



Dear prospective City Dogs client:

Attached please find the client application forms and informational material for enrollment. Please review all the enclosed materials carefully. If you have further questions not answered in this packet, please do not hesitate to telephone us at (202) 234-9247, preferably between 9:00 a.m. and 5:00 p.m. Monday through Friday, or to e-mail us at info@city-dogs.com, or fax us at 202-204-0985.

Please complete the enclosed forms, answering each question thoroughly. In addition to the completed application, we also require written proof from a veterinarian that your dog(s) is up-to-date on his/her **Bordetella, Rabies, and DHLPP** vaccinations before being admitted into daycare. **You must include a copy of your dog's current vaccines with your application in order to have your application considered.**

There is a one time \$5.00 non-refundable application fee that applies to all new daycare and boarding clients. You may write a check or money order for this amount, made out to City Dogs. Upon receiving your completed application we will contact you to schedule your dog's first day. If you choose to fax your application to us we will add the application fee to the first day's invoice.

Thank you for expressing an interest in City Dogs' services. We look forward to getting to know you and your very special dog(s) in the near future!

Best Regards,

Your fellow dog-lovers at City Dogs

City Dogs Daycare for Dogs Daycare Rules and Regulations

To ensure the health and safety of your pet and of our other guests, we require that all of our clients comply with the following rules and regulations:

Age: All dogs must be at least 3 months of age or older. Puppies and shelter dogs must be in the home for 2 weeks prior to coming to daycare.

Sex: All dogs over the age of 6 months must be neutered or spayed.

Shots: All dogs must have up-to-date vaccinations. Owners must submit written proof that their dogs have current **DHLPP** (distemper), **Rabies**, and **Bordetella** (kennel cough) vaccinations.

Health: All dogs must be in good health. Owners will need to certify that their dog(s) are in good health and have not been ill in the last 30 days. On admission all dogs must be free from any condition that could potentially jeopardize other dogs. Dogs that have been ill with a communicable condition in the last 30 days will require veterinarian certification of health in order to be admitted or readmitted. Once admitted, please alert City Dogs' staff to any change in your dog's health that requires medication, even if we will not be required to administer it. **If your dog is not feeling well, ie. vomiting or diarrhea, please do not bring him/her to daycare.**

Behavior: Owners will need to certify that their dog(s) have not harmed or shown aggression or threatening behavior towards any person or other dog(s).

Application: All dogs must have a complete, up-to-date and approved application on file prior to attending daycare. There is a \$5.00 non-refundable application screening fee.

Rates: Due and payable in advance. **Daycare packages are non-refundable** and good for 6 months from the date of purchase. Half days cannot be deducted from full daycare packages.

Days and Hours: City Dogs is open for daycare Monday - Friday from 7 a.m. to 7 p.m. and Saturdays from 8am-7pm. Dogs may not be dropped off earlier than the scheduled opening times. Dogs not picked up by 7 p.m. and not scheduled to stay as a late pickup will be charged \$10 and must be picked up by 9 p.m. or will be required to spend the night.

Other Fees:

Vet Transportation Fee: \$10 each way

Late Pickup (prior arrangements required): \$10. Dogs not picked up by 9 p.m. will be required to spend the night.

Reservations: Required. Cancellations with less than 24 hours notice and no-shows will be charged full fees.

City Dogs Overnight Boarding Rules and Regulations

City Dogs offers cage-free boarding to dogs that meet the regular daycare requirements. Prior to boarding with us for the first time, dogs must have spent at least one half day in daycare. This “boarding trial day” is required so that we can get to know your dog and ensure that City Dogs will be an appropriate environment for him or her.

While boarding with us, dogs spend their day in the daycare and sleep uncrated at night. A staff member sleeps on the premises with the dogs. Dogs that are destructive, or are keeping the staff member and/or the other dogs awake during the night will be crated. Owners may request that their dog(s) be crated at night if it is part of the dog’s regular routine at home.

Holiday Boarding Reservations: A credit card will be required to hold a reservation. No-shows will be subject to full payment of their dog’s reserved stay. Unscheduled early pick-ups may also be required to pay for the entire anticipated stay. Please make boarding reservations as far in advance as possible to ensure a space for your dog.

