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**CAROLINA BASSET HOUND RESCUE**  
**FOSTER CARE MANUAL**  
**Revision May 2024**

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**Foster Care Manual**  
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## 1. General Overview and Welcome

Congratulations on becoming a Carolina Basset Hound Rescue Foster Family! We hope that your fostering experience with us will be rewarding and fun.

As part of the approval process for becoming a CBHR Foster Family, you have already had a successful home visit and vet check completed. This manual will provide you reminders and information to help you maintain an approved foster home.

You will continue to be considered an “Active” foster home as long as:

- Family is currently fostering or has fostered within the past 12 months.
- If the lapse in fostering is greater than 1 year, the foster family shall be made inactive in the database.
- Reactivation if done within the 3 years of the last home visit will only require a vet check.
- If reactivation is done more than 3 years from the last home visit or the family has moved, a full home visit and vet check is required.
- All foster homes must have a home visit every 3 years or anytime there is a change of address.

### 1.1. Purpose of Fostering

The purpose of a Foster Home is to place a rescued dog immediately into a stable home environment, rather than a kennel. A lot of these foster dogs come to CBHR from shelters or as strays and we feel that a temporary foster home is the best place for the basset to better adjust to the changes, and hopefully be adopted. The Foster Family helps support the goal of getting the foster dog adopted by providing information, up-to-date photos, and great anecdotes.

### 1.2. Foster families Adoption of Foster Dog

Our foster families do fall for our bassets and end up adopting their foster dog. **There is a waiting list process for adopting and you need to be aware of this process, so the adoption goes smoothly for both you and the basset’s ‘forever’ home.**

- 1.2.1. No one will be placed on the basset hound’s wait list until the two-week evaluation period (from the time of intake) has been completed. The dog will not be advertised on the web site until the two-week period is up.
- 1.2.2. If the foster family intends to adopt the dog, they must contact the Adoption Manager as soon as possible to request they be put on the dog’s adoption wait list.
- 1.2.3. If the Adoption Manager contacts the foster family about an approved potential adopter, the foster family must discuss any interest in adopting the foster basset hound prior to direct contact with the adoptive family.
- 1.2.4. If the foster family is first on the basset hound’s wait list, the family must make a decision to begin a home trial within 72 hours of being notified that the basset hound has been medically cleared.
- 1.2.5. If an adoptive family is already on the foster basset hound's waitlist, the adoptive family has first choice of adopting the foster basset hound.

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- 1.2.6. If the Adoption Manager is not made aware of the foster person(s) interest in adopting the foster basset hound before they [the foster family] have direct contact with the adoptive family, then the adoptive family will have priority.

### 1.3. Foster Care Agreement

Read through and sign/return the Foster Care Agreement. This is the contract between You and CBHR and outlines the legal rights and responsibilities of both parties.

### 1.4. Foster Care Manual

The Foster Care Manual contains a lot of information helpful to your success as a Foster Home.

### 1.5. Veterinary Emergencies of Foster Dogs

- 1.5.1. If a life-threatening emergency happens, the foster home should take their foster dog to a veterinarian and call their CBHR Medical Manager or a CBHR officer once at the veterinary clinic.
- 1.5.2. If time permits, a Medical Manager or other officer should be contacted for more instructions about how to proceed to the veterinary hospital. The health and well-being of the CBHR foster dogs is our first priority.
- 1.5.3. Be sure to learn the location and phone numbers of the nearest Emergency Veterinary Clinic.

## 2. Responsibilities

### 2.1. CBHR Responsibilities

- 2.1.1. CBHR will provide basic health requirements such as shots, prescription foods, spay/neuter surgery, and medications.
- 2.1.2. CBHR (Medical Mailings Coordinator) will provide preventative medications such as heartworm and flea/tick medications.
- 2.1.3. CBHR must approve medical expenses exceeding \$100. See section 4 on Veterinary Guidelines for details.
- 2.1.4. CBHR will provide the basset with a basic ID tag that has the CBHR phone number and the basset's rescue number.
- 2.1.5. CBHR will coordinate any transport required for your foster dog to get to your home, to adoption trials or to their new "forever" home.
- 2.1.6. CBHR will schedule an initial vet wellness check for bassets coming into the rescue and determining what treatments are required. (ex: heartworm treatment)

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2.1.7. CBHR will work with foster families to select an appropriate vet for foster.

