



# Dog Daycare/Boarding Enrollment Packet

For Office Use Only
____ Initial Intake Person
<input type="checkbox"/> Vaccines Checked
<input type="checkbox"/> In Computer ____ Init.

There is a \$8.00 non-refundable evaluation fee for each dog enrolling in daycare or boarding services.

**Vaccination Records MUST accompany this form.**

I am interested in these services:  Daycare  Boarding  Grooming

## Owner Information

Name(s):		
Street Address:		
City:	St:	Zip:
Home Phone:		Work Phone:
Cell Phone:		Other Phone:
Email:		

## Emergency Contact Information

Name:	Relationship:
Phone:	Alt. Phone:

## Pet Information

Name:		Breed:
Date of Birth:	Age:	Coloring:
Sex: Male      Female		Weight:
Neutered    Spayed		Any physical abnormalities:

## Veterinarian Information

Clinic:	
Doctor:	
City:	St:
Phone:	

## Referral Information

Who referred you to Clever K9s or how did you hear about us:
--

## Clever K9s Pet Personality Profile

The more information you provide the better understanding we will have on your pet's personality.

<input type="radio"/> YES	<input type="radio"/> NO	Has your dog attended dog daycare in the past? If so, where?
<input type="radio"/> YES	<input type="radio"/> NO	Has your dog attended obedience classes?
<input type="radio"/> YES	<input type="radio"/> NO	Is your dog crate trained?
<input type="radio"/> YES	<input type="radio"/> NO	Does your dog have allergies?
<input type="radio"/> YES	<input type="radio"/> NO	Does your dog have hip dysplasia or other physical ailments?
<input type="radio"/> YES	<input type="radio"/> NO	Are there restrictions on your dog's activity level? If so, what?
<input type="radio"/> YES	<input type="radio"/> NO	Is your dog friendly with other dogs?
<input type="radio"/> YES	<input type="radio"/> NO	Is your dog friendly with adults?
<input type="radio"/> YES	<input type="radio"/> NO	Is your dog friendly with children?
<input type="radio"/> YES	<input type="radio"/> NO	Is your dog afraid of any specific items or noises? If so, what?
<input type="radio"/> YES	<input type="radio"/> NO	Has your dog ever bitten anyone?
<input type="radio"/> YES	<input type="radio"/> NO	Has your dog ever been in a dog fight?
<input type="radio"/> YES	<input type="radio"/> NO	Is your dog leash aggressive?
<input type="radio"/> YES	<input type="radio"/> NO	Is your dog allowed to have treats while staying here?
<input type="radio"/> YES	<input type="radio"/> NO	Is your dog allowed to play in the pool as weather permits?
<input type="radio"/> YES	<input type="radio"/> NO	Does your dog take medication? If so, what?
<input type="radio"/> YES	<input type="radio"/> NO	Does your dog have separation anxiety?
		List any behavioral concerns that you have:
		If boarding, list any specific concerns that you have:

## Clever K9s LLC Liability Waiver Customer Agreement

This agreement is made between Clever K9s LLC (herein after "CK9s, LLC") and undersigned Customer, who makes the following acknowledgements and agrees to the following terms:

Initial

\_\_\_\_\_ (1) I have **read the entire Rules and Regulations** regarding dog daycare, boarding and grooming services, CK9s has the right to refuse service to me and my dog(s) for violation of any of the Rules and Regulations.

\_\_\_\_\_ (2) I agree that in admitting my dog(s) to CK9s, LLC, my dog(s) is/are in good health and have no signs of contagious diseases/infections. CK9s LLC has the right to refuse any dog that does not meet health requirements.

\_\_\_\_\_ (3) My dog has no history of violence against people or other pets. I agree to indemnify and hold harmless CK9s LLC in the event that my dog(s) causes harm to a person or another dog(s) while in the care of CK9s, LLC. CK9s LLC has the right to refuse any pet that does not meet temperament requirements.

