

foster handbook



Shelly



Bottle Baby



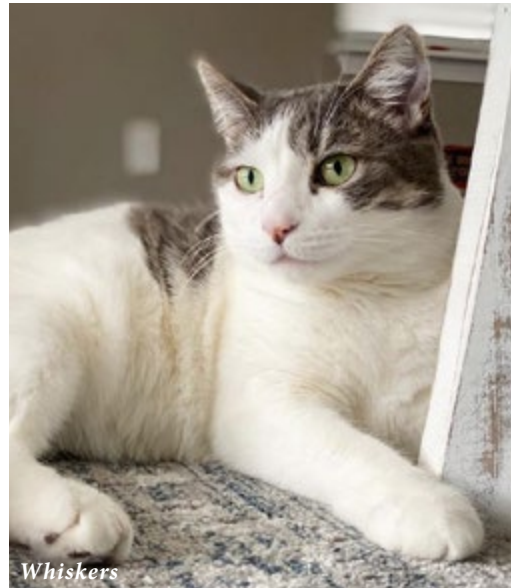
Tyrone



Borado



Bon Bon



Whiskers



Cheyenne



Guinea Pig



Peaches



Patches



Bottle Baby



Bradley

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View all foster care resources at:

ANIMALSHELTER.ADCOGOV.ORG/FOSTERCARERESOURCES

GOALS

of the foster care program



To provide a comfortable and safe place for adoptable pets by fostering ill or injured animals that need time to recover.



To ensure all pets have reached the proper level of maturity before being placed for adoption.



To provide end-of-life hospice care to terminal animals unable to be adopted.



To offer a stable and calm home environment to animals who are stressed or need additional training and socialization.

REQUIREMENTS

of the foster care program

- ✓ Must be at least 18 years of age.
- ✓ Must complete a foster parent application and interview.
- ✓ Sign foster agreement and adhere to RAS policies.
- ✓ Attend initial orientation and additional trainings as needed.
- ✓ Complete a background check and annual home inspection with an RAS representative.

HOURS of service

MONDAY – FRIDAY
11 a.m. – 6 p.m.

SATURDAY – SUNDAY
10 a.m. – 5 p.m.

CONTACT

important information

FOSTER CARE COORDINATOR

Erica Carder

ecarder@adcgov.org

For general questions, sharing photos, scheduling routine appointments, responding to foster requests, or anything not time sensitive.

OFFICE LANDLINE

720.523.7387, ext. 7903

Use to reach the Foster Care Coordinator during normal business hours Sundays through Thursdays. Please leave a message.

24-HOUR EMERGENCY LINE

720.515.3834

Use during normal business hours if your foster pet has a medical/behavioral concern that needs to be addressed that day, and after-hours for urgent concerns only (e.g. foster pet is very ill or injured and support is needed right away; foster pet has escaped; bite/injury involving a foster pet). Please do not give this number out to members of the public — it is for active foster parent use only.

POLICIES *and* PROCEDURES



Legal Guardianship | All animals in foster care are the property of RAS and are subject to all applicable RAS policies, rules, and restrictions.