## 2.2. Foster Family Responsibilities

2.2.1. Foster family will provide food and shelter for the foster dog along with a confined outside area (Fenced-in yard) or ensure foster dog is on a leash at all times when not in the confines of a house.

2.2.2. Foster family will ensure the foster wears a collar with the CBHR tag at all times. If the basset gets loose and lost, immediately call the CBHR phone number (888-909-2387) and leave a detailed message.

- Foster families will ensure a temporary ID label/tag is on the foster at all times until the CBHR ID tag arrives.

2.2.3. Foster family will work on housebreaking and general socialization.

2.2.4. Foster family will provide monthly Up-To-Date Photographs for our website in the case of very young dogs.

2.2.5. Foster family will observe and evaluate the dog(s) placed in their care and provide updates to the Foster Dog Liaison.

2.2.6. Foster family will ensure your own pet's vaccinations are up to date.

2.2.7. Foster family will obtain prior approval of a CBHR Officer and/or Board Member before removing the foster dog from your address.

2.2.8. Foster family will notify CBHR of all changes in residence, including mailing address, telephone and internet email contact information.

2.2.9. Foster family will notify CBHR immediately of the foster basset's death and/or serious illness.

2.2.10. Foster family will notify CBHR within 12 hours of any bite inflicted on a human by a foster basset.

2.2.11. Foster family should expect contact from a Foster Dog Liaison and need to respond in a timely manner with the requested information.

2.2.12. Foster family must notify the Foster Manager two weeks prior to a vacation or a long weekend that will require alternate care for a foster dog. The Foster Manager will either place the dog in an approved temporary foster home or CBHR will approve boarding the foster dog while the family is away if a temporary foster is not available. CBHR will work with the foster family to select an appropriate boarding facility and will cover the cost of boarding. In the event a foster family opts to use a

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pet sitter, the foster manager must be contacted with the name and contact information of the pet sitter. CBHR will not reimburse the foster family for a pet sitter.

### 2.3. Foster Home Privileges

- 2.3.1. Food Cost Reimbursement: Under special circumstances, foster homes can request CBHR to reimburse the cost of dog food for their foster.
- 2.3.2. Naming Rights: The first foster family will have the honor of naming their foster dog if they so choose. A middle or last name may be added to distinguish from a previous CBHR dog. The change of name needs to occur prior to the foster dog's first vet visit to reduce the confusion with subsequent medical records.
- 2.3.3. The Foster Person(s) has the first choice to adopt the dog. This option must be taken prior to meeting with an approved adoptive family. See section 6 for the adoption process.
- 2.3.4. Liability Insurance for Foster Dogs: Foster homes that have CBHR dogs in their care will be covered by CBHR's liability insurance.

### 2.4. Foster Dogs at Events

- 2.4.1. Foster families are encouraged to take their foster dogs to appropriate CBHR events.
- 2.4.2. In order for a foster dog to be able to attend events, they must:
  - Have been in foster care for a minimum of two weeks.
  - Be up-to-date on all vaccines and spayed or neutered
  - Not currently under medical restriction
  - Be either heartworm negative or have completed heartworm treatment.
  - Be on leads no longer than 6 feet and MUST be controlled at all times.
- 2.4.3. Foster dogs that have shown prior aggression or extreme stress in social situations should NOT be taken to events.

## 3. Vaccination Policy for Foster and Family Pets

As an approved CBHR Foster Family, you are required to make sure your own dog's and other domesticated animals maintain the required vaccinations. CBHR vaccination policy is as follows:

### 3.1. CANINES

- With the assistance of CBHR Medical Officers, all foster hounds will maintain currency for vaccinations (rabies, DHLPP, Bordetella), and monthly heartworm preventatives provided by CBHR.
- All (personal) canines within the foster home must be current for vaccinations (rabies, DHLPP) and monthly heart worm preventatives.

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### 3.2. OTHER Domesticated Animals

All other domesticated animals within the foster home must be current for rabies vaccination as required by North Carolina and South Carolina state law.

### 3.3. EXEMPTIONS

Exemptions from the vaccination requirements shall be granted if the Veterinarian provides a letter to CBHR stating the medical basis for the vaccination not being administered.

## 4. Veterinarian Guideline

### 4.1. Veterinarian Selection and Payments

4.1.1. If CBHR has an established vet in the foster home area, CBHR requires that the foster basset be taken to this veterinarian. The Medical Manager or the Foster Home Manager can provide help locating a CBHR vet in the foster family's area.