\_\_\_\_\_ (4) I understand that, despite CK9s best efforts to maintain the safety of every dog and human, there are certain risks involved in dog daycare and boarding. These risks include but are not limited to scratches, cuts, tooth marks, bruising, pulled muscles, broken toe nails, sore or injured pads, or contracting diseases/infections (ex. Kennel cough, Parvo, worms, fleas, etc.) from other dogs. I will be responsible for my dog's veterinary bills and any other costs incurred due to injury.

\_\_\_\_\_ (5) In case of an emergency, I authorize CK9s LLC to seek medical attention for my dog(s) to treat any and all serious medical conditions. CK9s will make every attempt to contact the owner/emergency contact person and personal veterinarian before administration of care. I agree to pay for all medical expenses incurred as a result of medical treatment, and agree to reimburse CK9s LLC in the event that CK9s LLC incurs any costs involved in procuring medical treatment for my dog(s).

In case of emergency whereas I **cannot** be reached or my designated emergency contact person, I agree to allow:

- \$0-\$500 in medical treatment
- \$0-\$1,000 in medical treatment
- \$0-\$2,000 in medical treatment
- Do not administer care until I can be reached

\_\_\_\_\_ (6) I acknowledge that I am solely responsible for the spay or neutering of my dog(s). In the event of insemination, I agree to hold CK9s LLC harmless for their actions, and agree to be solely responsible for all expense as a result of any insemination.

\_\_\_\_\_ (7) I understand that any images of my dog(s) in a media format (pictures, videos, etc) are property of CK9s and can be used for publicity/advertising.

\_\_\_\_\_ (8) Any dispute arising out of this Agreement will be resolved in accordance with the laws of the State of Wisconsin, and litigated in Wisconsin State Court in Outagamie County, WI. By signing this agreement, I acknowledge that I have read and understood all terms and agree to the terms and conditions contained herein.

### Grooming Terms

Pets are accepted for grooming only under the following conditions:

- 1) The animal is fit and healthy. Any grooming which takes place on an elderly animal or animal with health problems will be at the owners' risk. Grooming may expose pre-existing health/skin conditions for which the groomer cannot be held liable.
- 2) The animal is up-to-date on vaccinations.
- 3) In the event of a health emergency we will immediately contact you, the owner. If the owner cannot be reached, we are authorized to contact your veterinarian or a veterinary surgeon and authorize the vet to treat the pet as necessary.
- 4) I understand that if my dog is severely matted, shaving will be required. Shaving may expose pre-existing skin conditions and/or the skin may be irritated from the clippers.
- 5) Grooming prices are estimates only and may vary according to: the condition of the dog, special handling requirements/requests, and de-matting.
- 6) The Groomer has the right to decline performing services on a dog that exhibits aggressive or out-of-control behavior that could result in injury to the groomer and/or the dog.

Customer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Clever K9s Representative: \_\_\_\_\_



## Dog Daycare and Boarding Rules & Regulations

The purpose of Clever K9s LLC (herein a after “CK9s,LLC”) is to provide a safe, fun and stimulating social environment for dogs during business hours. To ensure the safety and health of your dog(s) and other guests, we require all guests to comply with the following rules and regulations:

### HOURS OF OPERATION:

Daycare:	Monday-Friday 6:00am-6:30pm	Boarding:	Monday-Friday 6:00am-9:00pm
	Saturday-Sunday 7:00am-4:00pm		Saturday-Sunday 7:00am-9:00pm

**LATE POLICY:** We close promptly at the end of the day. If daycare dog is picked up after 6:30pm weekdays or after 4:00pm weekends there is an additional \$5.00 late fee. If a dog in attending dog daycare and training classes, he/she may stay in his/her suite until owner arrives for class at no additional charge. Owner is responsible for bathroom break prior to class. **Please be respectful of our business hours, even though there is staff here at closed times, they are not allowed to let dogs be picked up or dropped off when we are closed.**

**AGE/SEX:** All dogs must be 14 weeks of age or older to participate in dog daycare at CK9s, LLC and have received their second booster of Distemper. Dogs over 7 months of age should be spayed/neutered. Females in heat may not attend.

