

The Common Dog



Policies & Procedures

- There is a chip-collar registration charge of \$25.00 for each dog.

Health & Safety:

- The Common Dog must have a copy of your dog's up-to-date vaccination records. Including:
 - Rabies
 - Distemper
 - Bordatella (Kennel Cough)
 - Negative Fecal Test (Giardia & ELISA)
- We recommend the following:
 - Heartguard Plus or Interceptor (these cover other internal parasites that dogs can potentially pass on to each other).
 - A fecal exam performed every six months.
 - A topical flea and tick control product (please apply topical treatments at least 24 hours prior to the visit).
- As with humans, dogs can catch colds, viruses and parasites from each other. Even with proper vaccinations there is still a possibility that they may catch the canine cough virus.
- Given the nature of the dogs play behavior; there is the chance that a dog may be injured during his/her stay with us. Scrapes and cuts are quite common during play; however, there is the chance for a more significant injury since dogs can be unpredictable.
- In the event your dog needs to be taken to a veterinarian during his/her stay, we will attempt to contact you prior to leaving if circumstances and time allow. All fees associated are your sole responsibility.
- All dogs must wear a flat collar with an ID tag. If you do not have a flat collar you can purchase one in our retail area or elsewhere, if you prefer.

Boarding Reservations:

- Please be aware that we generally have a waiting list for major holiday boarding so please make your reservation as soon as you know your plans. A \$50.00 non-refundable deposit for major holidays is required to hold your reservation and will be applied to your bill at the end of the stay.

Once the reservation is confirmed you are responsible for the entire stay as staffing levels are based on the number of dogs staying.

- Please make a day care reservation in advance unless you belong to one of our Bone Clubs.
- You can make all reservations through our website if you have provided us with an e-mail address, which will be your USER ID, and your dog's name will be your password. If you have multiple dogs please let us know which name should be used for the password.

Dropping your dog off for Boarding:

- Your pet may be dropped off during our office hours of 6:30am- 7:30pm.
- Please send enough food for their entire stay plus three additional meals.
- Do not send anything valuable, (toys, beds or blankets) other dogs may have access to them and they may not be returned in the same condition. Please do not bring bedding too large to fit in a traditional size washing machine. Also, please label all belongings. **WE ARE NOT RESPONSIBLE FOR DAMAGED OR LOST ITEMS.**
- At each drop off you will be asked about emergency contact information and any changes that may be necessary to his/her feeding schedule, as well as medications.

Picking up your dog:

- Dogs can be picked up anytime; during our office hours of 6:30am- 7:30pm however, there is a daycare charge if the dog is picked up after 12:00 noon. No exceptions.
- If you wish to Pick up or Drop off after the office closes at 7:30pm there is an additional \$25.00 charge.
- If your pet stays past midnight a boarding charge will be added for that night in addition to the late pick-up charge.

Payments & Fees

- All charges are due when services are rendered. We accept cash, checks and most major credit cards (MasterCard, Visa, American Express and Discover).
- A valid credit card is required to be on file while your pet stays with us.
- There is a 24-hour cancellation policy in place. Should you not give 24 hours notice for canceling a reservation; a fee equal to one night of boarding will be assessed.

I acknowledge by my signature that I have read and understand the above.

Owner Signature

Date

The Common Dog



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Please return this page after signing.

I acknowledge by my signature that I have read and understand the above.

Owner Signature

Date