

CHECK IT OUT

Adoption Center Quick Guide

Adoption Events: Every Saturday & Sunday (excluding select holidays). Counselors on site 12-4 pm

Event Drop Off:

May bring Friday (must complete set up before closing time) or Saturday after 9 am store open, but no later than 11 am. Arriving later can cause adoption event disruptions.

- **Address:** PetSmart located at 3333 Preston Road, Frisco, TX
- **Adoption Center:** Halfway back to the right. Go thru the glass door to access kennels

Kennel(s) & Set Up:

- Check kennel assignment size from Kennel Coordinator (e-mailed to all fosters weekly).
 - Small: #2, #3, #4 & #5
 - Medium: #1 & #7
 - Large: #6 & #8 (Large kennels have a bar with a lock that goes through it. Note how it comes apart, so you can put together after you place your fosters).
- Glass Door: Always have closed before you transfer fosters from & to kennels.
- Kennel Unlock: code _____. Do NOT share with anyone nor let anyone see as you unlock.

Set Foster Up: Each kennel is pre-set by our awesome Kitty Care Team.

You will add: food, water & litter (bring or access dry food from metal cabinet (Code _____).

Always fold cabinet latch back & replace lock. Make sure to secure & set lock to 0-0-0).

- Bowls: Should be in the cage. If not, clean bowls are in a marked basket above sink.
 - Fill with sufficient food & water.
- Litter Box: Should be in the kennel. If not, disposable metal or paper boxes are on top of kennels. Plastic reusable options are under the sink.
 - Fill the litter box with provided litter from the container to the left of the sink.

Food: Can bring foster's dry and/or wet food or used provided Science Diet dry food.

- Mark on provided kennel card cat's preferred/required food information.
- For Food from Home: Put cat's name on the cans & ziplocked bags of kibble. Include any special instructions. Place on shelves between the kennels & the sink.
- Use Dry Food we stock. Scoop from containers in metal cabinet (kitten or adult).

Lock Up! When done, close kennel, replace lock & make sure secure. Set lock to 0-0-0.

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- Medical:** Bring medical paperwork for each foster. This includes the document with the rabies tag & microchip packaging. Place in medical binders that are alphabetized.
 - **Medical Binders:** located in the cart to the right (outside) the center's glass door. Roll cabinet out, open right door, put docs in a plastic sleeve in the binder in alpha order.
 - Medical overview sheet: Will be printed to go with paperwork. It has the compiled medical based on FHS foster info. This is provided to the adopter with the medical documentation you (the foster) bring/place in the binder.
 - Once you bring the medical, you may *leave* it filed for future events (until adopted).
- Kennel Cards:** Info cards - MUST be in the plastic sleeve before you leave.
 - There are 2 *sheets/cards* per cat (or group in kennel). Cards located in rolling cabinet in a small black plastic file holder marked "Kennel Cards." There you may find (if time allowed) pre-made kennel cards. Look up animal by name (alpha ordered).
 - *No pre-made card?* Blanks in black pouch & on bottom shelf (left) of rolling cart.
 - *Place:* Put one in the plastic sleeve inside & one in the sleeve outside the center.
 - If possible, include a contact name & phone number in bottom corner so potential adopters may call you during non-event hours.
 - *Food Card on Kennel:* For kitty care team, use erasable chalk markers (on food storage shelf) with food brand/meal details. Write direct on plastic.
- Pick Up Time!** Fosters not adopted can be picked up after 4 pm on Sunday and MUST be picked up before PetSmart closes on Sunday. Please don't stay at center past store hours.
- Staying Over or During Weekdays - Must Contact FHS for Arrangements**

This is only IF need to stay during weekday(s) - If a foster(s) needs to stay during the weekday, arrange with FHS. If you can't pick up on time Sunday, you MUST alert FHS BEFORE 4 pm, so a kitty caregiver can be in place for extra food/water/cleaning to be provided & PetSmart paperwork is noted.
- Questions?** If you have questions & no one is at the center, contact your foster coordinator or an FHS team member.

We thank you for being part of enhancing & saving lives as a FHS foster!