**Offsite/Foster Guidelines for**

**Pre-Adopting Kittens in Foster Care**

 **Guidelines for Viewing Foster Kittens at Offsite Locations:**

1. All kittens must be at least 6 weeks old in order to be pre-adopted.

2. All kittens must have their alter surgery before going home with an adopter. Kittens are altered at approximately 2 lbs., at least 8 weeks of age, and healthy.

3. Unaltered kittens cannot go home with the adopter.

4. All kittens must be healthy and vaccinated for at least 5 days with a modified-live FVRCP before going to an offsite location. This is for their protection.

* No sneezing, watery eyes, etc. If they were on medications, they need to be finished with the medications for 4 days and free of any symptoms. We want to have a good public image and sick kittens do not look good, and it is stressful for them.

5. If an adopter is meeting a kitten at an offsite location, the kitten must be transported in a carrier to and from the location.

6. If a kitten is brought to an offsite location with an enclosed adoption center to meet a potential adopter, they must not be allowed to roam in the adoption center. The adopter may hold the kitten, but they may not place it on any surface including the floor. We know this sounds extreme, but kitten immune systems are still growing, and we want to limit their exposure to the adult cats at the location.

7. Adopters may meet with kittens by interacting with them in the designated kennels used for the Kitten Road Show. The kennels must be sterilized before and after the kittens are housed in them each time.

8. To limit the exposure of fomites (including URI and corona virus which can cause FIP) we ask that anyone asking to hold kittens is a serious adopter. We also ask that they limit who they are interested in to one or two kennels at the most. If they hold kittens from one litter, and still would like to meet another litter of kittens, we ask that they either don’t hold them up against their clothes, or that they put on a jacket. Another family member could hold them as well. They should always be sanitizing their hands and arms between kennels.

**Offsite/Foster Adoption Guidelines for Foster Kittens:**

1. There are no holds for pre-adoptions. Kittens are available on a first-come first-served basis, including kittens who are viewed in a foster home or at an offsite location. If an adopter wants to pre-adopt a kitten, they must go through the adoption process with a certified adoption counselor at an offsite location, the foster parent’s home, or at the shelter. Kittens cannot be placed “on hold” for potential adopters until they are able to complete the adoption process. The only way to ensure a kitten will be held for an adopter is for the adopter to complete the pre-adoption.

If a potential adopter is unable to complete the adoption at the shelter during the week or via an appointment with an offsite coordinator, kittens cannot be held until an adoption counselor is available at an offsite location on the weekend. Kittens must continue to be available to other adopters until the pre-adoption is completed. They must pay the adoption fee in full when they meet with an adoption counselor.

2. The foster family must send copies of the kitten’s paperwork (kennel card, medical records sheet, etc.) to the offsite center (either with the adopter or they can bring it themselves), so that the adoption counselor may discuss health and vaccination history with the adopter during the adoption counseling process. Alternatively, they may email copies of the kitten’s paperwork to the offsite adoption counselor.

3. Contact information between the foster parent, adopter and adoption counselor must be exchanged. If a pre-adoption takes place at an offsite location, the adoption counselor must call the foster family to notify them of the pre-adoption so they know the kitten is no longer available for adoption.

* Adopter/foster parent contact information – this needs to be exchanged so the foster parent can notify the adopter of the kitten(s) surgery date or changes to the surgery date.

4. Pre-adopted kittens can go home with the adopter after their alter surgery. The adopter must drive to the shelter to pick-up the kitten(s) between 4pm-6:30 pm.

A foster parent cannot care for a kitten after its surgery if the kitten(s) has been pre-adopted. If the adopter cannot pick-up the kitten on its surgery date, they may pre-arrange with the shelter to pick-up the kitten the following day, or the date for the surgery can be changed to a day that is more suitable for the adopter as long as it is within the same week. Kittens should not be held in foster care for an extended period of time just to accommodate an adopter’s preferred schedule. Adopters can also ask family or friends to pick up their kitten for them as well.

5. Adoption surveys/questionnaires must be filled out for all kitten pre-adoptions. There are still some very important adoption counseling talking points found on the survey portion (i.e. will the cat be kept indoors/outdoors/both? Are there other pets in the household? Are there children? etc.), and the adopter contact information portion will ensure we can register the kitten’s microchip to the adopter.

6. There must be a completed and signed adoption contract for EACH cat or kitten being adopted. If the adopter is adopting more than one cat/kitten, they need only fill out one survey/questionnaire but must fill out a separate contract for each cat/kitten adopted.

8. All adoption paperwork must be faxed immediately to the shelter for any pre-adoptions at offsite locations or in foster homes. Fax number: (insert fax number here).

9. For paperwork that is faxed, **we only need the front of the survey and the adoption contract.  The rest can wait until the whole packet arrives.**

10.Payments accepted at offsite locations include cash, credit and debit cards, and personal check. Please follow these guidelines for payment received in the following forms:

* Cash – You may accept cash as payment, but do not mail it to the shelter. Bring it in person.
* Credit and debit cards – You may accept credit/debit cards if you have been provided with a mobile credit card reader. If you do not have one, you may not accept them. Please bring in person or email completed adoption paperwork.
* Checks – (Organization’s name) accepts personal checks for adoption fees under the following conditions: check must be written on an in-state bank or credit union, client must have an (Your State) address, and client must have a valid (Your State) driver’s license. Driver’s license number MUST be verified and written on the face of the check by the (Organization’s Name) representative accepting it as payment.

11. Payments accepted in foster homes include – Cash and check (please see above)

12. If you have any questions regarding the adoption process or kitten guidelines at offsite or in foster care please contact the front desk at (Organization’s phone number) during regular business hours.

* Monday-Friday 11am-7pm
* Saturday-Sunday 10am-6pm.