

**Regina Cat Rescue.
P.O. BOX 33066, CATHEDRAL POSTAL OUTLET
REGINA, SASKATCHEWAN S4T 7X2**

FOSTER PARENT INFORMATION AND CONTRACT

Regina Cat Rescue's mission is "To nurture a pet-friendly city by providing sustenance, shelter, sterilization, veterinary care and adoption for homeless cats, by educating the public on responsible pet ownership, and by partnering with government, agencies and members of the community for the benefit of Regina residents and companion animals.

"Regina Cat Rescue" (RCR) is a cat rescue group that will take in any cat in need. Our Foster-Adoption System is staffed by 2 Co-Chairs and a number of Liaisons.

**BEING A FOSTER PARENT INVOLVES THE FOLLOWING STEPS AND GUIDELINES.
PLEASE CAREFULLY READ THEM IN FULL - THE SIGNING OF THIS CONTRACT
SIGNIFIES YOUR AGREEMENT TO FOLLOW THEM TO THE BEST OF YOUR ABILITY.**

GENERAL INFORMATION ABOUT BEING A PFA FOSTER PARENT

- ☐ Although RCR tries to give advance notice of placements, there are times when the situation is urgent, and an unexpected placement is needed. In such cases, the foster parent (FP) may be contacted and asked whether a cat or kitten can be placed immediately. An example would be that a report was received of a cat or kitten which urgently needed to be brought in out of the cold or required medical attention.
- ☐ Legally, RCR must report all rescued cats and kittens to the Regina Humane Society (RHS). The FP may be asked to try to determine the sex of the cat or kitten, and whether it is sterilized or has a tattoo. This information needs to be sent to the Co-Chairs who will file the found report with the RHS
- ☐ It is necessary that the foster parent's own pets have up-to-date vaccinations; the RCR Liaison may administer as required.
- ☐ Often foster cats and kittens will not yet be vaccinated when the foster parent (FP) assumes care; however they will be deemed generally healthy. Any cat or kitten that appears to be in poor condition will be taken to the vet prior to placement. The FP must notify the co-chairs if they suspect any illness, injury or other medical issue that is of concern. Cats or kittens may require on-going home treatment and/or medications that the FP will be expected to help maintain. RCR will administer vaccinations as required for the foster cats or kittens, and otherwise ensure that veterinary care is sought when indicated.
- ☐ Due to the stray cats and kitten crisis, it is our policy to sterilize all cats and kittens before being listed for adoption. Kittens are sterilized when they meet a 2 part requirement; 1st they must be 12 weeks of age, 2nd they must be 1.5 kgs when being fixed at the RHS spay/neuter clinic or 2 lbs when being fixed at TM's in Lumsden. Co-Chairs will contact FP's to ask for updated weights on foster kittens so sterilizations can be booked. The FP is asked to take the

foster kittens to the closest vet clinic to have the weighed. Vet clinics DO NOT charge to weigh cats or kittens.

□ Some cats and kittens will require booster shots or veterinary visits. At times we may ask the FP whether he/she is able to transport and pick up an animal to and from the vet for such procedures as sterilizations. If they are unable to assist in this regard, an RCR volunteer will be found who can do so.

□ Cats and kittens that the FP transports to or from the Veterinary Clinic must be confined in a proper carrier to avoid injury or escape. (RCR can loan a carrier out when necessary).

□ Cats and kittens must be kept indoors in compliance with Regina Animal Bylaw No. 2009-44, Part III, Article 12. Please review the full bylaw at www.regina.ca/business/bylaws. The only exception unless there is a fully enclosed patio outside that can contain the cat or kitten.

□ The FP is welcome to donate the cat food or other supplies such as cat litter and litter pans that will be required during the cat or kittens stay, but RCR can and will provide these supplies when requested.

□ We ask that the FP be communicative and available (must check and respond to voicemail or e-mail so that RCR can be kept informed of how the cat or kitten is faring, and also to be notified of any developments from RCR - for example - a home has been found and arrangements need to be underway ASAP).

□ RCR advises the FP to initially isolate the newcomer in a separate room, away from other pets; it may subsequently be slowly introduced to the other animals in the home and vice versa. This room should contain the litter, food and a bed, and serve as a place to hide or feel secure as the animal adjusts to its new surroundings. RCR can give advice on steps to properly introduce the new animal, if needed.

