

Your handover at a glance

Start here. Keep this page where the caregiver can find it immediately.

1. Dog name(s), owner name and care dates / return time

2. Primary owner number, time zone and backup decision-maker

3. Caregiver name, contact number and agreed care location

4. Immediate priorities and where the emergency plan is kept

Owner & caregiver contacts

Check numbers together. Do not put access codes on a publicly shared copy.

1. Owner contact methods, availability and time-zone differences

2. Second owner / local trusted contact and relationship

3. Caregiver business, named person and absence-cover arrangement

4. Update schedule, preferred channel and urgent-call expectations

Dog identity & records

Complete for each dog; copy dog-specific sheets for additional dogs.

1. Name, age, breed/type, weight and distinguishing markings

2. Microchip / licence details and registry contact (keep private)

3. Current identification tags, recent photo location and carrier label

4. Documents supplied, dates checked and any missing records

Care dates & service agreement

Describe the actual hours, not just an overnight service label.

1. Arrival, departure, key collection and pickup arrangements

2. Visit times / overnight presence / maximum agreed gaps

3. Named backup caregiver and delayed-return arrangements

4. Agreed charges, extras, cancellation terms and written agreement location

An ordinary day

Write the familiar sequence; distinguish preferences from essential instructions.

1. Morning waking, toilet break, breakfast and settling routine

2. Midday visits, rest, enrichment and toilet needs

3. Evening meal, walk, quiet activities and bedtime

4. What changes on weekends; priorities when timing shifts

Feeding: exact portions

Use the current owner / veterinarian-approved routine; no diet changes by the caregiver.

1. Exact food name, recipe, portion unit and amount for each meal

2. Meal times, bowl locations and how to measure a portion

3. Multi-dog separation, supervision and bowl collection

4. What to record if a meal is missed; who to contact for instructions

Food storage & approved extras

Record the existing product instructions; raw and cooked foods are separate.

1. Food storage, date labels and manufacturer handling instructions

2. Preparation steps already approved; utensils / cleaning supplies

3. Approved treats, quantities and items that must not be offered

4. Backup food supply location and owner contact if stock runs short

Allergies & sensitivities

Describe known information. Do not ask the sitter to diagnose or test a reaction.

1. Known allergies / sensitivities and source of this information

2. Foods, products or exposures to avoid; cross-contact precautions

3. Usual signs recorded by the owner and veterinarian instructions

4. Clinic / owner contact and written plan location if a concern occurs

Medication as prescribed

Copy the current prescription label and clinic instructions exactly. No dose advice is provided here.

1. Medication name, strength, prescribed amount, route and scheduled times

2. Start/end dates, storage and labelled packaging location

3. Demonstrated administration method and caregiver competence confirmed

4. Clinic directions for missed/vomited doses or concerns; call, do not guess

Medication administration record

Use one entry per administration; duplicate this page as needed.

1. Date / time / medication / prescribed amount actually given / initials

2. Date / time / medication / prescribed amount actually given / initials

3. Date / time / medication / prescribed amount actually given / initials

4. Missed / uncertain / declined dose, observations and clinic contact outcome

Health & comfort baseline

Describe normal patterns and veterinarian-directed restrictions, not a diagnosis.

1. Usual appetite, drinking, toileting and sleep patterns

2. Current conditions, recent changes and relevant records

3. Mobility aids, surfaces / stairs restrictions and handling needs

4. Changes the clinic says require contact; written instructions location

Temperament & communication

Use observable examples and humane handling. Share difficult history honestly.

1. Comfort with unfamiliar people, visitors, children and other animals

2. Body-language signals when relaxed, worried or needing distance

3. Handling preferences; touch, lifting, grooming and rest boundaries

4. Bite / guarding / escape history and agreed safety management

Triggers & settling plan

Describe prevention and familiar calming choices; do not introduce new training experiments.

1. Known triggers, distances / situations and early warning signals

2. How to avoid or manage exposure using the existing plan

3. Quiet space, familiar settling activities and rest preferences

4. What to do if the plan is not working; who to contact

Walks, harness & leash

Demonstrate equipment fit and use before departure.

1. Harness / collar / leash names, storage and fitting checks

2. Familiar route, walk length and current physical restrictions

3. Toilet cues, cleanup kit and building / gate procedures

4. Dog greetings, off-leash prohibition or explicit agreed permissions

Weather, yards & travel

Follow the dog-specific plan and local conditions; never assume a fence prevents escape.

