

# D90 Foster Handbook

## *Cat Fosters*



[BeDallas90.org](http://BeDallas90.org)



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Thank you so much for fostering a shelter pet! You are helping us save lives. Here's what you'll find in this packet.

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**DAS Foster cats  
are NOT  
permitted outside  
at any time. Keep  
them indoors at  
all times.**



# Who to Contact

## General Questions & Emergency Contacts

To reach the foster team, please email **DASFoster@dallas.gov**

If you are having an emergency between 9 a.m. and 6 p.m., please call 214-671-1928

If you are having an emergency after 6 p.m. and you live in the city of Dallas, please call 311. If you live outside of city limits, please call **469-936-0101**.

***All other emergencies will have to wait until 9:00am the next day, or you can choose to take your foster to an emergency veterinarian. Please note that the City of Dallas is unable to reimburse for medical expenses.***

## Medical Questions\*

Please text FOSTER to **866-603-3692** to opt into text messages with our foster medical team. After opting in, please send us your pet's name, A number, a description of symptoms, and photos (if applicable).

*By texting Foster to 866-603-3692, you agree to receive promotional messages sent via an autodialer. You also agree to the terms of service ([website.com/terms-and-conditions/](https://www.dallas90.com/terms-and-conditions/)) and privacy policy ([website.com/privacy-policy/](https://www.dallas90.com/privacy-policy/)). This agreement isn't a condition of any purchase. Message frequency varies. Message and data rates may apply. Reply STOP to opt out; HELP for more information.*

*All other emergencies will have to wait until 9:00am the next day, or you can choose to take your foster to an emergency veterinarian. Please note that the City of Dallas is unable to reimburse for medical expenses.*

## Can't Keep Your Foster Pet?

If you cannot keep your foster any longer and need to surrender them back to the shelter, please book an appointment at **[www.das.as.me/fostersurrender](http://www.das.as.me/fostersurrender)**



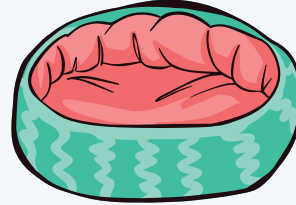
# Cat Foster Tool Kit



Collar



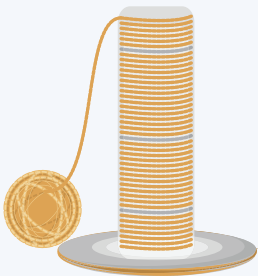
Food and Water Bowls



Cat bed



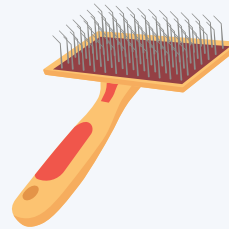
Cat treats



Cat scratcher



Age-appropriate cat food



Cat brush



A variety of toys



Travel kennel



Litter box and scoop  
Rule for happy cats = 1 litter box per cat  
PLUS one extra. CLEAN DAILY!



Cat litter

**Do not flush cat litter down the toilet.**



# Your First Day as a Foster

Here is a list of everything you should do in the first few days of taking your foster pet home. The sooner you get these done, the easier your foster experience will be!

## Sign up for a MyImpact account

If you haven't already, sign up for a MyImpact account. Go to <https://bit.ly/dasmyimpact> to get started.

## Log into your Adopets dashboard

You should have received an email from the foster team with your login information. Please confirm your foster pet is visible at [BeDallas90.org/pets](https://BeDallas90.org/pets). If they are not visible, **please email [DASFoster@dallas.gov](mailto:DASFoster@dallas.gov)**. Adopets works better on desktop than on mobile, so if you're having issues please try switching to a desktop computer first! View instructions for using Adopets on **page 14**.

## Bookmark the Foster Dashboard

For quick reference to the handbook and other resources on-the-go, add [BeDallas90.org/fosterdashboard](https://BeDallas90.org/fosterdashboard) to your favorites or bookmarks!

## Join the D90 Foster Facebook Page

Get support and answers fast from fellow fosters! Share photos, swap supplies, and get advice from seasoned pros. Get connected at [www.facebook.com/groups/d90fosters](https://www.facebook.com/groups/d90fosters)

## Follow us on social media!

We are primarily active on Facebook and Instagram. Follow us at [facebook.com/dallasanimalservices](https://facebook.com/dallasanimalservices) and [@dallasanimalservices](https://instagram.com/dallasanimalservices) on Instagram.

## Keep an eye on your email

Check your email for communications about your foster pet, the Foster Newsletter, virtual Foster Town Hall meetings, and upcoming foster adoption events.



# The 3 - 3 - 3 Guide

## The First Three Days



The first few days in your home, your foster cat will need patience and forgiveness. They might be anxious and unsure, have accidents, or not understand the house rules yet.

**Give your foster cat some space to explore your home. Consider keeping them enclosed in one room for the first few days so they feel safe. They may hide for the first few days and not eat or drink or use their litter box. That's normal! Give them some privacy and let them come out on their own terms and schedule.**

The first few weeks in your home, your foster cat will start to investigate all the rooms in your home and find their favorite places to rest or play. During this time you might see some opportunities to correct unwanted behaviors like scratching furniture. You can start slowly introducing your foster pet to resident pets.