□ The FP should agree to give RCR notice if they are unable to continue to keep a cat or kitten until we find a permanent home. We cannot always effectively respond to a FP asking that the cat or kitten be removed on short notice, barring emergencies.

□ The FP should agree to notify RCR if they are no longer willing to foster; at such a time RCR would appreciate that all loaned goods be returned to RCR for use in other foster homes.

□ RCR welcomes suggestions by the FP about potential adopters, but everybody must be screened, even if the adopter is a friend or family member of the FP.

□ **IMPORTANT:** Each cat or kitten must have an up-to-date adoption package at all times. An adoption package will be started by a foster home liaison at the time of the 1st vaccination visit, the foster home liaison will go over all the paperwork in the envelop. Cats and kittens being fixed at a later time will have sterilization certificates and microchip registration information to include. The FP is asked to write in the additional sterilization date and microchip number on the 2 contracts and the 1 vaccination certificate on the day the cat or kitten is fixed. If an adult cat is being picked up from a vet clinic, attempts will be made to have an adoption package at the clinic for pick up with the cat, if time doesn't allow for this, a package will be delivered to the FP as soon as possible.

Both copies of the Adoption Contract MUST be filled out in its entirety (including dates and initialling of the clauses on the backside) at the time it is turned over to RCR - as missing information can cause future problems!

RCR FOSTER CAT AND KITTEN STERILIZATION AND TATTOO PROCEDURES

□ **IMPORTANT:** As stated above, all foster cats and kittens in RCR's foster system must be sterilized before being listed for adoption. Currently RCR uses 3 clinics for pediatric (kitten) sterilizations; Regina Humane Societies Spay/Neuter Clinic, Northgate Animal Hospital and TM'z Veterinary Clinic. Adult cats are also fixed at the afore mentioned clinics as well as Victoria Veterinary Clinic and Animal Clinic of Regina.

□ A kitten being sterilized needs to meet the age requirement (12 weeks) as well as the weight requirement (between 1 and 1.5kgs depending on the clinic). The estimated sterilization date for each kitten is kept by the Co-Chairs of Pet Rescue. When a kitten is about 10/11 weeks old the FP will be asked to have the kitten weighed to ensure that they meet the weight requirement. Booking a kitten who does not meet the weight requirement means the kitten will be sent home and a loss of a much needed spot at the RHS spay/neuter clinic or TM'z vet clinic.

□ When booking a cat or kitten at the RHS spay/neuter clinic, or a clinic located in Regina, the FP will be asked to drop the cat or kitten off the morning of the appointment and pick them up at the end of the day, ensuring that they are collecting all necessary paperwork. At the RHS an envelop will be given to the FP which contains 2 copies of the sterilization certificate (1 is to be retained for RCR's records) and 1 copy of the microchip registration certificate. When picking up at one of the other Regina vet clinics, the FP will collect 1 white copy of the RCR sterilization certificate, the yellow copy remains at the clinic and will be picked up by a Co-Chair at a later date.

□ When cats or kittens are booked at TM'z in Lumsden, arrangements will be made for transport out to the clinic and back into the city. The FP will be asked to drop their foster off at a central location the night before the sterilization appointment and then to pick the foster up from the same location the day of the appointment unless otherwise stated.

□ **IMPORTANT:** It is imperative that the sterilization date as well as the microchip or tattoo information be recorded on both copies of the adoption contract as well as the vaccination certificate. This information will be needed for the new adopter to change the ownership for a cat microchipped, it may also be needed to identify a former foster in the future.

□ **IMPORTANT:** The ORIGINAL sterilization certificate which was given to the FP at the Veterinary Clinic, or dropped off to the FP at the time he/she took possession of the foster cat or kitten, **must stay with the cat or kitten at all times, and should be given to the new owner at the time of the adoption.**

□ **IMPORTANT:** The tattoo and microchip numbers are recorded by Pet Rescue and the FP will be asked to email this information to the Co-Chairs as soon as possible after the cat or kitten has been sterilized.

RCR ADOPTION PROCEDURES

- ☐ Potential adopters will have gone through a preliminary on-line screening performed by an RCR adoption co-ordinator, and deemed satisfactory. Usually a “heads up” and relevant information will be provided to the FP.
- ☐ Only RCR screened and approved potential adopters will be given the FP’s contact information and given the go-ahead to pursue the adoption; those that have failed the screening will not have the FP contact information.