Housing and Care Requirements

- 1.** Foster parents are expected to comply with all housing requirements established by the Pet Animal Care Facilities Act (PACFA), including giving animals proper food, access to water, and a clean environment with adequate space for number of animals housed. Foster animals must be kept in climate-controlled homes with the temperature kept between 60–80 degrees F.
- 2.** Foster parents are expected to comply with local animal control regulations and ordinances.
- 3.** Foster parents must consent to annual home inspections by an RAS representative. Foster parents may be required to complete additional home inspections if a safety concern is noted.
- 4.** Your foster pet must be kept in a safe, contained environment. Foster dogs must be kept on leash or within a securely fenced yard when outdoors. Foster dogs may not visit off-leash dog parks and must be kept under your control at all times. Dogs must be supervised outdoors and should be kept in a secure indoor area or crated when left at home alone. Foster cats should be kept indoors only except during transport, when they must be kept in secure carriers.
- 5.** If your foster pet escapes, contact the foster coordinator immediately.
- 6.** Any medical or behavioral concerns should be promptly reported to the foster coordinator.
- 7.** Foster animals must be seen by the shelter veterinarian. RAS cannot reimburse foster parents for any medical expenses incurred at a private vet. RAS cannot provide medical care for foster parents' personal pets if they become ill or injured after contact with a foster pet.
- 8.** Foster parents are required to provide transportation for medical care and medicines (if needed), for vaccinations, and release for spay/neuter and adoption.
- 9.** RAS highly recommends keeping foster animals separate from personal pets for a minimum of one week to reduce the risk of disease transmission. Kittens and puppies are required to be housed separately from household pets for safety. Foster animals should only interact with other pets in the same household if approved by the foster coordinator.
- 10.** Foster parents must follow the care instructions provided by RAS. You may be asked to return your foster pet to the shelter if medical, training, or general care protocols are not followed.
- 11.** Foster parents must contact the foster coordinator immediately if a foster animal bites a human or animal and the bite breaks the skin.
- 12.** If a foster parent refuses to return a foster animal for any reason upon request by RAS staff, or has improperly transferred an animal to another individual or entity, the foster care provider will be permanently removed from the foster program and RAS may initiate appropriate legal action in order to secure the safe return of the animal.

SUPPLIES

RAS provides food, formula, kitty litter, toys, and transport carriers for your foster animal. RAS also provides medicine and additional supplies, if needed. The shelter uses specific brands of food and formula for kittens and puppies for optimum nutrition, so please use the food provided by the shelter, or you may supply an approved brand of food for your foster pet. You can come to the shelter during open hours to pick up extra supplies for your foster animals.

Please keep in mind that though you are welcome to purchase toys, bedding, and other supplies for your foster pets, the shelter cannot reimburse you for these items. Any items you purchase for your foster animals are tax deductible.

RAS PROVIDES:



food and/or formula



kitty litter



toys



transport carriers



medicine



additional supplies if needed

SETTING UP *for foster pets*

Before you bring home your foster pet(s), make sure you have a suitable place ready for them to stay. **The room should adhere to the following guidelines:**

<p>TEMPERATURE</p> <p>A space where temperature can be controlled.</p>	<p>DISINFECT</p> <p>The space has been disinfected using a mild bleach solution (1 part bleach to 32 parts water).</p>	<p>DROP CLOTH</p> <p>If using a carpeted space, lay down a drop cloth that can be laundered/sanitized between fosters.</p>	<p>SEPARATE</p> <p>Separate from other household pets.</p>
<p>FLOOR</p> <p>Can withstand messes: spilt water/food, vomit, urine, feces, etc.</p>	<p>CLEAR THE AREA</p> <p>Clear of breakable items or items that can be easily ingested.</p>	<p>WIRES/OUTLETS</p> <p>Electrical wires and outlets are blocked.</p>	<p>SECURE</p> <p>Windows, doors, and appliances secure (e.g. close toilet lids, windows fully closed).</p>



Always supervise your foster pet around children and other animals.

species-specific SET-UP GUIDELINES



CATS/KITTENS

- ✓ Indoors only
- ✓ A large wire pop-up kennel or separate room is best
- ✓ If kittens are loose in a room, non-porous floor surfaces are highly preferred (tile, hardwood, etc.)
- ✓ If floor is carpeted, cover carpeted area with sheets/vinyl floor covering, or use a pop-up kennel



DOGS

- ✓ Kept indoors in a crate or secure room separate from household pets when unattended
- ✓ Leashed at all times when outdoors unless in a private, secure fenced area
- ✓ Foster dogs/puppies are not permitted to go to dog parks
- ✓ While dogs are social animals, they are individuals and do not like every dog they meet. Conflicting play styles can lead to conflict even between dog-social pets



PUPPIES

- ✓ Should be kept indoors in a room with a non-porous floor (no carpet)
- ✓ Crated when not supervised (crates can be provided by RAS)
- ✓ Allowed outdoors only when supervised
- ✓ Should be around humans as much as possible for socialization
- ✓ Should be housed separately from other dogs and should not be walked in areas with high dog traffic due to risk of disease



SMALL MAMMALS/REPTILES

- ✓ Please follow species-specific care guidelines provided by RAS

Feeding amount depends on brand of food, age of pet, weight of pet, and many other factors. Follow feeding recommendations based on weight of your foster pet. Feeding recommendations can be found on the back of dry food bags. Ask a staff member for feeding recommendations on amount of wet food or if your pet is on a weight management plan (gain or loss).