**Never use punishments like yelling to correct your foster cat. Instead, solve the problem! Guide your cat away from scratching your furniture by purchasing cat scratching posts, scratch deterrents, nail covers, or furniture covers.**

## The First Three Weeks



## The First Three Months



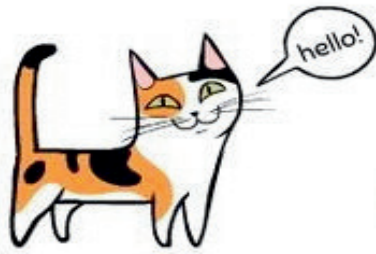
Over the course of the next three months, you'll start to see your cat's personality shine. They'll have their favorite spots in the house picked out and become more comfortable with your family.

**The 3-3-3 rule is a general guideline. Every pet is unique and will adjust differently. Give your pet space to go at their own pace.**

# CAT LANGUAGE



INTERESTED



FRIENDLY



ATTENTIVE



RELAXED



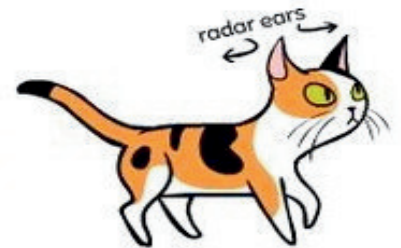
TRUSTING



FRIENDLY, RELAXED



CONTENT



CONFLICTED, CAUTIOUS



PLAYFUL



EXCITED



"THIS IS MINE"



ANXIOUS



PREDATORY



WORRIED



FRIGHTENED



THREATENED



TERRIFIED



SUPER TERRIFIED



IRRITATED

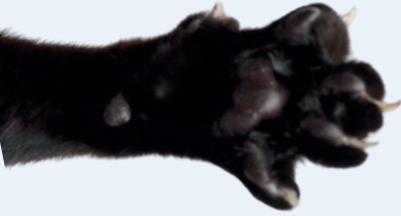


DISGUSTED



# Basic Cat Care

## Nails and Paws



- Trim their paws with a cat nail clipper (available online or at pet stores) to prevent ingrown nails and accidental scratches. We recommend trimming their nails at least every two weeks.
- Provide your foster with plenty of scratching items. Some cats like vertical posts, others like flat surfaces, so get them a variety to use!

## Teeth



- You can introduce your foster cat to teeth brushing slowly. **ONLY USE CAT-SAFE TOOTHPASTE.** Human toothpaste is not safe for pets.
- You can also give your cat dental treats, textured toys to chew, or a dental health additive for their water. Whatever you do, don't ignore dental health - dental disease is common and expensive to treat.

## Skin & Fur



- Brush your foster cat's coat once per week. For long-haired cats, you may need to brush them more often to keep your house clean and reduce the occurrence of hairballs. Keep an eye on their skin for redness, itchiness, or fleas.
- Cats do not need regular baths - their tongues are built for that! You really only need to bathe a cat if they get fleas or get into anything especially messy, stinky, or sticky!

## Diet and Exercise



- Choose a quality, age-appropriate cat food with meat (not meat by-product) as the first ingredient. Every cat is different, so ask your veterinarian for recommendations.
- Measure your cat's food by the amount recommended on the package for the cat's weight or per veterinary instructions.
- Cats need daily exercise to maintain a healthy weight. The best way to do that is with play! Set aside 20 minutes every day to play with your foster cat, throwing toys for them to chase and dangling wand toys. **6**





# Medical Concerns

## Medical Emergencies

If you have an emergency medical situation you will now be required to drop off and come back to pick up. Early in the day, these will likely be same-day pickups unless it's determined to be Emergency Rescue or Rescue Only, but later in the day, it will likely be a next-day pickup. Emergency medical drop-off is available between the hours of 9 a.m. to 7 p.m. on weekdays and 9 a.m. to 6 p.m. on weekends.

If the medical team determines when the pet arrives that it is not an emergency, pets will be treated in order of urgency.

Once the pet has been treated, we will reach out to you and let you know when you can pick up.

