to work a little to keep the animal still. If you're working alone, have the dog sit or lie down on the floor or examining table, then trim the nails, one paw at a time.