4.1.2. CBHR will pay all costs at the time of service. If the vet requires immediate payment, the Medical Manager will pay the vet clinic directly and obtain a copy of the invoice.

### 4.2. Initial Veterinary Care for Foster Dogs

4.2.1. Once a basset comes into the rescue, they need to be scheduled as soon as possible for a wellness check. The medical manager will work with the foster home to get the initial check scheduled.

- CBHR personnel pulling the basset from the shelter will obtain records from the shelter that will go along with the basset to the initial vet check-
- The CBHR Intake Duty person will work with "Owner Turn In" homes to obtain veterinary records for those bassets.
- Details regarding the scope of the initial vet check are listed in the attachment section of this document.

4.2.2. Occasionally a basset will have other health problems determined by the vet in the initial visit. CBHR will determine what other treatment/services are required based on the initial wellness check.

### 4.3. Subsequent Vet Care for Foster Dogs

4.3.1. Subsequent to the initial veterinary exam, foster homes may have veterinary services performed for their foster dogs without approval of the Medical Manager as long as the cost of the medical treatment is not greater than \$100 above the cost of the office visit and is an "approved medical treatment".

- Major vet care, such as teeth cleaning, cyst removal, or surgeries, DOES need to be approved by the Medical Manager before scheduling.

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- 4.3.2. The Medical Manager shall be contacted for any questions regarding approval of a medical treatment.
  - 4.3.3. The Medical Manager shall be notified of other ailments or conditions which you believe require a vet visit. The Medical Manager shall also be notified of medical problems found during subsequent vet visits.
  - 4.3.4. The Medical Manager along with data entry personnel will update the database with details of each veterinary visit and place copies of these invoices/vet notes in the google folder for the basset.
  - 4.3.5. Many dogs from shelters have been exposed to Kennel Cough/Bordetella, which can occur even after you take the basset home. If a cough develops, don't panic; it's treatable and usually not injurious to the basset, even though the cough may sound terrible. Contact your vet for treatment and inform your Medical Manager.

## 5. Fostering

### 5.1. Evaluating Your Foster

The main responsibility of a CBHR foster family is evaluating your foster basset's personality so it may be placed with the correct family. There are many things that must be known about this dog before it goes to a "Forever" Home.

- 5.1.1. After approximately one to two weeks, you will be contacted by a Foster Dog Liaison to get an update on your foster dog. You can use the Foster Evaluation Tool at the back of this manual to help collect your information.
  - We will use your descriptions and information when a potential adopter is interested in the foster, so the more information the better.
  - If you need to change or update any information, contact the Foster Home Manager of Foster Dog Liaison.
- 5.1.2. When children are present in your home, especially young ones, limit the time the children and foster basset are together for several days.
  - Never leave young children alone with a new foster until you feel confident the children will respect the dog's situation, and discourage rough play, pulling ears/tail or 'riding' the basset's back.
  - Children should be taught to always be gentle and loving towards the foster dog, yet cautious, and not to bother the basset when it's eating or sleeping.
- 5.1.3. Some bassets, especially those that have been out wandering for some time, might have developed what we call a 'food' or 'possession' aggression, from having to scavenge for dinner. It is important to teach your children to avoid carrying food around a new foster dog to help avoid them snapping causing an accidental bite.
- 5.1.4. Some bassets do not like to be disturbed when sleeping or be surprised or startled.



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- 5.1.5. Is your foster young and active? Or is he in his senior years and more laid-back and subdued? This can help determine what sort of household he is best suited to.
- 5.1.6. You can determine by the initial introduction of the basset to your dog if there are any dog aggression issues.
- Never try to reach in and break up a 'dogfight' since injury can occur.
  - Time tested methods of a 'distraction can,' loud clapping/banging a pot, or dousing with water are safer alternatives for you and the dogs.
  - If you don't own a cat, take the basset to visit friends who own cats to determine if your foster has a problem with cats.
- 5.1.7. Some bassets that come into CBHR do not know how to play, alone or with another dog.
- Tennis balls, tuggy toys, Kongs and stuffed animals are great toys for teaching playtime.
- 5.1.8. Taking the basset for walks will quickly determine whether he is leash trained or not.
- A properly fitting training collar or harness will easily fit over the basset's head, and then attach to the leash.
  - When you're walking and he starts pulling and jerking you, allow some slack on the leash and give a slight tug or 'pop,' and switch walking directions. You should also give the command 'let's go' at this time.
  - If he immediately starts pulling in the other direction, again, allow some slack on the leash, give a slight 'pop' and again, giving the command 'let's go,' then switch walking directions.
  - The command 'let's go,' put simply, means 'walk with me.' A leash trained basset is much more desirable to a new family than one that's pulling, jerking, and choking himself.
- 5.1.9. This is also a good time to determine if the basset may know any simple commands such as 'sit,' 'down,' or 'come.'
- 5.1.10. Close observations of the basset while in the yard is essential to ensure that the dog is not a digger, climber or jumper, traits which might have led to the basset becoming a stray, and then a rescue, in the first place.
- For the first few weeks do not leave the basset unsupervised in the yard; keep watch in case he's an 'escape artist.'
  - It's always a good rule to NEVER leave dogs unattended while they're outside, just in case.
  - You will also want to note if the basset has any fears, such as thunderstorms or loud noises, men, other dogs, children, brooms, or any other potential problems that may cause fear or anxious behavior.
  - Your patience, consistent treatment, and verbal praises are critical in helping the stressed basset.