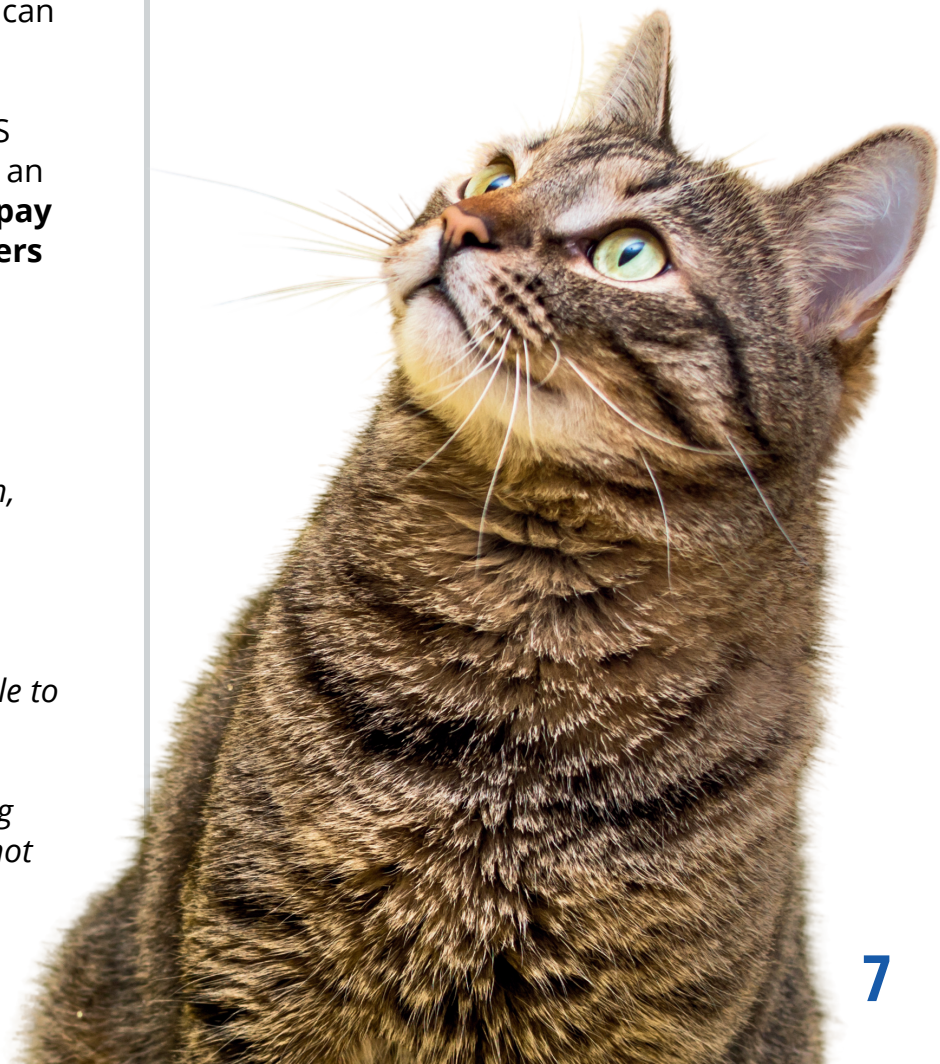
If there is an emergency outside of DAS hours, you can bring your foster pet to an emergency vet, but **we are unable to pay for the treatment or reimburse fosters for treatment through a third party.**

An emergency can be described as:

- *Trauma –sustaining a severe injury or suspected poisoning or burn •*
- *Difficulty breathing (struggling for breath, gasping, or shallow breathing)*
- *Seizures*
- *Deep cuts and gashes that will not stop bleeding with pressure*
- *Extreme lethargy and foster pet is unable to waken or move*
- *Extreme instability or falling over*
- *Liquid diarrhea with blood and vomiting*
- *Rectal temperature 104.5 or above. (If not after a period of high activity.)*

## Deceased Foster Pet

In the rare case your foster cat passes away in your care, please contact DAS Foster Team at: **DASFoster@dallas.gov** to alert the team and return the pet's remains.





# Infectious Diseases

We often compare animal shelters to child daycare centers because of their ability to harbor contagious illness. To keep pets safe, DAS follows disease mitigation best practices, including vaccinating pets immediately at intake, thorough cleaning procedures, and the use of universal precautions, but it is still possible that your foster cat may have been exposed to an illness either before arriving at DAS or during their time here. Many illnesses take several weeks after exposure to become symptomatic, so we ask that you keep an eye out for symptoms of common feline illnesses, which are listed below.

If you see signs of these illnesses in your foster pet, [please text FOSTER](text:FOSTER) to [866-603-3692](tel:866-603-3692)

## Feline Upper Respiratory Infections (URI)

Feline upper respiratory infection (URI) is a **highly contagious** respiratory illness that is common with cats, especially if the cat has recently been exposed to other cats or experienced stress, as they might in a shelter environment. The most telling signs to watch for are nose and eye discharge, lethargy, and decreased appetite. Sneezing and fever may also occur. Unvaccinated and young cats are the most susceptible to complications from URI's. Treatment for Feline URI is mostly supportive and includes humidifying the environment, fluid therapy, antibiotics (for bacterial infections), cleansing of the eyes, application of topical medications, and encouraging eating. For most cats with a URI, the prognosis is very good, but can be life-threatening in kittens, older cats, nursing mothers, and any cat whose immune system is already compromised by other illnesses.

## Feline Panleukopenia

Feline parvovirus (FPV) causes an often deadly disease known as feline distemper or feline panleukopenia, which is a highly contagious disease in young, unvaccinated cats. FPV most commonly occurs in kittens between 3 and 6 months of age. Most cats greater than 1-year-old are immune because of prior infection (that produced no clinical signs) or vaccination and many kittens younger than 6-8 weeks are protected by antibodies they received from their mother prior to birth. Adult cats may show no clinical signs of FPV; some kittens may die within 12 hours after showing little to no signs. More often, however, there is fever, depression, lack of appetite, vomiting, and severe dehydration. Bloody diarrhea can also occur later. Treatment consists of supportive care, including fluid therapy, and medications that decrease stomach acid, stop vomiting, and treat secondary bacterial infections may also be given. Kittens that survive for longer than 5 days usually recover, but recovery may take several weeks. Older kittens usually have a milder form of the disease and a better prognosis.