Drop Off /Pick Up Times:

Weekdays: Monday through Friday 7 a.m. to 7 p.m.

Saturday: 8am-7pm.

Sundays: 8am-10am & 3pm-7 p.m.

Dogs picked up by 10 a.m. after an overnight stay will not be charged for daycare that day.

What to Bring: Enough food for the length of your dog’s stay, medication if needed, and emergency contact information. All items should be clearly labeled with the dog’s name. Please do not bring personal items like bones or toys. As this is a cage free environment, we cannot guarantee their return. We have food/water bowls, measuring cups, treats and toys.

Medication: Please clearly label medications and include written instructions with your dog’s name, type of medication, dosage, and schedule. Please include only enough medication for the length of your dog’s stay. Please alert us in advance if you know your dog will require medication. **City Dogs reserves the right to refuse a dog for boarding if he/she is taking medication for a communicable illness.**

Food Fee: \$2 per meal per dog if City Dogs provides food. It is preferable to bring your dog’s own food so as to disrupt his/her routine as little as possible.

Payment: All charges are due when incurred. An invoice will be prepared for you at the end of your dog’s stay with us and is due at the time of pick-up. We accept: cash, checks, and Visa or MasterCard. (We do not accept American Express or Discover)



At City Dogs our main concern is the happiness and well being of your dog. We encourage dogs to play and socialize while also learning important social skills that will benefit them throughout their lives.

This is, however, a very rough and tumble environment and there is always the possibility of injury. The staff at City Dogs makes every effort to prevent injury, but it is not always avoidable. We want every potential client to be aware that because dogs play with their mouths, cuts, nicks and scratches do occur. Very young dogs or extremely high energy dogs often miss warning cues from other dogs and may be snapped at or bitten as a form of "correction."

City Dogs playrooms are cleaned at the end of each day from approximately 5:30 – 7:00 p.m., during which time the dogs are crated.

If any of the above mentioned makes you uncomfortable, daycare may not be the best option for your dog(s).

Date _____

Check the box that corresponds to the program(s) you are interested in:

Daycare Boarding From _____ to _____

Owner Information (Please Print)

Name _____

Address _____

City _____ State _____ Zip Code _____

Home Phone _____ Cell _____

Employer _____

Work Phone _____ Ext _____

Email Address _____

Pet Information

1. Name _____ Breed _____ Sex _____

Date of birth _____ Neutered/Spayed? (Circle one) If not, when? _____

2. Name _____ Breed _____ Sex _____

Date of birth _____ Neutered/Spayed? (Circle one) If not, when? _____

Veterinary Clinic

Name _____ Telephone _____

Emergency Contact

Name _____

Phone _____ Work Phone _____ Ext _____

Cell Phone _____

Client Name _____ Dog(s) Name _____

PET PERSONALITY PROFILE

General Information

How did you hear about City Dogs? _____

How old was your dog when you got him/her? _____

Where did you get your dog? _____

If adopted, do you have knowledge of your dogs past history? _____

If yes, describe: _____

Has your dog ever attended daycare before? _____ If so, where? _____

Number of people in your household _____ Adult males _____ Adult females _____

Male children/ages _____ Female children/ages _____

Does your dog like children? _____

Do you have any other pets? _____ If yes, how do they get along? _____

Health and Grooming

Is your dog on a flea prevention program? _____

Does your dog have any hip/joint problems? _____

If yes, what restrictions need to be placed on your dog's activities or movements? _____

Does your dog take any medication? (aside from heartworm pills) _____

How does your dog react to having his/her nails clipped? _____

Does your dog have any sensitive areas on his/her body that he does not like touched? _____

Has your dog been sick recently? _____ If yes, when, and what was the treatment? _____

Does your dog have any known allergies or food restrictions? _____

Behavior

How does your dog react to new people/dogs coming into your house? _____

Client Name _____ Dog(s) Name _____

Are there any kinds of people/dogs that your dog automatically fears or dislikes? _____

Has your dog ever bitten a person or another dog? _____ What were the circumstances?