**VACCINATIONS:** All dogs coming to CK9s LLC for daycare, grooming or training must have up-to-date vaccinations. Owners must submit written proof of Distemper, Hepatitis, Para Influenza , Parvovirus and Rabies vaccinations and Bordetella (Kennel Cough) vaccination. Modified vaccination schedules are allowed, such as 3-yr or titers. Puppies under 6 months of age do not require Rabies vaccination. It is the owners’ responsibility to provide ongoing verification of current vaccinations.

**HEALTH:** All dogs coming to CK9s LLC must be in good health. Owners will certify their dog(s) are in good health and have not been ill with a communicable condition in the last 15 days. Dogs that have been ill with a communicable condition in the last 30 days will require veterinarian certification of health to be admitted or readmitted.

**KENNEL COUGH:** Kennel cough (i.e. Bordetella) is a highly contagious upper respiratory infection. It is an airborne virus that pets commonly contract when they have had direct contact with other pets and/or have been exposed to an area where other pets have been: pet stores, daycare and/or boarding facilities, veterinary clinics, dog parks, etc. Symptoms commonly include a deep raspy cough and usually occur 7-10 days after the pet has been infected by the virus. Although all pets are required to be vaccinated for Bordetella at CK9s LLC, they are still susceptible to kennel cough since there are many strains of the infection, somewhat like a cold or flu.

**FLEA/TICK PROTECTION:** It is highly recommended that dog(s) be protected with flea/tick preventative when the temperature is 30 degrees Fahrenheit or higher. Flea/tick collars are NOT allowed. Advantix, Sentinel, Front Line or Front Line Plus is recommended. All dogs will be checked for signs of fleas and ticks upon arrival at CK9s LLC and will not be admitted if signs of fleas/ticks are noticed. If, at any time while at CK9s LLC a dog is noticed to have fleas/ticks, treatment will be applied and charged to the owner at the minimum rate of \$25.00.

**PAW CARE:** At Clever K9s one of our outdoor play areas is asphalt surface. We have had some dogs develop sore/scratched pads their first time playing on the asphalt due to lack of callous on the paw surface. If you have

concerns about your dog tolerating the surface, please let us know so we can gradually introduce your dog to the surface to develop more callous on his/her pads. Our indoor play areas have anti-fatigue rubber matting on all the floors.

**TEMPERMENT:** Owners certify that their dog(s) have not harmed or shown any aggressive or threatening behavior towards any person or any other dog(s), unless dog is participating in a Dogs With Issues program. CK9s LLC staff has the right at any time to remove a dog from daycare services due to temperament issues that are not conducive to a dog daycare environment. Please remember, your dog(s) will be spending time with other dog(s) and the safety and health of all animals is our main concern.

**BARKING:** If your dog barks obsessively for an extended period of time and does not respond to redirection and training, we may use a citronella spray bark collar to interrupt the barking. We do not want dogs to learn that they can bark uninhibited while at daycare, since that is not a behavior desired at home.

**NAILS:** Dogs nails must be kept trimmed, for the safety of other dogs and CK9s LLC staff. If nails are found to be unreasonably long or sharp, nails will be trimmed and charged to owner at the rate of \$8.00.

**COLLARS/LEASHES:** All dogs in daycare/boarding will be provided a quick release collar with their name printed on, which they will wear during their stay. This collar remains property of Clever K9s. No choker, pinch or electronic collars are allowed. All dogs must come into CK9s, LLC on leash or in a carrier. **No retractable (Flexi leashes) are allowed. Please keep control of your dog at all times and prevent them from jumping up on other visitors or charging other dogs.**

**ARRIVAL/PICKUP:** Upon arrival, owner must check in at reception desk. If someone besides the owner is doing Arrival or Pickup, they must inform a CK9s LLC staff member that they are not the dog(s) owner.