1. Bad-weather alternative, indoor enrichment and owner instructions

2. Yard supervision, fence weaknesses and gate/latch checks

3. Approved transport only: restraint, vehicle and destination limits

4. Who to contact if weather, transport or equipment makes a visit unsafe

Rest, play & enrichment

Keep activities familiar and suited to this individual dog.

1. Sleeping location, bed / crate preferences and existing routine

2. Approved toys and games; items that need supervision

3. Rest periods and separation between dogs if needed

4. Activities not permitted; alternatives the dog already enjoys

Home access & privacy

Share sensitive details securely, not on an open noticeboard.

1. Key / code handoff method and authorised entry arrangements

2. Alarm instructions location, locks and departure checks

3. Rooms allowed / restricted; visitors and photography permissions

4. Lost-key, lockout or security problem: contact and agreed steps

Household practicalities

Include only what is needed for the agreed service.

1. Water, lighting, heating/cooling controls and safe settings

2. Cleaning kit, waste disposal and accident-cleanup instructions

3. Deliveries, household tasks and appliances not to use

4. Utility / property emergency contacts and supplies location

Other pets & separation

Never assume unfamiliar animals should share space.

1. Other animals: names, separate routines and assigned caregiver

2. Doors, barriers, separate feeding and resting arrangements

3. Interactions permitted / prohibited and supervision requirements

4. What to do if separation fails or an animal becomes distressed

Emergency contacts & route

Phone the clinic to confirm hours and directions before leaving.

1. Regular veterinarian: phone, address, hours and patient details

2. After-hours emergency clinic: phone, address and route

3. Local backup contact, transport arrangement and vehicle access

4. Owner contact order and action if the owner cannot be reached

Emergency consent & payment

A worksheet is not legal advice or a substitute for the clinic / provider consent process.

1. Clinic-required authorisation completed, date and document location

2. Who may consent to care; contact sequence agreed with clinic

3. Payment method arranged privately with clinic; no card numbers here

4. Spending preferences and urgent-care discussion confirmed with veterinarian

Illness, injury or escape plan

Record clinic/provider-approved steps; no home-treatment instructions.

1. Observed concern: who to call first and information to report

2. Safe transport / backup care arrangements and record location

3. Escape contacts, recent photo, registry details and agreed search steps

4. Incident documentation, owner updates and provider report requirements

Boarding-specific handover

Confirm the facility can follow the essential instructions before booking.

1. Named staff, overnight supervision and rest accommodation

2. Requested health records and confirmation the facility received them

3. Compatibility / group-play boundaries and individual-care alternatives

4. Labelled items accepted, storage, pickup hours and delayed pickup plan

Packing & supply inventory

Count items together at drop-off; avoid unapproved substitutions.

1. Food / treats supplied and expected days of coverage

2. Labelled medication, records and required handling equipment

3. Harness, leash, tags, carrier, bedding and approved toys

4. Quantity / condition at handover; items to return and replenishment contact

Meet-and-greet & rehearsal

Use the actual caregiver and familiar routine where possible.

1. Date, attendees and how the dog responded

2. Demonstrated feeding, leash fitting, access and medication tasks

3. Questions raised, instructions changed and tasks not yet agreed

4. Trial visit outcome and any reason to change the care arrangement

Before you leave

Review together. An unanswered essential question is a reason to pause.

1. Contacts called, records checked and owner availability confirmed

2. Supplies labelled, equipment checked and home secured

3. Caregiver read-back of essential limits and emergency instructions

4. Last-minute health / routine changes and final handover date

Daily care & update log

Record observations without guessing at medical meaning; duplicate for longer stays.

1. Date / meals / water / toilet breaks / medication record reference

2. Walks, rest, play and observable behaviour

3. Owner update sent / questions asked / agreed changes

4. Concern, clinic contact and follow-up agreed

Returning home & debrief

Collect records and belongings; keep the first evening familiar.

1. Pickup / return time, final care tasks and keys returned

2. Appetite, rest, toileting, medication record and any incidents

3. Items returned, fees settled and outstanding questions

4. Observations for owner / veterinarian and changes for next booking

Final notes & acknowledgement

Educational worksheet, not veterinary advice or a legal contract. Review whenever care changes.

1. Additional dog-specific instructions and attachments supplied

2. Owner and caregiver confirm essential instructions were reviewed: names / date

3. Unresolved questions and action required before care begins

4. Next review date; secure-copy location and privacy / deletion arrangements