Has your dog ever growled at someone? _____ What were the circumstances? _____

Is your dog overly frightened or nervous about anything? _____

How does your dog react to other dogs approaching when you're out on a walk-

a. On leash _____

b. Off leash _____

Has your dog ever jumped or climbed over a fence? _____ How high was it? _____

Does your dog have any problems in the following areas:

Mouthiness (chews on your hands, clothing) _____

Housetraining _____

Excessive barking _____

Chewing/Destructiveness _____

Coprophagia (eating his/her own feces or other dogs' feces) _____

Separation Anxiety _____

Has your dog ever growled or snapped at anyone taking food or toys away? _____

Has your dog had any socialization with other dogs? _____

Is your dog fearful or aggressive around small/large dogs? _____

Are you able to remove things from your dog's mouth? _____

How does your dog react to puppies? _____

Is your dog crate trained? ____ What do you do with your dog when you are not at home?

What kind of collar do you walk your dog in? _____

Is it effective in keeping him/her under control? _____

Has your dog had obedience training? ____ When & where? _____

Other comments or information about your dog that you feel might be helpful:

City Dogs, Daycare for Dogs Daycare and Boarding Agreement

Client Name _____ Dog(s) Name _____

I understand that I am solely responsible for any harm caused by my dog(s) while dog(s) is/are attending daycare at City Dogs

I also understand and agree that in admitting my dog(s), City Dogs has relied on my representation that my dog(s) is/are in good health and have not harmed or shown aggressive or threatening behavior towards any person or any other dog. However, as this is a cage free environment there are inherent risks that I accept.

While my dog is in the care and custody of City Dogs and I am unreachable in the event of an emergency, I hereby authorize City Dogs, its agents, and/or representatives to seek immediate veterinary care for my dog.

I understand that all costs in connection therewith, including transportation, and veterinary, medical, and otherwise, shall be my responsibility and I am herewith providing City Dogs with credit card information to be used for such purposes.

I further release and discharge City Dogs and its employees from any liability, claims and damages in connection therewith.

Although we carefully screen all applicants, occasionally we discover that this is not an appropriate environment for every dog. City Dogs reserves the right to permanently remove a dog from daycare at any time.

I certify that I have read and understand the rules and regulations set forth on the preceding pages and that I have read and understand this agreement. I agree to abide by the rules and regulations and accept all the terms, conditions, and statements of this agreement.

Signature of Owner

Date

Credit Card Information (required for every account)

Visa or MasterCard Number

Exp. Date

3 Digit V-Code
(back of card)

X _____
Signature of Card Holder authorizing City Dogs to charge your account for all delinquent billing charges, veterinary care, or other charges incurred for services performed.

Rates

City Dogs offers a variety of daycare packages as well as single visit rates. Listed below are our basic prices for daycare and boarding. Please call with any questions or to inquire about packages for families with more than two dogs.

Daycare Rates: One Dog

Single Visit: \$32

Half Day: \$17 (morning half day ends at 1pm; afternoon half day begins at 1 p.m.)

Daycare Package Rates: One Dog

(Good for 6 months from date of purchase)

Eight Visits: \$220 (\$27.50 per visit)

Twelve Visits: \$318 (\$26.50 per visit)

Twenty Visits: \$510 (\$25.50 per visit)

Thirty Visits: \$735.00 (\$24.50 per visit)

- Half days cannot be deducted from packages- they must be paid for separately ²

Daycare Rates: Two Dogs

Single Visit: \$50

Half Day: \$34

Daycare Package Rates: Two Dogs

(Good for 3 months from date of purchase)

Eight Visits: \$376 (\$47 per visit)

Twelve Visits: \$540 (\$45 per visit)

Twenty Visits: \$860 (\$43 per visit)

- Half days cannot be deducted from packages- they must be paid for separately •

Gift certificates are available in increments of \$32 for one dog, \$50 for two dogs, or in complete package amounts.

Boarding Rates

One Dog: \$21 per night (*in addition* to above-listed daycare rates)

Two Dogs: \$38 per night (*in addition* to above-listed daycare rates)

- No additional daycare charges if dog(s) are picked up by 10 a.m.
- On major holiday nights, the boarding fee will increase to \$28 per night

Miscellaneous Services

- Food fee: \$2 per meal if City Dogs provides food for dogs
- Administration of Bordetella vaccine: \$15
- Late pick-up: \$10 (must be pre-arranged, and dog must be picked up by 9 p.m.)
- Vet transportation: \$10 each way