



# Service Dogs for Kids

## Allergy Information Packet



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# *Foothills Kiwanis Club of Boulder, CO*

P. O. Box 3323, Boulder, CO 80307-3323

## *Alert Service Dogs (ASD) for Kids Academy*



Foothills Kiwanis Club of Boulder thanks you for your interest in our ASD for Kids project. Attached is our Academy information packet. Please carefully review the attached material so that you will understand your responsibilities, should you be selected to receive a dog, as well as the criteria by which we select enrollees for our Academy.

Included is a "Procedure" description to acquaint you with the activities that must occur between the time an enrollment application is submitted and the completion of the training process. Depending upon the availability of suitable puppies, the duration of this period is approximately two years.

Finally, a copy of the "Enrollment Agreement" is included for your information. This agreement will be executed only when a puppy is available for adoption, but it is included in this packet so that you may understand the respective duties and responsibilities of our Club and your Family, summarized here:

- Club will provide a carefully selected puppy to the Family for training and future ownership.
- Club will conduct regular classes, which teach the Family how to train the dog and consult on problems.
- Club will provide basic "well care" veterinary costs and food for the dog.
- Club will provide a dog health- insurance policy to cover major events, as described in the attachments.
- Family will be responsible for all other costs related to raising the dog.
- Family will faithfully attend regular training classes and daily drill the dog to perfect required skills.
- Family will socialize the dog, as directed by the Club, by taking it with them most everywhere they go.
- Dog ownership will be transferred to the Family, upon passing final proficiency testing at about age two.

You should be aware that the demand for these dogs exceeds the number that we can provide and the number of families that we can effectively accommodate in the Academy. Recipient selection will be based upon the information contained in the application form and upon in-depth interviews with the subject child and his/her parents or guardians. Selection of the recipient for the next dog might not occur for up to 3 months. If an applicant is not selected, they may be placed on the candidate list for the next available dog. In any case, all applicants will be regularly notified of their status.

We eagerly look forward to the receipt of your Academy Application form. When completed it should be mailed to the address indicated on the form. Please feel free to contact me with any questions about this material.

*Linda*

Linda McMullen

**Alert Service Dogs for Kids** Project Manager

(303) 443-6408 [lbritton2149@gmail.com](mailto:lbritton2149@gmail.com)

For more information about our project, please visit our website at [www.AlertDogs4Kids.org](http://www.AlertDogs4Kids.org)

## **Academy Procedures**

### **Training Your Own Allergy Alert Service Dog**

The process of receiving and training a reliable, trustworthy, allergy alert service dog has many facets, including obedience training, public-access socialization, bonding, and scent-differentiation training. Our training guides you through these disciplines in an orderly fashion, assuring you a dog suitable for public access when it matures. The bonus is that dog will likely start to reliably alert to the presence of dangerous allergens long before it has mastered all of the other skills required for public access.

At the outset, we are a small Club, with a goal of graduating 8-10 dogs per year. That is coupled with the fact that we deal with a small breeder who focuses on quality vs. quantity resulting in only several suitable pups being available each year. Although every dog and every family's needs are different, the basic process is outlined below.

1. Applications for enrollment in our "Academy" are solicited periodically. These written applications are reviewed by our Project staff committee, which may involve telephone contact to answer questions and to clarify the family's situation. Three or four families are selected from this process for in-depth interviews in the family's home and interviews with references identified in the application.
2. After interviews are completed, Project staff will make a selection of one or two recipients from the next scheduled litter. Selection criteria include:
  - Severity of the child's condition.
  - Ability of the child to care for the dog.
  - Home location--proximity to Boulder, Colo. facilitates communications and interactions.
  - Home environment--a fenced yard is desirable, but not mandatory, with alternate control/exercise provisions.
  - Past experience with dogs—obedience-training experience is desirable.
  - Family dedication/commitment.
  - Potential interference from other pets in the home.
  - Parent's time availability for detailed, daily training exercises with their dog, as well as attending regularly scheduled training classes.
  - Work schedule ensuring dog is not left alone for more than 4 hours at a time or more than 12 hours per week.
  - Longevity of child's need.
  - The child's age--ages 6 to 12 years are preferred, but other factors above may allow selections outside that range.