**APPOINTMENTS:** Appointments are required for daycare, boarding and grooming. CK9s LLC has the right to decline any customer that does not have a reservation.

**MEDICATION/FOOD:** Dogs staying overnight must have their own food/medicine supply, preferably each meal portion placed in a Ziploc bag with dog's name/instructions written on it. This will ensure that your dog is given the proper amount of food for each mealtime. Dogs in the daycare program may also bring a meal along, with the requirements listed above. **Medications MUST be in the prescribed original container, DO NOT put medications in the dog food.** We are able to do insulin injections.

**ENROLLMENT:** There is a \$8.00 nonrefundable evaluation fee for each dog that must be paid prior to dog beginning daycare or boarding services. All dogs must have a complete and up-to-date enrollment form, including veterinarian records on file. It is the owner's responsibility to notify CK9s LLC of any changes. All forms required by CK9s, LLC must be signed before dog may attend dog daycare.

**PAYMENT:** Payment is due by the end of each day for all services provided that day. Prepay option is allowed, and required if the owner is not picking up the dog at the end of the day. Acceptable forms of payment are cash, check or credit card. We are also able to keep a credit card on file.

**CANCELLATIONS:** We must be notified of boarding cancellations by phone call or email. If a dog repeatedly does not show up for boarding reservations without any notice, we have the right to refuse booking any more boarding dates for that dog.

**SPECIAL SERVICES:** At Clever K9s we provide special services for elderly dogs and dogs with special needs. We customize the dog(s) daily activities and follow any veterinarian recommended restrictions. In the unfortunate event of a dog passing away while in our care during a boarding stay, we have an arranged agreement with Forest Run Pet Cemetery, they will pick up the dog and keep it at their facility until the owners return. It is also helpful to let the staff know what your wishes are in case of an event while you are away.

# Boarding Information

## What to bring

- Dog Food – refrigeration is available for raw/prepared food. You must provide enough dog food for your dog's entire stay. It is preferred that food be premeasured for each feeding in a Ziploc bag with dog's name written on. If bringing food in a bag, clear feeding instructions and dog's name must be attached to bag. You do not need to bring food/water bowls. Please let us know if your dog requires raised food/water dishes or is at high risk for bloat.
- A blanket or small bed may be brought along. We do provide raise lounge beds in each dog suite on owners request.
- Medication must be in a Ziploc bag with dog's name and clear instructions listed on the bag. The original medication container(s) must be sent along with your dog for emergency purposes.
- A few safe toys in good condition may be sent along. Do not send toys that can easily be chewed and swallowed. Toys will remain in the dog's suite area.
- Drop Off/Pick Up  
Weekday – Drop off and pick up times are anytime between 6:00am to 9:00pm.  
Weekend – Drop off and pick up times are anytime between 7:00 to 9:00pm.
- During the daytime hours your dog will be integrated into the daycare program. In the evening hours your dog will be given lots of one-on-one attention by a staff person in our lounge area, before being tucked into bed at 10:00pm. A staff person will be onsite during the night time hours.
- It is PARMOUNT to us to provide the BEST care to your furry family member. PLEASE let us know of any special routines/needs that your dog may have. We want to make your dog's stay as stress free as possible and will treat your dog like we care for our own dogs.
- Dogs staying more than 4 nights can receive a complimentary dog bath. Full grooming services are also available during your dog's stay, charges depend on size of dog and extent of grooming service needed. Grooming must be set up ahead of time to assure that the service can be completed. We typically do not have a groomer in on Saturday and Sunday and are only able to do baths/nails on weekends.
- A current credit card must be on file for stays over 7 days, or if someone else will be picking up your dog.