## Ringworm

Ringworm (feline dermatophytosis) is among the most frequently occurring skin disorders affecting cats. This fungal infection typically produces a **circular itchy rash** on the infected animal. While ringworm can spread to other animals and even to humans, it is easily treated topically through antifungal medications. If the lesions are present in multiple areas of a cat's skin, a full-body rinse or dip may be used. It can take up to six weeks of repeated treatments to completely cure a feline ringworm infection.



# Cat-to-Cat Introductions

As a species, **cats tend to need more time to adjust to changes** in their environment, and, like us, they can vary in their social personalities. When introducing one cat to another, consider things such as energy level, history with other cats, and/or behavior when viewing another cat. None of this can ever predict 100% your cat's reaction when you bring home another pet, but it could give insight into how they might react when they smell or see another animal in your home

## Step One

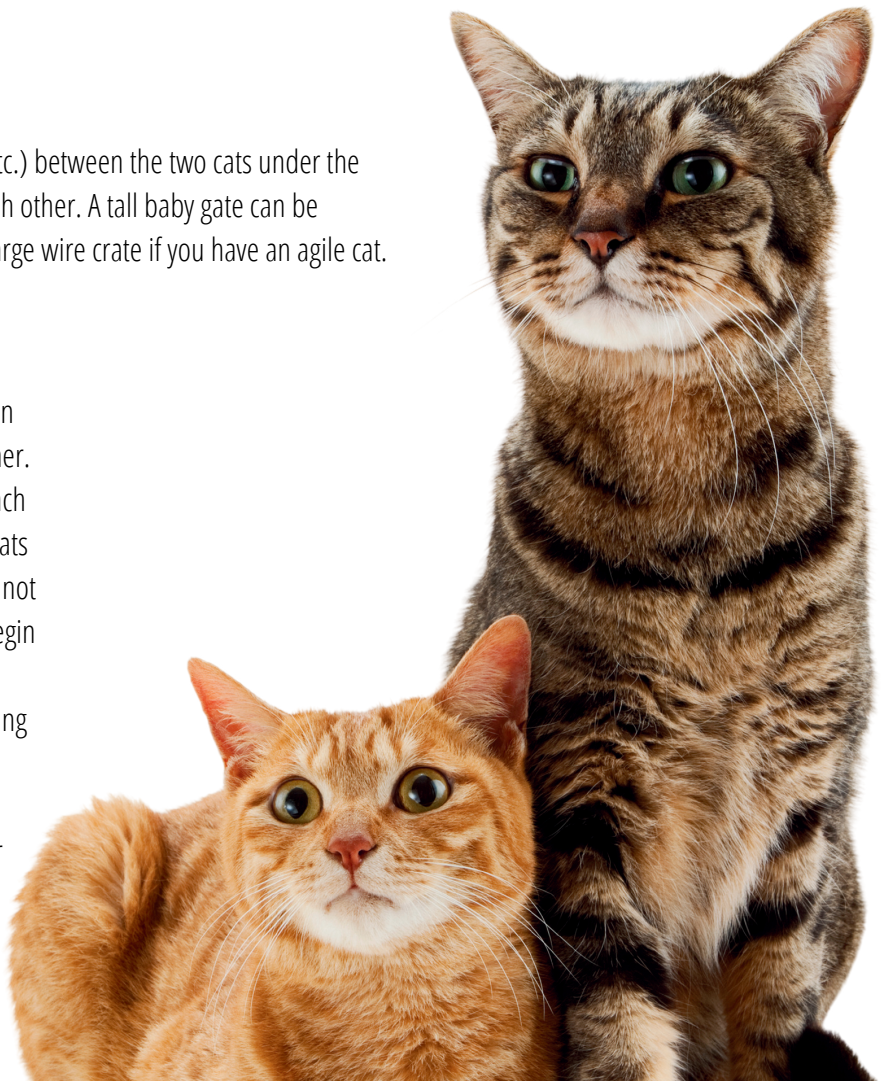
The first impression between two cats matters because it can set the mood for the entire relationship. We are not entirely different from cats in this regard. If the first time you meet someone they say something unpleasant to you, it can take some time to shake off the first interaction. To aid in a successful first meeting, it is best to separate your resident cat from the new cat when first brought home to control the initial introduction. **While separated, the two cats should be able to smell and hear each other, but not see or touch to prevent any negative interactions.** This can be done either by placing your new cat in a spare bedroom, laundry room, a walk-in closet, or even a bathroom. To prevent negative touch, a baby gate is highly recommended to place in front of any door, but also a towel underneath can substitute for this. During separation, each cat should be provided with their own necessary items (food and water, litter box, scratching post, bed and toys) to alleviate any stress. **After a few days, we recommend allowing the cats to rotate between the two rooms.** This allows your new cat to be able to explore, but also lets your two cats separately investigate the other's smell. Play around with removing the barrier that has been preventing touch at this point and notice if either cat's reactions to each other under the door is positive.