Upon selection to the Academy, a parent or guardian must agree to the requirements established for participation (see "Enrollment Agreement" in this information packet). For liability-insurance reasons, one member of the family must become at least an Honorary Member (see membership details in "Academy Application Form" in this information packet) of the Foothills Kiwanis Club of Boulder, Colo. The Club is a breakfast club that meets at 7:00am every Monday morning. Honorary members are welcome and encouraged to attend meetings. They will be billed \$11.50 for breakfast for each meeting attended.

3. When the next litter of puppies is available (depending upon Mother Nature's timing, this could be up to 3 months after Academy selection), our Project staff will perform a series of temperament and intelligence tests on the entire litter to select the best pup for recipient's needs. This pup (at about 7 weeks of age) will be acquired by the Club

and will immediately go to live with the selected family. However, ownership of the dog resides with the Club for the two-year duration of training. The family will execute the Academy Enrollment Agreement, which provides the recipient an opportunity to pledge a contribution to the Academy upon the dog's graduation, if they wish to help perpetuate the project.

4. The family will be issued an ever expanding set of training lessons and be entitled to start attending our regularly scheduled training classes. These classes are usually held twice monthly in some public environment with plenty of distractions. The exact location for each class is selected based upon locations of current Academy members and Project staff, in order to minimize travel for attendance.
5. The training classes just introduce the parents and child to the 40+ commands and behaviors required for the alert function and for public-access certification. The parents and child are responsible for the regular training and drill of the dog to perfect these behaviors on a daily basis.
6. One of the first activities will be a visit to one of our veterinary sponsors for a physical examination and the first of a series of vaccinations. Our veterinary sponsors provide "well care" services (vaccinations, neutering, heartworm medication, etc.) at no cost to the family. Veterinary services beyond this "well care" are the responsibility of the family, but may be partially reimbursed by the Club through our dog health-insurance policy, which is summarized in this information packet.
7. A crucial aspect of reliable alert performance is ensuring a firm, and lasting, bond between the dog and the child. During introductory training, we will provide guidance and specific procedures to ensure that this bonding occurs.
8. During the first months, the family will be guided in procedures to properly socialize your dog so that he is comfortable in any environment that your child might ultimately encounter. This involves taking the dog with you essentially everywhere you go (grocery stores, doctor's offices, sporting events, meetings, etc.). A training vest and appropriate documentation will be provided for the dog, which allows public access per the requirements of the "Americans with Disabilities Act of 1990". During the training period before graduation, your child can take the dog in public only when accompanied by a parent/guardian.
9. When the dog is approximately 6 months old, we will begin work on sensitizing the dog to the odor of the offending allergen. This will evolve to a "Seek" command, whereby the child can command the dog to seek out and warn of any allergen in a new or unknown environment. For example, for an older child, the dog might be taught to "woof" or "paw" the child to alert them. For a younger child, the desired response might be to alert the parent. It should be noted that the dog may be reliably alerting in the home environment long before the dog can be certified for public access. Certification with the child alone occurs near the end of the two-year training program.
10. The second year involves perfecting both the obedience skills and the alert skills that were introduced earlier. Two new skills will be introduced at this time. The dog will be taught to find and retrieve the child's medication pouch should it be mislaid or lost. Finally, the dog will learn to bark loudly for help should the child find themselves distressed with no adults around. Also, specialized commands and skills, which may be required due to special family circumstances, can be introduced. It should be noted that the dog's skills may be highly developed before the dog graduates at age two. However, long experience has shown that dogs do not mature emotionally, or judgmentally, until they are about 2 years old. .
11. The program culminates with a graduation ceremony, where the child and dog are recognized as having successfully completed their training and education and are certified as a life-long team with all the rights and privileges accorded to special needs individuals. If the family elects to continue Kiwanis membership, they are welcome to continue attendance at our regular meetings and are encouraged to support the program in meeting its many needs.

# **Alert Service Dogs (ASD) for Kids Academy**

## **Enrollment Agreement**

This Academy Enrollment Agreement (the "Agreement") in the ASD for Kids Academy is made and entered into as of \_\_\_\_\_, by and between Foothills Kiwanis Club of Boulder, a Colorado nonprofit corporation ("Club") and the Family of the recipient and beneficiary \_\_\_\_\_, a minor ("Family").

A member of the Family must become a Kiwanis member in good standing and maintain that membership throughout the two year training course. Either Honorary or Regular membership status is acceptable.

