Physical Admissions at the Shelter

## From the Public

* **If the mother cat and kittens have not been tested, and the kittens are large enough to test, they should be tested for FeLV at admission.**
	+ Take the snap tests out of the refrigerator 30 minutes prior to the appointment. Have your heparinized syringes ready, rubbing alcohol, gauze squares, etc.
* **Take each kitten out individually.**
	+ Note the kitten’s color, sex, and any unusual markings in case there are several that look similar in the litter.
	+ Check the kitten’s eyes, ears, and body for overall condition.
		- Is the kitten sick? Covered in fleas? Scabbing or ringworm found?
	+ Weigh the kitten.
		- Does the kitten seem to be the appropriate weight for their age?
	+ Perform a Wood’s lamp test on the kitten to check for ringworm.
	+ Draw blood from the kitten for the FeLV blood test.
* **Repeat the above steps with each kitten and mother cat (if there is one).**
* **Once all of the tests are finished and negative, you can have the owner leave and continue with the admissions process.**
	+ **NOTE**: It is best to have the owner say goodbye before you take the kittens back for their medical care so that you don’t have to take them back to the kittens again.
* **To finish the admissions process, watch the kitten walk and feel his/her whole body.**
	+ Make sure nothing feels or looks abnormal.
* **Vaccinate, de-worm, apply flea treatment, clean ears and treat the kittens if needed.**
	+ At this time, perform any other age-appropriate treatments.
* **Put all of your notes into the software program, and print the kennel cards.**
	+ Make two copies. One for the shelter records and one for the foster parent, or email them if you are able.
	+ **NOTE**: If you have a litter of all one color, it is best to mark the inside of the ears with a different color Sharpie pen.
* **Gather a carrier for the foster parent to transport the kittens.**
* **Assign a foster bag, scale, and warming disc to the foster parent. Place the supplies and paperwork folder on top of the carrier**.
	+ The paperwork folder should include the kennel cards, medical records, personality profiles, collars, and foster drop off info sheet.
* **Send the litter home.**

## From Another Shelter

* **Take each litter and put them in their own kennel.**
	+ Separate vaccinated kittens from unvaccinated kittens in two separate rooms if you can.
	+ Label each kennel with their names and place records in corresponding hanging files.
* **Take each kitten out individually.**
	+ Note the kitten’s color, sex, and any unusual markings in case there are several that look similar in the litter.
	+ Check the kitten’s eyes, ears, and body for overall condition.
		- Is the kitten sick? Covered in fleas? Scabbing or ringworm found?
	+ Weigh the kitten.
		- Does the kitten seem to be the appropriate weight for its age?
	+ Perform a Wood’s lamp test on the kitten to check for ringworm.
	+ Draw blood from the kitten for the FeLV blood test.
	+ **NOTE**: you should ask the other shelter to do as much preventative medical care/testing for you as they can. This will shorten the amount of time it will take to process each litter and will allow you to take in more kittens.
* **Repeat the above steps with each kitten and mother cat (if there is one).**
* **To finish the admissions process, watch the kitten walk and feel his/her whole body.**
	+ Make sure nothing feels or looks abnormal.
* **Vaccinate, de-worm, apply flea treatment, clean ears and treat the kittens if needed.**
	+ At this time, perform any other age-appropriate treatments.
	+ **NOTE**: It is best if the source shelter can provide these treatments prior to transport.
* **Put all of your notes into the software program, and print the kennel cards and medical records.**
	+ Make two copies. One for the shelter records and one for the foster parent, or send electronically if you are able.
	+ **NOTE**: If you have a litter of all one color, it is best to use a Sharpie pen and mark a dot in their ears.
* **Gather a carrier for the foster parent to transport the kittens.**
* **Assign a foster bag, scale, and warming disc to the foster parent. Place the supplies and paperwork folder on top of the carrier**.
	+ The paperwork folder should include the kennel cards, medical records, personality profiles, collars, and foster drop off info sheet.
* **Send the litter home.**