## Step Two

Once you begin to see no aggression (swatting, growling, etc.) between the two cats under the door, you can begin to introduce the cats to the sight of each other. A tall baby gate can be extremely helpful here, or even to rotate time in an extra-large wire crate if you have an agile cat.

## Step Three

After viewing each other without any direct swatting, you can open the door to allow for the cats to interact with each other. Do not force the cats to interact, allow them to approach each other on their own terms. It is normal during this time for cats to hiss at or low growl at each other. However, they should not charge at or bite each other. If this happens and the cats begin to fight, **do not attempt to pick them up or grab them.** Try to separate them by using your voice or something that you can put in between them such as a pillow. You can also prepare yourself with a spray bottle filled with water. Once separated in their own rooms, go back to Step Two or even Step One to work on a slower integration process.





# Introducing Dogs and Cats

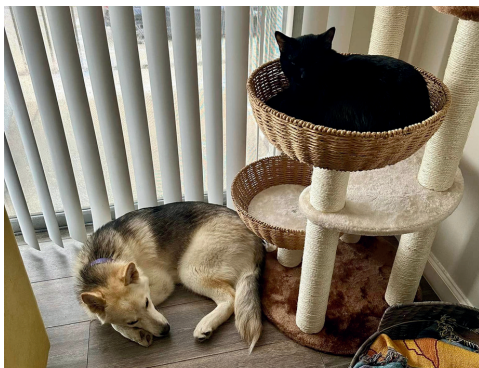
The best long-term results for a dog and cat introduction are to take your time and go through a step by step process of slowly acclimating the animals. **The dogs and cat/s should not meet or see each other for at least a day so that the cat has time to get used to the new house and the scent of the dog.** It is preferred to wait a few days for the cat to decompress before starting to introduce to a new cat. To give the cat time to acclimate to the smell of the resident dog, you can rotate "free" time in the house by kenneling the dog or putting them in a second closed off room and letting the cat loose in the house. If you have multiple dogs, you should do this with them individually. Multiple dogs can overwhelm a cat and create a "pack mentality" in the dogs that can make introductions extremely difficult.



## Getting Started

**It is best for both animals to do several short 15-30 minute "introduction sessions" a day.**

1. Grab some stinky treats, put your dog **on leash** and bring the cat into the same room **using crate or baby gate to separate**
2. Reward your dog with food for staying calm while the cat is visible across the room. Do not move the dog any closer until you're able to get your dog's attention in the presence of the cat
3. Reward the dog any time they look away from the cat and especially if the dog looks at you
4. If the dog lunges or gets over excited, say "uh-uh" and back away or put them up. Be sure to reward your dog if they choose a calmer behavior afterwards. Your dog can look at the cat but should be heavily rewarded for choosing to look away from the cat
5. If your dog is showing appropriate/ calm behaviors from across the room, begin to move closer and repeat the process. Only choose to move closer after your dog has successfully shown only positive behaviors at the previous distance 3 sessions in a row



If the dog is pulling, lunging, growling, or staring hard at the cat, or if it is difficult to get the dog's attention in the presence of the cat, the dog is not likely cat-friendly and you should keep the pets separated.

**If the first interactions were successful, move on to the steps on the next page.**

**continued on next page...**

## If the first steps were successful:

Assuming your new dog is remaining calm around the cat and you have moved closer in proximity to the cat in the crate or on the other side of a baby gate, you will start these exercises over again with the cat out of the crate or baby gate.

- 1. Start with your dog on leash across the room with the cat loose on the other side. This will look different to your dog since the cat can move more freely.**
- 2. A common trigger for dogs is when the cat runs across the room so be sure to heavily reward your dog if the cat does move quickly or jumps up on something and your dog remains calm.**
- 3. Work up to a closer proximity to the cat but not allowing the cat to approach the dog or for the dog to have access to the cat.**

If the dog is doing well on leash and is responsive to you around the cat, you can try them loose. Keep a leash on your dog but allow it to drag on the ground beside them like an extended handle that you can step on or quickly pick up if you need to interrupt your dog. Allow your cat to give appropriate warnings like hissing or swatting to indicate that he needs space. Your dog should respond to this by moving away, reward him when he does this. If your dog does not understand the cat's warning or thinks that it is play, help your dog by calling or guiding him away by the dragging leash. Continue to reward your dog for relaxed behavior and for any time that your dog looks at the cat but chooses to look/move away.

Once it's clear the dog is respectful of the cat, you can let them interact off-leash.

## Notes:

Even dogs that respect cats indoors may chase or lunge towards cats outdoors. A foster cat is not allowed outdoors, but if you end up adopting we recommend being careful having your dogs and cats outdoors together.

**Your foster cat should never be left alone together with your dog.** You are still getting to know your new foster cat and how they will fit into your household. Every animal might have a different reaction to the together, so please be mindful and aware of your animal's comfort level.





