



Top Dog Daycare
Day Care • Boarding • Grooming
1965 Hard Road
Columbus, Ohio 43235
P: 614-766-5440
F: 614-766-5443

Dog Day Care and Boarding Agreement

All information is confidential and for use only by Top Dog Daycare staff in caring for your pet.

OWNER INFO:

Owner's Name: _____

Address: _____

City and Zip: _____

Home Phone: _____ Work Phone: _____

Cell Phone / Pager: _____

Email Address: _____

Who else may we contact if we can't reach you in an emergency?

Name: _____ Phone: _____

DOG INFO:

Dog(s) name: _____ Birth date: _____

Dog(s) name: _____ Birth date: _____

Dog(s) name: _____ Birth date: _____

My dog is: Neutered Male Spayed Female Unaltered and under 6 months old

All dogs over 6 months old must be spayed or neutered for group play.

Breed: _____ Weight: _____ lbs. Color: _____

Method of flea control: _____ *(Must be on a flea control program and free of fleas.)*

Has your dog ever attended dog "daycare" or been boarded? Yes No

If so where: _____

Are there any medical or behavioral issues reported? (Thunderstorm fears, destroys bedding, chewer, chases cats and squirrels) Yes No If yes, describe:

Does your dog have any medical problems or physical ailments? (Seizures, asthma, arthritis, incisions, etc.) Yes No If yes, please describe:

Has your dog ever bitten a person, or attacked another dog? Yes No

Has your dog ever exhibited aggressive behavior towards people or other dogs? Yes No
If so when and why:

Has your dog ever jumped a fence? Yes No If yes, how high was the fence? _____

Are your dog's vaccinations current, including Bordetella (kennel cough)? Yes No

Please bring a copy of your dog's current vaccination records from your vet. Current vaccination for Rabies, DHLPP, Parvo, and Bordetella is required.

Veterinarian's Name and phone: _____

SPECIAL CARE INSTRUCTIONS:

Feeding Instructions: Number of times per day: _____ Amount: _____
Brand of Dog Food: _____

*We recommend that you bring your dog's regular food, since dietary changes can result in stomach upset. **Please bring your food in a sealable plastic container** (such as Tupperware). We will label it for your dog's use only. The container will be returned to you after your pet's stay. If you do not wish to bring your pet's food, we will provide Wellness Super5 Mix brand dog food.*

Food brought from home: Yes No

Will your pet need any medication (pills, ointments) administered during the stay? Yes No

If yes, give instructions: _____

What condition does this treat? _____

Is any person other than yourself authorized to pick up your pet? Yes No

-By checking "Yes," you authorize Top Dog Daycare to release your dog to the person(s) listed below, and release Top Dog Daycare from any and all responsibility:

Name(s): _____

TERMS OF AGREEMENT:

Please initial in box:

- *All dogs must be picked up before close of business at 8:00 p.m. on day of scheduled pick-up. Dogs not picked up by close of business hours will be held for overnight boarding at the standard rate. The dog may be picked up after opening the following day.*
- *A credit card number is required to secure your boarding reservation. A cancellation less than 4 days (96 hours) prior to check-in, or failure to show up for your reservation, will result in a charge equal to your entire deposit.*
- *It is our practice to allow cage-free playtime and exercise to the maximum extent possible. However, if behavior issues warrant, staff of Top Dog Daycare reserves the right to isolate any dog to ensure the safety of all.*
- *Dog Owner understands the risks of cage-free boarding or day care. At Top Dog Daycare, LLC, both Daycare dogs and Boarded dogs are allowed to mingle freely with other dogs indoors in our play area. Although we provide reasonable supervision, dogs may escape, injuries can occur, and fleas or contagious disease may be transmitted.*
- *If in our judgment, your dog requires medical attention, Dog Owner accepts sole responsibility for payment of all medical bills incurred on your dog's behalf. You release Top Dog Daycare, LLC and its officers, agents, and employees ("Top Dog Daycare") from any and all responsibility for, or claims, debts, or damages related to such medical care.*
- *The liability of Top Dog Daycare, LLC in any circumstance related to the dog shall not exceed the current chattel value of a dog of same or similar breed as the one in our care.*
- *Dog Owner attests that the dog is friendly and has shown no previous aggression towards dogs or people. Dog Owner is responsible for any injuries caused by the dog and any medical or veterinary bills that may result.*
- *Dog Owner agrees to hold Top Dog Daycare, LLC harmless and indemnify it against all legal defense costs, fees and business losses resulting from any claim made, or caused to be made against Top Dog Daycare, LLC for which it, its agents or employees are not ultimately held to be legally responsible.*
- *I have been provided a copy of Top Dog Daycare, LLC Policies and Procedures, incorporated by reference herein, and I agree to abide by all terms and conditions thereunder.*

Your signature below indicates:

- You have made full disclosure;
- You have read, understand, and acceptance of the terms of this agreement;
- Your acknowledgment of the risks of communal boarding.

This Agreement is effective and binding upon the Parties. Each time you bring your dog to Top Dog Daycare, LLC, whether for grooming, boarding, or daycare, you affirm the terms of the Agreement.