FEEDING

bottle babies and **NURSING MOMS**

Nursing moms may eat up to 2.5 times their recommended feeding amount based on weight. In general, feed nursing moms as much dry food as they care to eat and supplement with wet food several times a day. Nursing moms may eat as much food as they like. Weigh nursing moms every other day to ensure they are not losing weight.

Bottle baby kittens should gain between ¼ and ½ oz. per day. Weaned kittens should ideally gain about ½ oz. per day.

Use the following chart to determine how much to bottle feed your orphaned neonatal kitten:

Estimated Age	Weight (grams)	Weight (ounces)	20 kcal/100 g body weight ¹	Daily volume Commercial milk replacer (ml) Concentration 0.74 kcal/ml ¹	Stomach capacity (ml) (4ml/100 g body weight ¹)	Approx. number of feedings per day ^{**}
Newborn	50	1.8	10	13.5	2	7
	75	2.6	15	20	3	7
	100	3.5	20	27	4	7
	125	4.4	25	34	5	7
~ 1 weeks	150	5.3	30	40	6	7
	175	6.2	35	47	7	7
	200	7.0	40	54	8	7
	225	8.0	45	61	9	7
~ 2 weeks	250	8.8	50	68	10	7
	275	9.7	55	74	11	7
	300	10.6	60	81	12	6-7
	325	11.5	65	88	13	6-7
~ 3 weeks	350	12.3	70	95	14	6-7
	375	13.2	75	101	15	~6
	400	14.1	80	108	16	~5
	425	15.0	85	115	17	~5
~ 4 weeks ^{***}	450	15.9	90	122	18	~5
	475	16.8	95	128	19	~4
	500	17.6	100	135	20	~4
	525	18.5	105	142	21	~4
~ 5 weeks ^{***}	550	19.4	110	148	22	~4

foster handbook

MEDICAL REFERENCE GUIDE

Use the following guide to determine whether your pet needs to be seen by the foster coordinator or healthcare staff or can be monitored at home. If you are unsure, please err on the side of caution and contact the foster coordinator. These are only the most common shelter illnesses/complaints. If your concern is not on this list, contact the foster coordinator for more information.