# Cat Care Resources

## Safety

### **ASPCA Animal Poison Control Center: (888) 426-4435**

Many plants, household cleaning items, and human foods are toxic to cats. Please consult the ASPCA website at [aspca.org/pet-care](https://www.aspca.org/pet-care) for important information about pet toxins.

### **Disaster Preparedness and First Aid**

The right time to prepare for a disaster or emergency is now. Please consult the Red Cross website at [redcross.org/get-help](https://www.redcross.org/get-help) for important information about disaster preparedness.

## Behavior

### **Basic Pet Training Tips**

Best Friends Animal Society has a library of pet training resources. Visit their Pet Training library at [resources.bestfriends.org/pet-training/cat-training](https://resources.bestfriends.org/pet-training/cat-training).

### **Common Problems**

Jackson Galaxy is a cat industry expert with a library of free tips on preventing and dealing with unwanted behaviors in your cat. Visit the resource at [jacksongalaxy.com/blogs/news](https://jacksongalaxy.com/blogs/news).

## Health

### **Important Health Information**

VCA Animal Hospitals has a library of medical topics from common illnesses to preventative health care. Visit the resource at [vcahospitals.com/know-your-pet](https://vcahospitals.com/know-your-pet).



# Accessing Adopets

**Adopets is the platform we use to network our adoptable pets in the shelter and in foster homes. As a foster, you can quickly update your foster's photos and respond to adoption inquiries through this site.**

## Creating Your Account

Once you have been paired with your foster pet, our team will invite you via email to create a profile. Click the "Register" button to get started. You will now be able to access your dashboard.

## Uploading Photos

To upload photos, click on your foster pet. A popup will zoom out with three pink dots in the upper right hand corner. Click on those dots. In the list that drops down, select Edit Pet Profile. Here you will be able to upload images to your foster pet's profile. Upload them in the order in which you wish them to appear. The first photo should be a clear, well-lit photo that shows your foster pet's face. Videos can be upload just below the photos. Adopets requires a YouTube or Vimeo link. Upload your video to YouTube or Vimeo, ensure the privacy settings for the video are set to public viewing, then copy/paste the sharing link into the indicated field.

## Responding to Adoption Inquiries

Dallas Animal Services has an open adoption policy. Please respond to adoption inquiries in the order they are received. If you respond to an interested adopter and they don't respond within 48 hours, feel free to move down the list to the next interested adopter. To respond to interested adopters or archive those who have not responded within 48 hours, click the "Actions" button.

**NOTE: There is a limit to applications for fosters, please review applications DAILY and archive old applications.**

**Once you APPROVE an adopter in Adopets, the DAS Foster Team will initiate the adoption paperwork!**

## Troubleshooting

Adopets help chat is usually very responsive. If you reach out to the chat team and still need help, please reach out to the foster team at [DASFoster@dallas.gov](mailto:DASFoster@dallas.gov). Find the Adopets FAQ here: <https://tinyurl.com/chr66dx4>

**Found an adopter for your foster? Approve their application in Adopets and email [DASFoster@dallas.gov](mailto:DASFoster@dallas.gov)**





# Finalizing Adoptions

## After the adoption has been finalized through the DAS Foster Team - Handing off your foster pet to their adopter

Until the animal has been fully processed in the DAS system, meaning the adopter has signed all paperwork and the animal has been spayed or neutered, the animal is still the property of DAS. This means that the animal cannot go to the adopter's household. Once paperwork has been processed, a Foster Parent can either bring the animal to DAS or meet the adopter at another location to transfer ownership. Remember, if you do not get the approval from the DAS Foster Team or DAS Adoption Team, the animal is not eligible to leave the foster home. Once your paperwork has been processed, we will send you an email to confirm that you are able to proceed with a hand off of your foster pet to their new adopter.

## What happens next?

If you'd like updates on your foster in their new home, you can ask the adopter for their contact information. However, not all adopters wish to stay in touch. That's okay! It can be difficult to not hear more about the pet you cared for, but the important thing is that they are in a loving home.







# Adoption Marketing

The ultimate goal of fostering a shelter cat is finding them a new home. The best recipe for finding your foster a great home is quality photos and video, an engaging bio, and social media marketing.

## Photos and Video

If you have a smart phone or digital camera, taking photos of your foster cat is simple. We recommend dangling a toy or using bird sounds to get their attention and snap a picture when they are looking up at the camera. You can also add videos to your pet's profile! If you're savvy with video editing, this is a great opportunity to show off your foster pet's personality. You may upload a YouTube or Vimeo link to your pet's Adopets profile.

The fastest way to get your photos and videos uploaded is to upload them yourself in Adopets! We can also assist with uploads, but as we receive hundreds of emails each day please allow 48 hours for turnaround. Email photos and video to **DASPhotos@dallas.gov**.

## Adoption Bios

A short bio can greatly improve your foster pet's chances of getting adopted quickly. Here's a template for cat adoption bios. Or, use the Petsmart Charities Rescue Writer AI adoption bio generator at <https://rescuewriter.ai/>.