The Club will purchase a puppy from our approved breeder at a cost of \$2,500 and assign it to the care of the Family for the two year duration of the training. During this period, ownership of the dog resides with the Club. The Club suggests that Families, who are able, make a contribution to the Club at the conclusion of training to offset the cost of the dog. This contribution will allow us to serve future families in need. Full ownership of the dog will be transferred to the Family at the completion of the two year training process. The family pledges to contribute \$\_\_\_\_\_ to the ASD for Kids project, over the course of, and/or following the completion of the two- year training process. This pledge is for our planning purposes only and is not legally binding.

The Club's Project staff will visit the Family's home and yard to check for possible dog safety issues and to provide the Family with tips regarding "dog proofing" the home.

The Family agrees to "crate train" the dog using methods prescribed by the Club. The dog must be taught to relieve itself on command, when on a leash.

If a fenced exercise area is not available for the dog, the Family agrees to provide necessary exercise by walking/running the dog or by playing with it on a long leash.

The Family agrees that the dog shall always be on-leash when out of a fenced area or out of the Family's home.

The Family agrees to never leave the dog alone in a car for any length of time.

The Family agrees to never tie up the dog unless there is continuous adult monitoring of the dog.

The Family's life and work style must be such that the dog will not be left alone for more than 4 hours at any one time, or more than 12 hours per week, except in emergencies. Furthermore, life style must be such that after the dog is about 6 months old, it can accompany a Family member to work, errands, meetings, etc.

The Family will conform to a rigid schedule of veterinary services, including physical exams, vaccinations, and neutering procedures. These routine services shall be provided, at no cost, by All Pets Veterinary Clinic in Boulder, or other veterinary clinics specified by the Club. Other veterinary costs will be borne by the Family. However, subject to approval by the Club's insurance administrator, partial re-imbusement of other costs may be provided by the Club.

The Family agrees to follow the veterinarian's feeding schedule and maintain the dog's weight within limits set by the veterinarian. The dog shall never be fed human food or table scraps.

For the dog's safety, it shall always be in a kennel or on the floor of the car when traveling.

The Club currently has an agreement with Hill's Dog food company (Science Diet) to provide food for the dog. The food will be available at All Pets Animal Clinic in South Boulder unless the family makes other arrangements with Hills. In addition, food may be brought by the Project Trainer to the training classes upon request.

The Club will make every effort to renew this dog-food agreement each year. However, if that fails, the Family will be responsible for providing dog food that is approved by the All Pets Veterinary Clinic.

The Club will provide training vests for the dog, which will display patches recognizing sponsors of the Club's ASD project. This vest shall be worn by the dog at all times when the dog is outside the Family's home or their enclosed yard. Other training supplies, such as leashes, kennels, toys, etc. will be the responsibility of the Family. However, since the dog is owned by the Club during the training period, such expenses may be considered as donations to a 501c3 charitable organization, and be tax deductible. You should consult your tax advisor about specific donations.

The Family agrees to faithfully attend regularly scheduled training classes conducted by the Club's Project staff, (usually twice monthly.) An 80% attendance record will be required for the dog to be considered to have completed the training course. At these training classes, the Family will learn the necessary obedience commands and training techniques unique to the project. The location of the training classes will be established to be as centrally located among project participants, as is possible.

The Family will be responsible for "socializing" the dog to prepare it for public access. This involves taking the dog with them almost anywhere they go (grocery stores, doctor's offices, sporting events, meetings, etc.). During the training phase, the child can handle the dog, in public, only when accompanied by an adult. Per the "Americans with Disabilities Act of 1990", properly identified service dogs, and service dogs in training, are permitted in any public establishment.

The Family agrees to conditions specified by the Club to ensure proper bonding between the dog and the beneficiary child. These conditions include:

- The dog must sleep in the child's bedroom.
- The dog must be fed by the child and must learn, at an early age, to wait until the child gives the command to eat.
- Ideally, the child should introduce new commands to the dog. If the child is too young for that responsibility, an adult may introduce the command, but the child must then learn to issue the command and practice it with the dog.

The Family will be responsible for daily, at-home, training of the dog to perfect skills learned at the training classes. The training will emphasize positive reward techniques, and no physical force will be permitted.