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5.1.11. Should any abnormal behaviors occur, such as challenges to your 'pack leadership' or unprovoked aggressive behavior towards other dogs after the few days of settling-in, or physiological 'stress' changes (such as: excessive urination, seizures, excessive water intake, heavy panting, excessive barking, getting 'stuck' in a corner, lethargy), contact your vet or Foster Manger for additional guidance.

5.1.12. Taking the basset for a few short car rides will quickly help you to determine if the basset rides well in the car or suffers motion sickness.

- Typically, some over-the-counter medicines can help with motion sickness. Check with your vet for recommendations.
- Often, not feeding or giving treats before the car trip will help avoid an upset tummy. (A crate is always recommended when traveling with your dog.)

5.1.13. If you have any questions, or need help evaluating certain behaviors, do not hesitate to contact the Foster Manager or Foster Dog Liaison.

## 6. Adoption

### 6.1. Steps for Foster Families

6.1.1. When an applicant has expressed a desire to adopt a particular dog, the Adoption Manager will contact the foster family to inform them of interest from an adoptive family. This communication needs to occur prior to the family being put on the wait list for that dog to ensure the foster dog is the right match for the family.

6.1.1.1. The adoptive family will be given the foster family's contact information and meeting of the two families and the foster dog will be coordinated directly.

6.1.2. Prior to the basset hound's departure from the foster home, the Adoption Manager and foster family will communicate to ensure all parties are aware of the basset hound leaving the foster home for a home trial and the dates for departures.

6.1.3. The Adoption Manager will send an email to the foster family containing a link to the database form, Foster Home Form. The foster family will enter the information about the "Hounds" characteristics, current HW and Flea & Tick medication and when next doses are due, current medications, food provided along with feeding schedule. Once the foster family submits this form, the information is automatically pulled into the online Adoption Agreement form.

6.1.4. The Adoption Manager will copy the Foster Home Manager, Foster Dog Liaison, Medical Managers and Foster family on emails detailing the scheduled home trial and update the CBHR database.

6.1.5. The CBHR Transport Coordinator will set up the details for moving the foster dog to the Adoptive Family.

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6.1.6. If you desire, include a 'care package' to go with your foster: a couple of the basset's favorite toys, treats, and an old tee shirt or towel with your scent on it, to help the basset adjust to his new surroundings a little easier.

## 7. REVISION TRACKING

Revision January 2020 (by Sarah Coy) – revised step 1.2.1 per BOD direction to remove foster family option to be placed on the wait list during the initial 2 week hold. Updated officer's titles throughout document.

Revision November 2023 (Sarah Coy)

Section 1 revised to match SOP requirements for length of times for active/inactive foster homes.

Step 1.5.1 added Medical Manager

Step 2.1.1 – removed options for foster family to pay for vet fees for their foster dog.

Step 2.1.6 and 4.2.1 revised to reflect current practice for scheduling initial vet checks and wellness exam.

Step 2.2 added step regarding timely response to Foster Dog Assistant's requests.

Step 2.2.2 added phone number.

Steps 2.2.6 and 2.3.4 – deleted.

Step 4.3.4 revised to reflect current practice for entering veterinary invoices/care in the database.

Step 5.1.1 Revised Evaluation form to a information gathering tool for foster.

Step 5.13 Add caution about children carrying food around a new foster.

Step 5.1.8 revised wording to add use of harness.

Step 5.1.10 Revised wording about fearful situations.