Owner Signature: _____ Date: _____

Company Use Only: Employee Signature: _____ Date: _____



Top Dog Daycare
Day Care • Boarding • Grooming
1965 Hard Road
Columbus, Ohio 43235
P: 614-766-5440
F: 614-766-5443

Top Dog Daycare, LLC Policies and Procedures

Vaccinations

All dogs must have the following vaccinations or proof of titers, titers will need to be redone every six months:

- DHPP (note we do require Lepto)
- Rabies
- Bordetella (we suggest this be given every six months)
- Negative stool check in last year

Reservations

Reserve your dog's daycare visit as far in advance as possible. Space is on a first-come, first-served basis, so it pays to plan early. It also helps if you have set days (i.e., every Monday, Wednesday, Friday, etc.). If you have set days, you need to let us know at least 24 hours in advance of any schedule changes or you will be charged for missed days. Surprise visits are strongly discouraged. Standard and economy boarding rooms book up as much as two months in advance for high volume times. Please book early if your dog can not do deluxe boarding.

Cancellations

We require at least 24 hours notice prior cancellation of any daycare service and 4 days (96 hours) for boarding services. Late cancellation will result in you forfeiting your ENTIRE boarding deposit or charged a full day of daycare, regardless of the cause. (i.e. illness of owner, illness of dog, death in family, change of plans, work related...).

- Boarding visit drop-off for any time on Friday must be cancelled by 7 p.m. on preceding Monday.
- Boarding visit drop-off for any time on Thursday must be cancelled by 7 p.m. on preceding Sunday.
- Boarding visit drop-off for Wednesday must be cancelled by 7 p.m. on preceding Saturday.
- Boarding visit drop-off for any time on Tuesday must be cancelled by 7 p.m. on preceding Friday.
- Boarding visit drop-off for any time on Monday must be cancelled by 7 p.m. on preceding Thursday.

Print Name _____

Pet Name _____



Top Dog Daycare
Day Care • Boarding • Grooming
1965 Hard Road
Columbus, Ohio 43235
P: 614-766-5440
F: 614-766-5443

Top Dog Daycare, LLC Policies and Procedures

Daycare Feeding and Medication

We will feed and/or medicate your dog at no charge. However, you must provide us with each day's supply (labeled with your dog's name, your last name and AM/PM, please) at each visit. If you do not bring your dog's food we will feed him at an additional charge of \$1.00 per meal. We are not responsible for lost or damaged items left with your dog.

Sick and Injured Dogs

If your dog is sick, please take him to the vet. We reserve the right to refuse daycare or boarding if your dog arrives sick or flea-infested. If your dog gets sick while here, we will make every attempt to contact you. We will either quarantine the dog until you can pick him up, or we will take the dog to our vet if we deem it necessary. Life threatening illnesses or injury will be treated as deemed best by the staff of Top Dog Daycare, LLC within their sole discretion. **All veterinarian bills are the responsibility of the owner, regardless the cause.**

PLEASE INITIAL _____

Grooming Guests

Grooming Guests must have the same proof of vaccinations. All dogs will remain on leash. If your dog bites an employee, guest or dog, we may refuse services in the future.

Deposits for boarding

We require a 25% deposit to reserve your boarding appointment or a 50% deposit for all stays more than fourteen days in length. This deposit is due at the time of the reservation. No reservations shall be made without a deposit. When the appointment is kept the deposit will be applied to the bill. Clients with prepaid packages do not need to make a deposit. However, if a reservation is not cancelled within the time required pursuant to our policy, the deposit shall be deducted from any pre-paid account. **Please see cancellation policy for refund criteria.**

If you make your reservation less than 4 days of the drop-off time, and later need to cancel it, you will forfeit the deposit, even if it is within the same day of making the appointment.



Top Dog Daycare
Day Care • Boarding • Grooming
1965 Hard Road
Columbus, Ohio 43235
P: 614-766-5440
F: 614-766-5443

Top Dog Daycare, LLC Policies and Procedures

Further Boarding Policies

Saturday pick-ups are between 8:00 a.m. to 12:00 p.m. by appointment only.

The Owner shall provide food and written feeding instructions. A \$1.00 charge per meal will be assessed for anyone not bringing his or her dog's food.

If your dog becomes destructive in our boarding facility, your pet may be moved to an appropriate kennel at your expense. You are liable for damages that your dog causes, and will be charged accordingly.

PLEASE INITIAL _____

Pick-up & drop-off

Pick-up & drop-off is between 7:00 a.m. to 7:30 p.m. Monday – Friday and on Saturday with a prior appointment for boarding clients. Pick-up after 5pm will result in an additional days charge.

All dogs staying in boarding and using daycare must pass the entrance screening.

All dogs staying in daycare must be spayed or neutered upon reaching six months of age.

We reserve the right to decline any dog that we feel poses a threat or problem for our other guests.

Bath

We strongly recommend that each guest who is with us more than three days receive an exit bath at owner's expense.

In consideration for the services rendered to my pet, I acknowledge that I have read and I agree to abide by all policies of Top Dog Daycare, LLC, and pay for all services upon demand. I understand that if I fail to comply with said policies or fail to pay for services that my service may be terminated and future request for service denied.

Owner Signature

Date