Evidence of abuse or neglect of the dog or evidence of inadequate training is grounds for terminating this Agreement.

The dog shall not be placed in a boarding kennel, except for short-term emergencies. The Family is encouraged to take the dog along for any domestic travel, as it is part of their socialization experiences. If that is not possible, another Academy member or Project staff will take over dog-sitting duties.

The Family agrees to submit a formal written report on the dog's progress and status each month. These reports can be submitted prior to or at one of the training classes.

The Family understands that the Club will provide instruction and training guidelines to the Family, but that the actual training of the dog is the responsibility of the Family.



# **Alert Service Dogs for Kids (ASD) Academy**

## **Dog Health Insurance**

### **1.0 Objective**

The Foothills Kiwanis Club of Boulder recognizes the contributions that our ASD for Kids Academy (hereafter the Academy) participants make to our goal of providing alert service dogs to deserving community children. The Club also recognizes that there are risks of incurring excessive veterinary expenses in the course of raising a dog, and wishes to offset those risks, as much as possible. Therefore, the Club has established a fund and an associated self-insurance program, as described below. All benefits to Academy participants, outlined below, are subject to the availability of funds in the Club's ASD for Kids project account.

### **2.0 Eligible Participants**

This insurance coverage is for Academy members (Families) who are raising and training a dog for a child in need of an alert service dog. The following conditions must be met to be eligible for this insurance coverage:

- The parent or guardian of the recipient child must execute our Academy Enrollment Agreement.
- One member of the Family must become a member of the Foothills Kiwanis Club of Boulder.
- One member of the Family must attend regularly scheduled training classes (usually twice monthly) conducted by the Academy, as specified in the Enrollment Agreement.
- The age of the assigned dog must be between 7 weeks and 26 months, or until graduation, whichever comes first.
- All conditions of the Enrollment Agreement must be met.

### **3.0 Coverage**

#### 3.1 Insurance periods.

Two insurance periods are defined. The first begins on the date the Family takes possession of the puppy and ends on the date that the dog becomes 1 year old. The second period begins when the dog is 1 year old until it is 26 months old, or until graduation, whichever comes first. The date that an illness or injury is diagnosed by a licensed veterinarian shall determine which period the claim shall be filed in.

#### 3.2 Coverage Extension

##### 3.2.1 First period coverage

If a licensed veterinarian specifies that treatment for an illness or injury must continue past the end of the first period, then costs incurred for that illness or injury for up to two months past the end of the first period can be applied to the first period. Costs beyond two months will be considered to have been incurred in period two.

##### 3.2.2 Second Period coverage

If a licensed veterinarian specifies that treatment for an illness or injury must continue past the end of the second period, then costs incurred for that illness or injury for up to two months past the end of the second period can be applied to the second period. Costs beyond two months will not be covered.

### 3.3 Deductible Value

The Family shall be responsible for all costs up to \$500 for each period. Deductibles are not carried over from period one to period two.

### 3.4 Co-Pay Requirement

After the period deductible has been satisfied, the Family shall be responsible for the first 10% of any claim and will be reimbursed for 90% of the claim.

### 3.5 Maximum Coverage.

The maximum amount that the Club will reimburse a Family during any one period, or for any one illness/injury, is \$4,000.

## **4.0 Procedure.**

### 4.1 Satisfying the Deductible

The Family shall maintain records and receipts on all covered expenses. When the deductible value is met, or exceeded, they shall submit a claim for the full amount. The administrator will reimburse the participant for 90% of the excess over the deductible amount, within 30 days.

### 4.2 Claims after the deductible is met.

The Family shall accumulate new claims that are incurred after the deductible has been satisfied. When the amount of these claims meets, or exceeds \$250, they shall submit them as a batch. After review, the administrator will reimburse the Family 90% of all allowable claims. This process shall be repeated, as necessary, until the end of the period.

### 4.3 End of a period, or program termination claims.

With the exceptions covered in Section 3.2, insurance coverage for a period terminates at the end of each period, or if a Family presents written notice that they are terminating their relationship with the project, or if the Club gives written notice, for cause, that the Family no longer qualifies for participation.

For any of these events, the Family has 10 days to submit valid claims, which will be reviewed by the administrator. After review, the administrator will reimburse the Family 90% of all allowable claims which exceed the period deductible amount.