IMPORTANT: RCR understands that the on-line screening process performed by an RCR adoption co-ordinator cannot always be completely reliable. Therefore, the FP has the final say during the actual adoption, where the pet is to exchange hands. This means that if there are perceived problems that could endanger the cat or kitten otherwise lead the FP to believe that the home is not suitable, the **FP has the ultimate decision-making authority and the right to refuse to adopt a given cat or kitten to a potential new owner.** In such a case, the FP should notify the RCR adoption co-ordinator of his/her concerns. Our ultimate goal is to find the best home possible for each and every foster cat or kitten that is under our care!

- ☐ Approved potential adopters will be told to contact the FP directly to set up a meeting at a mutually convenient time.
- ☐ The FP must be okay with prospective adopters coming to their home to look at the cat or kitten.
- ☐ When a cat or kitten is adopted, the new owner must have a suitable carrier or other means to safely transport the cat or kitten to his/her home.
- ☐ Adoption fees must be paid in cash. The FP may choose to send a personal cheque to RCR and retain the cash, or turn in the cash periodically to a PFA contact in person.
- ☐ Donations to RCR above the adoption fee are also encouraged, and the adopter may choose to make a payment above the required amount.
- ☐ Any monies collected must be considered revenue to RCR, and will be turned over to RCR as per arrangements between the FP and RCR. This revenue is important in allowing our valuable work to continue.
- ☐ At the time of adoption, the adopter must initial the clauses on page 1 of the adoption contract as well as complete the adopter’s information on both copies of the RCR Adoption Contract, and sign both copies. The cat’s sterilization, vaccination and description should be on the contracts ahead of time. One copy of the Adoption Contract is given to the new owner along with the vaccination certificates, microchip registration form, and one (1) copy of the spay/neuter certificate, the second copy of the contracts as well as the second copy of the spay/neuter certificate is to be turned over to RCR as per arrangements between the FP and RCR.
- ☐ **IMPORTANT: When the ownership of the tattoo or microchip is done, RCR MUST remain as a secondary back-up contact.** This is to ensure that any animal picked up and not claimed by the owner can be subsequently picked up by RCR and re-listed for adoption.

□ The FP is welcome to assist RCR by participating in early follow-ups post-adoption to assess the pet's status in settling into their new home. In fact, many FPs are in the best position to do so, as they have personally met and chatted with the adopter, and know their foster pets better than anybody. Usually such early follow-up involves one or two phone calls.

All such follow-up communications must be noted on the Adoption Contract in the space provided. The "Post-Adoption Follow-up by Foster Parent" field is near the bottom of the Adoption Contract and should be used for this purpose. If the FP has any personal thoughts about that particular adoption needing closer monitoring, or to record any comments made by the adopter to aid in follow-up at a later date, they can be recorded here. This area should ideally only be completed on one copy of the contract (that will be returned to RCR), and therefore will exclude the adopter from being privy to this information, especially if there are concerns. Suggestions as to the best date for further follow-up by RCR would be much appreciated.

IMPORTANT: At the time of adoption, the FP must emphasize the following points to the new owner:

1) Should the adoption not work out for any reason, the animal MUST be returned to RCR as is specified in the Adoption Contract, by contacting RCR, as is outlined in the Terms of Adoption on page 1 of the contract.

2) If the animal is lost or stolen, or becomes ill within 30 days of adoption, RCR should be notified.

FOSTER PARENT AGREEMENT

I, THE UNDER-SIGNED, AGREE TO FOLLOW THE ABOVE RULES AND PROCEDURES AS A REGINA CAT RESCUE FOSTER PARENT TO THE BEST OF MY ABILITY:

Foster Parent's Name:

Address: _____ City _____

Postal Code: _____

E-mail Address: _____

Phone (home): _____ (work): _____

(cell): _____

Date: _____

Signature: _____

Please mail the completed and signed Foster Parent Contract to:

Regina Cat Rescue

Box 33066

Regina, SK.

S4T 7X2

ADOPTION PROCEEDS

If not picked up by a RCR member in person, please mail in the signed and completed Adoption contracts and any proceeds from adoption (except cash). Cash can be turned over to the RCR Liaison or otherwise given in person to an RCR volunteer.

Thank you for being a Foster Parent for Regina Cat Rescue!

Please note: Regina Cat Rescue is not liable and cannot be held responsible for damages incurred by the Foster Parent because of fostered animals.