symptom checker

the scoop on poop

*external parasites/
contagious skin
conditions*








internal parasites

navigating surgery

medical reference guide | SYMPTOM CHECKER

SYMPTOMS	WHEN TO SEEK TREATMENT	WHEN TO MONITOR	OTHER CONSIDERATIONS
sneezing/ coughing	<ul style="list-style-type: none"> ▶ Pet has visible nasal discharge (especially if green or thick) ▶ Pet is lethargic, not eating, or acting “off” ▶ Pet is sneezing frequently (more than 1-2 times every 15 minutes) 	<ul style="list-style-type: none"> ▶ Pet has no visible nasal discharge ▶ Dog is only coughing when excited or pulling on leash ▶ No change in appetite or attitude ▶ Pet is sneezing occasionally or infrequently 	<ul style="list-style-type: none"> ▶ If your foster pet has any symptoms of an upper respiratory infection, we recommend separating from household pets of the same species ▶ If your pet is very young (less than 6 weeks), err on the side of caution and seek treatment quickly
diarrhea	<ul style="list-style-type: none"> ▶ If diarrhea is liquid or blood in stool ▶ Right away if pet has other symptoms: vomiting/lethargic/not eating ▶ Right away if pet is dehydrated (skin on back of neck stands up or goes down very slowly when pinched, gums are “tacky”) 	<ul style="list-style-type: none"> ▶ Adult pets (over six months) — no other symptoms, ok to monitor for 48 hours, then seek treatment if no improvement ▶ Juvenile pets (under six months) — no other symptoms, ok to monitor for 24 hours, then seek treatment if no improvement 	<ul style="list-style-type: none"> ▶ Make sure fresh, clean water is available at all times ▶ Add additional water to foster pet’s food to improve hydration when diarrhea is occurring ▶ Kittens often have soft but formed stool. Refer to fecal chart for guidance on normal stools ▶ Make any changes to your foster pet’s diet gradually. Changing abruptly is a common cause of diarrhea
vomiting	<ul style="list-style-type: none"> ▶ Right away if pet is vomiting frequently/every time they eat ▶ Right away if pet has other symptoms: diarrhea/lethargic/not eating ▶ Right away if pet is dehydrated ▶ Pet vomits multiple times over the course of a few days 	<ul style="list-style-type: none"> ▶ Pet only vomits once and has no other symptoms ▶ Pet is also on treatment for kennel cough and is vomiting clear foam after coughing 	<ul style="list-style-type: none"> ▶ If pet is vomiting bile overnight, try adding a small meal just before bed ▶ If pet is vomiting after quickly eating a large meal, feed smaller meals or use a puzzle feeder
injury	<ul style="list-style-type: none"> ▶ Right away if wound is deep/severe ▶ Right away if pet has a limb that is very swollen/may be broken ▶ Right away if pet is in distress (vocalizing, not moving, gums are pale) ▶ Right away if wound has signs of infection (oozing, area is red/swollen, hot to the touch) 	<ul style="list-style-type: none"> ▶ Superficial cut or abrasion ▶ Limping with no visible injury to leg or pad (pet should be seen if no improvement within 24 hours) 	<ul style="list-style-type: none"> ▶ If you are unsure about the severity of the injury, please contact RAS for guidance
hair loss	<ul style="list-style-type: none"> ▶ Hair loss is flaky/crusty, asymmetrical, appeared suddenly ▶ You also notice itchy patches of skin on yourself or a family member ▶ Pet is uncomfortably itchy ▶ Pet is a puppy with patches of hair loss 	<ul style="list-style-type: none"> ▶ Symmetrical thin hair at temples or on ears/no crusty skin ▶ Dog with thin hair coat that is not causing discomfort 	<ul style="list-style-type: none"> ▶ Ringworm is more common in cats than dogs and is contagious to humans and other pets ▶ Mange is more common in dogs than cats, some forms are contagious to humans and some are not
not eating	<ul style="list-style-type: none"> ▶ Right away if pet is under eight weeks old or unvaccinated ▶ Right away if other symptoms present (diarrhea, vomiting, lethargic) 	<ul style="list-style-type: none"> ▶ Adult pet with no other symptoms — ok to monitor for 24 hours then seek help if no improvement ▶ Try a variety of different foods 	<ul style="list-style-type: none"> ▶ Stressed animals, or pets with kennel cough, may have a decreased appetite. Try isolating your foster pet in a quiet, low stress environment and offering a variety of high-value foods

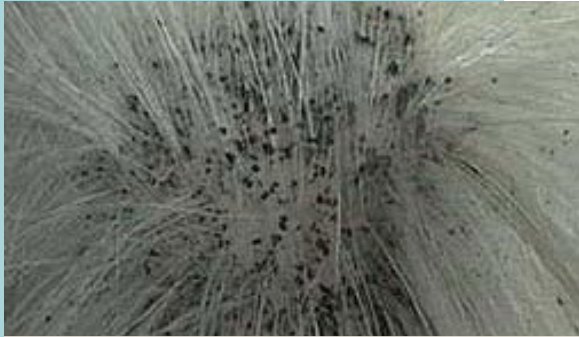
Use the following fecal scoring chart* to determine if your foster pet's stool is normal.