Hi! My name is \_\_\_\_\_. I am a [playful/cuddly/independent/shy/sweet] kitty ready to find a loving family. My favorite activity is [napping/playing/sniffing/going for walks]. In my foster home, I live and get along with [kids/other cats/dogs/small animals]. I can't wait to meet you! To reach out to my foster family about adopting me, hit the "I'm Interested" button.

Email your foster's bio to **DASBios@dallas.gov**. Unfortunately this cannot be done in Adopets.

## Social Media

Chances are, someone connected with you on social media is looking for a cat, or knows someone who is! Post about your foster cat on all social media platforms you use, as well as Nextdoor or any places you connect with neighbors or coworkers. *Be sure to include a link to their adoption profile on Adopets!*





# Frequently-Asked-Questions

## What if I receive multiple adoption inquiries for my foster pet?

Respond to adoption applications in Adopets in the order they are received. If a potential adopter is unavailable for a meet-and-greet within a week, you are welcome to begin communicating with the next potential adopter. Dallas Animal Services and their fosters cannot “hold” animals for any length of time due to the high volume of animals in need of placement.

## What if someone wants to adopt from out-of-state?

If an interested adopter lives in another state, have the adopter email [DASFoster@Dallas.gov](mailto:DASFoster@Dallas.gov) with their phone number and the pet’s ID number. The DAS Foster Team will reach out to them to discuss the adoption and if the adopter decides to proceed, they will need to email a photo of their ID. They should be prepared to either pick up or arrange transportation for the pet within 24 hours of finalizing the adoption.

The adopter will have to arrange and pay for their own transportation. Here are a few options for transportation - these companies are in no way affiliated with or endorsed by Dallas Animal Services.

[Citizen Shipper](#)

[Dependable Driver Solutions](#)

[K9 Rides](#)

## What medical care does Dallas Animal Services cover?

Any medication prescribed through Anippanion or in shelter by Dallas Animal Services veterinarians is covered at no cost to you. Nail trims, dental care, grooming, and vet visits outside of DAS (including emergency vet visits) are not covered.

## What is Foster-to-Adopt?

If your interested adopter would like to test how the pet does in their home, you can let them know that foster-to-adopt is an option. Please email [DASFoster@Dallas.gov](mailto:DASFoster@Dallas.gov) for more information. Foster to adopt is typically on a 14 day timeline. After 14 days, legal guardianship of the pet will be transferred to them unless they have contacted [DASFta@dallas.gov](mailto:DASFta@dallas.gov) to request an extension.

## What is a Transport Foster?

We periodically have opportunities to transport dogs out of state to other organizations. They usually need at least two weeks in foster and a health certificate to be transported over state lines. You will not need to find an adopter for your transport pet!



# FOSTER MENTORING CALLS

**Need advice? Want support? We got you!**

Adopets Training | Marketing Tips | Events Support  
Training Tips | 1-on-1 Mentoring

**For additional guidance from the fosters who  
have been there, done that...**

**Join the Foster Mentoring / Support Calls!**

**2nd Saturday of every month at 9:00 a.m.**

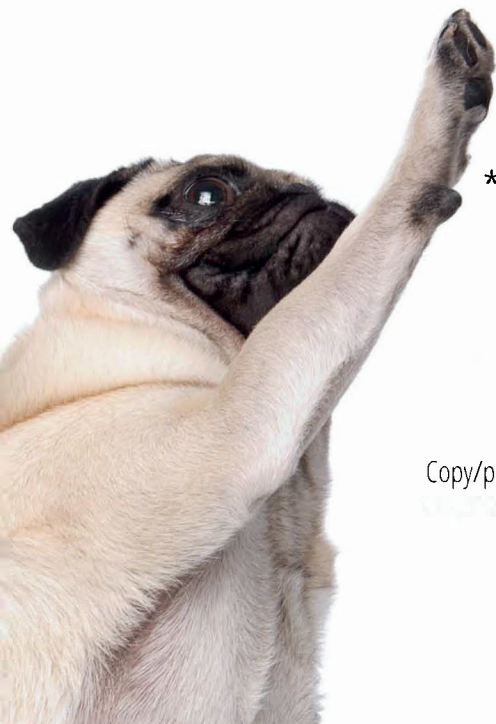
Join via Microsoft Teams

Meeting ID: 240 072 660 36

Passcode: g5VjRk

\*DAS Staff is present on the call as well\*

Copy/past this URL in your browser, then enter the meeting ID and passcode to join:  
<https://www.microsoft.com/en-us/microsoft-teams/join-a-meeting>