Section 6 rewritten to reflect current Adoption process described in the SOP; Form describing initial vet checks – reworded process for scheduling spay/neuter.

Revision May 2024 (by Sarah Coy).

Step 2.2.12 – new step to outline expectations for foster family vacations.

## 8. ATTACHMENTS/FORMS

### **Foster Information and Evaluation Tool**

### **Initial Veterinary Checks**

THIS DOCUMENT HAS BEEN APPROVED BY:     Dan Shoemaker      
Foster Manager

## FOSTER INFORMATION AND EVALUATION TOOL

Rescue Dog # \_\_\_\_\_

Dog's Name	
Foster Person(s)	
Full Address	
Home/Cell Phone	
Email address	
Date Placed in Foster Home	
Date Adopted	
Spayed/Neutered	<input type="checkbox"/> Yes Date of surgery: _____ <input type="checkbox"/> No Date surgery scheduled for: _____
Name of veterinarian	
Name of vet clinic	
Address of Vet clinic	
Vet Office Phone Number	
Shots Date (DHLPP & Bordetella vaccinations)	
Rabies Date (Attach Certificate)	
Rabies Tag Number	

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## FOSTER INFORMATION AND EVALUATION TOOL

Description of Dog: M/F      Age: \_\_\_\_\_      Color/Markings: \_\_\_\_\_

Explain how the dog acts in each of the following situations:

In cars	
In Crowds	
On a Leash	
With Children under 8 y/o	
With Children Over 8 y/o	
With Men	
With Women	

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## FOSTER INFORMATION AND EVALUATION TOOL

With Cats	
With Dogs	
Loud Noises	
Thunder and Lightening	

## FOSTER INFORMATION AND EVALUATION TOOL

When any question below is followed by several responses, circle the most appropriate response or responses. If no responses are shown, write in your answer to the question.

CATEGORY	QUESTION	POSSIBLE RESPONSES (Circle Response)
Behavior in the home	Housebroken	Reliable Unreliable Lets us know when she has to go
	Able to negotiate stairs	Yes No
	Crate training	Good Afraid Whines Howls/barks (specify how long) _____ _____
	Grooming	Nails _____ Ears _____ Teeth _____ Skin _____
Energy level	Energy level	High Moderate Calm Combination (specify) _____
Food	Brand	
	Feeding Schedule	
	Amount fed at each feeding	
	Supplements given	

## FOSTER INFORMATION AND EVALUATION TOOL

<b>Special Needs</b>	Socialization	
	Weight loss or gain	
	Medication	
	Vet Care	
	Obedience Training	
<b>Problem Behavior</b>	Digging	
	Barking	
	Fence Jumping	
	Climbing	
	Chewing	
	Aggression	<b>NOTE: Immediately contact CBHR Foster Manager or Medical Manager with any aggressive behavior</b>
	Other	



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## INITIAL VETERINARY CHECKS

**Spay/Neuter Status:** If the Basset has not been spayed/neutered, CBHR will coordinate with the Vet and foster family to complete this surgery.

**Dental Check:** Initial check will determine if any dental work is required and if any special tooth and gum brushing and care is needed in the foster home.

**Fecal Exam:** Initial check will determine if the basset has any intestinal parasites or worms, or if there is any blood in the stool, or any other abnormalities exist. If medicine is needed, the Medical Manager will discuss with the vet and CBHR will pay for the medication.

**Diet/Weight:** The basset will be weighed at this time to determine the best diet for the foster. An underweight basset will need a higher protein diet whereas an overweight basset will need a “reduced-calorie” dog food. Excess weight on a basset can lead to health problems, such as hip disorders and back problems.

**Microchip:** CBHR required each basset to have a microchip placed and scanned for verification of the number before the foster can be placed as available for adoption.

**Shots status:** Required shots (DHLPP vaccination, a Rabies vaccination, and a Bordetella vaccination) will be done. Optional shots such as Canine Influenza may also be done.

DHLPP – Distemper, Parvovirus, Hepatitis, Leptospirosis and Parainfluenza

**Heartworm status:** The initial wellness exam at the vet will include a heartworm test even if a test was recently completed at the shelter or another vet.

- If the Basset is heartworm positive, CBHR will determine the treatment required in conjunction with the Vet based on the health and age of the basset.
- If the vet determines the basset is healthy enough, it should be spayed/neutered BEFORE any heartworm treatment begins. CBHR will make the decision for scheduling of the spay/neuter in conjunction with the Vet.
- CBHR will pay for any required treatment.