SCORE	SPECIMEN EXAMPLE	CHARACTERISTICS	NOTES
1		<ul style="list-style-type: none"> ▶ Very hard and dry ▶ Often expelled as individual pellets ▶ Requires much effort to expel from body ▶ Leaves no residue on ground when picked up 	<i>Normal for adult pets</i>
2		<ul style="list-style-type: none"> ▶ Firm but not hard, pliable ▶ Segmented in appearance ▶ Little or no residue on ground when picked up 	<i>Normal for adult pets</i>
3		<ul style="list-style-type: none"> ▶ Log shaped, moist surface ▶ Little or no visible segmentation ▶ Leaves residue on ground, but holds form when picked up 	<i>Normal for adult pets</i>
4		<ul style="list-style-type: none"> ▶ Very moist and soggy ▶ Log shaped ▶ Leaves residue on ground and loses form when picked up 	<i>Normal for bottle baby/just weaned kittens; Seek treatment of weaned pet if lasts longer than 48 hours.</i>
5		<ul style="list-style-type: none"> ▶ Very moist but has a distinct shape ▶ Present in piles rather than logs ▶ Leaves residue on ground and loses form when picked up 	<i>Normal for bottle baby/just weaned kittens; Seek treatment of weaned pet if lasts longer than 48 hours.</i>
6		<ul style="list-style-type: none"> ▶ Has texture, but no defined shape ▶ Present as piles or spots ▶ Leaves residue on ground when picked up 	<i>Seek treatment</i>
7		<ul style="list-style-type: none"> ▶ Watery ▶ No texture ▶ Present in flat puddles 	<i>Seek treatment</i>

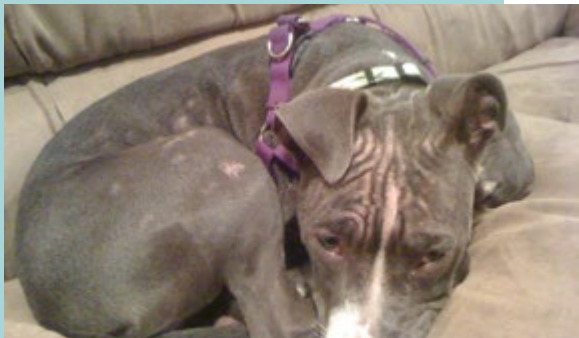
*Fecal scoring chart from Purina ProPlan Veterinary Diets.

medical reference guide

**EXTERNAL PARASITES/
CONTAGIOUS SKIN CONDITIONS**



FLEA DIRT



DEMODEX MANGE



SARCOPTIC MANGE



RINGWORM

medical reference guide

INTERNAL PARASITES



ROUNDWORMS



TAPEWORM SEGMENTS



WHIPWORMS



medical reference guide
NAVIGATING SURGERY

When your pet is ready for surgery, please contact the foster coordinator to schedule your appointment. The foster coordinator will provide you with instructions for your surgery drop off time and location.

Orion

SURGERY PREP

Adult pets should be fasted prior to surgery starting in the late evening the day before surgery. Pets may have access to water overnight but please remove water in the morning prior to bringing them in for surgery to prevent vomiting. Juvenile pets under six months of age should have access to both food and water overnight and the morning of surgery to prevent dangerous drops in blood sugar during their surgery.

RECOVERY

After surgery, your foster pet may be groggy and have low energy. Please feed a small meal in the evening to prevent them from getting an upset stomach. Some post-surgery discomfort is expected, but if your pet seems to be in pain or is still acting lethargic/nauseous the day after surgery, please contact the foster coordinator. Monitor your pet closely to ensure they are not licking their incision. If they are licking their incision please request an e-collar (cone) from the foster coordinator right away.

ADOPTION & BEHAVIOR GUIDE

RAS will provide as much medical and behavioral information as possible to foster parents prior to an animal entering foster care. However, RAS cannot guarantee the health or temperament of any animal, and foster parents are encouraged to keep foster animals separate from other pets and from young children until the foster animal has had enough time to adjust to the home environment. Foster animals should always be supervised when interacting with other household pets or children.