# Important Disclosures

## Anti-Harassment Policy

DAS's anti-harassment policy expresses our commitment to maintain a workplace that is free of harassment, so our employees and guests can feel safe and happy. DAS strives to create and maintain a work environment in which people are treated with dignity, decency and respect. In accordance with all federal, state, and local laws, DAS expressly prohibits discrimination or harassment based on race, color, religion, creed, gender, pregnancy, age, national origin, ancestry, physical or mental disability or handicap, citizenship, marital status, sexual orientation, military or veteran's status, or any other protected classification. DAS expressly forbids and will not tolerate any actions (e.g., words, jokes, comments, or gestures) that unreasonably create an intimidating, hostile, or offensive environment. DAS will take appropriate and immediate action in response to complaints or knowledge of violations of this policy. For purposes of this policy, harassment is any verbal or physical conduct designed to threaten, intimidate, or coerce an employee, coworker, client, volunteer, or any person working for or on behalf of DAS. Anyone engaged in sexual or other unlawful harassment will be subject to release from the Foster Program with DAS. If a Foster Parent or other any other individual who is associated with the Foster Parent (i.e., babysitter or other adults in household, etc.) ("Foster Parent Affiliate") believes they are the victim of harassment or have witnessed harassment of any kind, immediately notify the DAS staff contact with the Foster Team. DAS will not tolerate any retaliation, harassment, or intimidation of any DAS employees or volunteer(s) who makes a complaint under this policy or who assists in a complaint investigation. Any retaliation, harassment, or intimidation by a Foster Parent may result in termination of the Foster Parent's Relationship with DAS. Investigation of reports of harassment will be conducted, and these investigations will be kept as confidential as is practical. Following the investigation, the Foster Parent who filed the complaint will be informed of the findings and the action taken. If, because of the investigation, DAS determines that an employee of DAS, a Foster Parent, an Affiliate, or volunteer has engaged in harassment or illegal discrimination in violation of this policy, DAS will take appropriate corrective measures. Such action may range from counseling to immediate termination of employment or release from the Foster Parent's relationship with DAS, or possible legal action.

## Conflicts of Interest

As a supporter of and volunteer for DAS, a Foster Parent should avoid any outside activity that could negatively affect the independence and objectivity of your judgment, interfere with timely and effective performance of your duties and responsibilities, discredit DAS, or conflict/appear to conflict with DAS' best interest. The success of DAS rests on its reputation and the goodwill of the community. Unless expressly authorized, no outside 4 | Page activity should involve the use of DAS assets, funds, materials, facilities, or time or services of other DAS affiliates. Violations of this policy may result in release from the Foster Parent's relationship with DAS. If a Foster Parent is asked to take part in an activity that conflicts with the vision and philosophies of DAS, or if a potential or actual conflict of interest arises, please reach out to a DAS Foster Team member.

## Adoption Prices and Receiving Payment

All adoption fees are waived for foster pets unless otherwise noted. If an animal has been identified as having an adoption fee associated with them, the adoption process will need to be carried out at the main facility. Payment must be given directly to a DAS employee. A Foster Parent shall never collect money on behalf of DAS or solicit money from potential adopters for any reason.

## Suspected Mistreatment of a Foster Pet

If there is suspected mistreatment of a foster pet, DAS will take appropriate measures to investigate. If you are found to have mistreated an animal, either as a Foster Parent or before joining the program, you will be immediately suspended while we investigate and possibly terminated from our Foster Program. A Foster Team member will contact you if there are any concerns.



# Disclosures Continued

## Legal Guardianship of Animals

All animals in the foster program are the legal property of DAS until the adoption paperwork has been processed, foster team has sent approval of paperwork received, and the animal has been altered. If adoption paperwork has been received, but the animal has not been spayed or neutered, this animal will still be the property of DAS.

## Health and Temperament

DAS does not guarantee any health or temperament of an animal entering your care. By taking an animal into your home, you are acknowledging that you will accept the risk of taking an animal home with unknown or limited history. All medical and behavioral information will be divulged at the time of pick up. It is the responsibility of the Foster Parent to ensure they are following the proper protocols for keeping their foster pet and family safe.

## Stolen Foster Pet

If you believe a foster pet is stolen while in your custody, please contact the Foster Team immediately. We also ask that you call 911 and create a police report to give any information that you might know about the situation. In addition, follow the same steps that are outlined above in the Lost Foster section. DAS will also consider an animal stolen if we have been unable to contact you, the Foster Parent, and the animal has not yet been spayed or neutered. The Foster Team will send out communication during the fostering process periodically. If at any point during this period we believe you as the Foster Parent have become unresponsive, we will make every attempt to reach you. If at 60 days in the foster home we have been unsuccessful in making contact, DAS staff will proceed by releasing the animal as missing or stolen in the DAS Database. This could prohibit you from being able to foster or potentially adopt from DAS in the future.

## Lost Foster Pet

Sometimes, despite your best efforts, your foster pet may escape from you or your home. If this should happen, please email the DAS Foster Team immediately with the following information:

- The animal's A# (EX: A1234567) and Name (this can be found on your foster pet's paperwork or emails)
- Last known location
- Date and time of escape
- What the situation was when escape occurred (opening the front door, walking the foster pet, etc.)

We suggest that you put up fliers around your neighborhood and place ads on local lost and found websites, Facebook pages (including your personal page and the DAS Volunteer and Foster page), and Nextdoor. Should the animal be picked up by an Animal Services Officer of DAS, the Foster Team will be notified and will contact you immediately. The Foster Team can request that an officer be sent out to survey the area if the animal was lost in the city of Dallas. Always keep the Foster Team informed with any updates by phone or email.