Always follow approved training guidelines set by staff. RAS does not allow the use of force or punishment to discipline your foster pet. Comprehensive training plans are available by request for most common behavior concerns. Please report new behavior concerns promptly so we can begin a training plan if needed.

pet profiles and photos

***socialization and
exercise***

reporting bites

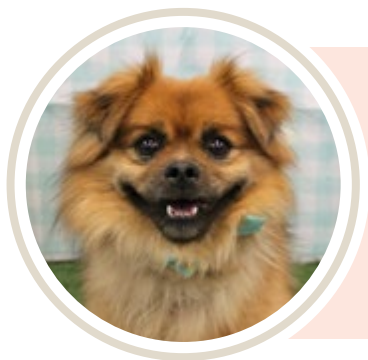
***advocating for your
foster pet***

adoption

adoption & behavior guide

PET PROFILES

Your foster pet will have the best chance of finding a great adoption match if you take detailed notes on their behavior in a home environment and report your findings to the foster coordinator. This information will be added to their file so we can counsel potential adopters and find a great fit for your foster pet. Please be honest and accurate with your behavior reports; behavior “quirks” are best disclosed ahead of time to prevent your foster pet from being adopted and returned.



MALE | 1 YEAR OLD | PEKINGESE MIX

Good with children
House trained and crate trained
Dog and cat friendly
Goofy, active, shy at first

MURRAY

To get you started, here are some basic questions to answer to help potential adopters get to know your foster pet:

How would you describe your foster pet's overall personality (e.g. goofy, calm, loyal, shy)? Try to stay away from negative adjectives to describe your foster pet.

Is your foster pet house trained?

When they are left alone, are they trusted loose? How is their behavior in a crate/kennel?

Do they know any commands?

How does your foster pet react to strangers or children?

How does your foster pet react to other animals? Do they interact with other animals in the home or prefer to spend time on their own?

How much daily playtime or exercise does your foster pet require?

Does your foster pet have any quirks that adopters should know about?

What type of environment do you believe your foster pet would thrive in (e.g. would do best in an active home with lots of people around to play, or would do better in a calm home with a predictable schedule and few visitors)?

PHOTOS

Great photos can also go a long way to helping your foster pet find a great home! Please email photos to the foster coordinator to be uploaded on your pet's profile. Photos should be in focus, taken in good lighting, and should represent your foster pet in a positive way.

If you have a litter of kittens, please try to send individual photos of each kitten for their profiles. Kittens need cute adoption photos, too!



Not good! Kobe looks scared and we don't get to see his beautiful self!



Much better! Kobe looks relaxed and like he's having fun.

REPORTING BITES

If your foster pet bites a person and breaks skin, contact the foster emergency line immediately for instructions. Your foster pet must be placed on a 10-day bite quarantine following a bite that breaks the skin, regardless of rabies vaccination status of the pet. Complete a bite report with the foster coordinator, volunteer coordinator, or another staff member as soon as possible following the incident. Please be accurate and thorough in your bite report. The information you provide will help us determine a safe and appropriate plan for your foster pet.

STEP 1

contact the foster 24-hour emergency line immediately

STEP 2

pet will be placed in a 10-day quarantine (if a bite breaks the skin)

STEP 3

complete a bite report as soon as possible

STEP 4

we determine a safe plan for your foster pet

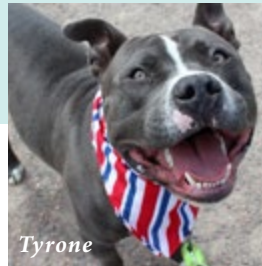
**24-HOUR
EMERGENCY LINE**

720.515.3834

adoption & behavior guide

SOCIALIZATION AND EXERCISE

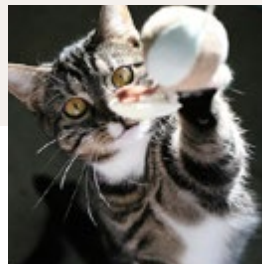
Daily species-appropriate socialization and exercise is crucial for your foster pet to stay mentally and physically healthy. Not only is it fun for your foster pet — it can be fun for you, too!



Tyrone

dogs

Please provide your foster dog with daily exercise by going for walks, supervised off-leash time in a secure fenced yard, training, or playing with interactive toys. Foster parents are encouraged to take their foster pet on longer adventures like a hike or a long walk in the park (if your foster pet is old enough, healthy, and can handle longer exercise). Foster dogs cannot visit off-leash dog parks or be off-leash outside a secure fenced yard.



cats

Cats should also get mental and physical exercise with interactive toys, food puzzles, and daily handling/cuddle time. Cats enjoy learning new things, so don't hesitate to try teaching your foster kitty a trick or encouraging them to work for treats!



kittens and puppies

Puppies and kittens need even more daily one-on-one socialization in order to grow up to be well-adjusted adult pets. Detailed puppy and kitten socialization guides are available for your use on request.

adoption & behavior guide

ADVOCATING FOR YOUR FOSTER PET

Some pets are not comfortable being approached by strangers or children. It is your responsibility to keep your foster pet and the public safe by managing introductions to new people

carefully. If your pet has a history of aggression toward strangers, do not allow strangers to approach or interact with your foster pet unless directed by staff as part of a specific behavior modification training plan. Manage interactions with children carefully to ensure your foster pet is being handled safely and appropriately. Inappropriate interactions with children can lead to a bite or future fear/reactivity toward children. If your pet is nervous or uncomfortable

meeting new people, give thorough instructions on how to safely interact with your foster pet (or ask the stranger not to interact with your pet at all), and monitor your pet's reaction carefully. If your pet is displaying warning/stress signals, please step in and end the interaction.

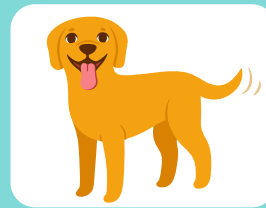
Managing stressful situations proactively will prevent injuries and could even save the life of your foster pet.

KNOW YOUR PET'S BODY LANGUAGE

Relaxed posture, mouth closed, tail held upright



RELAXED
"I'm friendly!"



Relaxed posture, mouth open, wagging tail

Relaxed, exposing belly

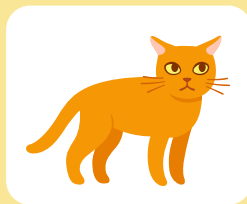


TRUSTING
"I trust you!"



Relaxed, exposing belly

Ears turn sideways, body tense, tail low

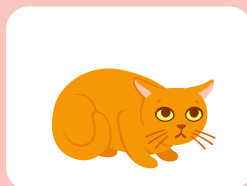


NERVOUS
"I'm worried and unsure"



Avoids eye contact, body tense, tail low

Crouching or lying, head held low, tail tucked tightly

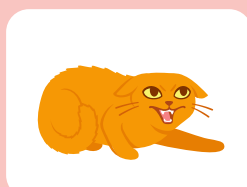


SCARED
"Please leave me alone"



Cowering and trembling, tail between legs

Body flattened, ears drawn back, hissing or growling



ANGRY
"Stay away!"



Growls and snarls, baring teeth

adoption & behavior guide

ADOPTION

We highly encourage foster families to network their foster pets and find a great home for them with a friend, family member, or neighbor so you can stay in touch with your foster graduate!

We try to encourage adopters to send photos and updates of their foster pets — it's so fun to see a loved foster pet in their new home! Some families are not comfortable sharing photos or personal information, so please understand we cannot give out adopters' personal information to foster parents. Likewise we do not share a foster parent's personal information with adopters unless you specifically ask staff to do so.

CAN YOU ADOPT YOUR FOSTER PET?

Foster parents have the first choice to adopt their foster pet unless there are extenuating circumstances (finders' hold, potential owner, etc.) However, foster parents are encouraged to allow foster pets to find a new loving home whenever possible. It can be emotional and difficult to let go of a loved foster pet, but you will know you have saved their life in addition to bringing joy to their new family.

If you decide to adopt your foster pet, please know you will need to pay the adoption fee for your foster pet unless a special exception is made by the foster coordinator or a supervisor. The adoption fee helps offset the cost of care provided by the shelter and supports the lifesaving mission of the shelter.

FOUND *an* ADOPTER?

The following items need to happen in order to place your foster pet into their new home:

- ✓ Pets must be spayed/neutered, microchipped, and have age-appropriate vaccinations prior to adoption.
- ✓ Some pets may require additional treatment, testing, or socialization prior to adoption.
- ✓ All adoption paperwork must be completed prior to transferring your pet to another person or entity.



RAS has legal custody of your foster pet until all the final adoption paperwork is completed by the new adopter.



By allowing your foster pet to move on to their new home, you are really saving two lives — their life and the life of the next foster pet in need!