## **5.0 Allowable Expenses**

Claims are limited to injuries and illnesses that are diagnosed and treated by a licensed veterinarian.

Medications prescribed to treat the above injuries and illnesses can be claimed.

Medications, vitamins, and special foods that may be recommended by the veterinarians cannot be claimed.

Injuries caused by unreasonable neglect or abuse of the dog by any member of the participant's Family cannot be claimed.

Services performed at an animal clinic or hospital that is not directly related to a diagnosed injury or illness shall not be covered. Cosmetic procedures such as nail trimming, grooming, bathing, etc. are excluded.

Cost incurred from injuries or illnesses that resulted from a violation of the terms of the “Academy Enrollment” agreement cannot be submitted.

#### **6.0 Resolution of Disputes.**

In the event that the Family disagrees with the decision of the insurance administrator, the final resolution shall be made by a simple majority vote of the Board of Directors of the Foothills Kiwanis Club of Boulder at a regular meeting having a quorum of members in attendance. Both the insurance administrator and the Family shall present their arguments in writing to all Board members 10 days before the next scheduled Board meeting.

The decision of the Board shall be final.



5. Name all children or other residents of household

_____	_____	_____
Name	Relationship	Age
_____	_____	_____
Name	Relationship	Age
_____	_____	_____
Name	Relationship	Age
_____	_____	_____
Name	Relationship	Age

6. Type & breed of pets residing at household.      Ages of pets      If dogs, formal obedience trained? (Y,N)

Type (Dog, Cat, etc)      Breed      Age

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

7. Residence:

\_\_\_ Single Family home      \_\_\_ Own      \_\_\_ Rent  
\_\_\_ Condo/Town home      \_\_\_ Own      \_\_\_ Rent  
\_\_\_ Other Please describe \_\_\_\_\_

8. Will the home and work environment be such that the puppy will never be left home alone for more than 4 consecutive hours or more than a total of 20 hours per week?    \_\_\_ Yes    \_\_\_ No

9. How will dog be exercised and where will it relieve itself?

\_\_\_ Fenced Yard  
\_\_\_ Other - Please Describe \_\_\_\_\_  
\_\_\_\_\_

10. Dog ownership experience of parent/guardian attending Academy training classes .

\_\_\_ Currently own a dog  
\_\_\_ Have owned and cared for \_\_\_ dogs in the past  
\_\_\_ Have attended obedience classes with a dog

11. By submitting this application, the undersigned agrees that Foothills Kiwanis Club of Boulder may contact the following individuals. Further, the undersigned agrees to process information release forms, as necessary, to allow us to discuss this case with the following individuals:

_____	_____	_____
School nurse name	School name	Phone
_____	_____	_____
Child's Physician name	Physician's Facility	Phone
_____	_____	_____
Other individual(s) familiar with the child's condition (optional)		Phone

12. If the selection committee wishes, will you allow committee members to visit your home and to interview the child, all parents/guardians, and other individuals residing at your home?

\_\_\_\_\_ Yes \_\_\_\_\_ No

13. Do you live within 30 miles of Boulder, CO and/or are willing to attend twice monthly classes in the Boulder/Denver area and to visit the Project Trainer in Boulder when direct consultations are required?

\_\_\_\_\_ Yes \_\_\_\_\_ No

14. If selected to enroll in our Academy, one adult member of the Family must join the Foothills Kiwanis Club of Boulder. There are two membership levels available. The Regular membership dues are about \$57.00 per month, which gives the member full rights and privileges, and includes breakfast at all regular meetings and liability insurance covering the dog. There is also an Honorary membership with no dues, which entitles the member to attend any or all meetings, but the member will be charged \$11.50 for the breakfast meal. The liability insurance for the dog is included, but an Honorary member cannot vote or hold office. Please indicate your preference.

Regular membership \_\_\_\_\_

Honorary membership \_\_\_\_\_

15. How did you learn about us?

\_\_\_\_\_ ASD brochures

\_\_\_\_\_ Foothills Kiwanis Club website

\_\_\_\_\_ Project website—[www.AlertDogs4Kids.org](http://www.AlertDogs4Kids.org)

\_\_\_\_\_ Member of ASD Academy

\_\_\_\_\_ Media information

\_\_\_\_\_ Other – Please Indicate \_\_\_\_\_

16. The principle contact regarding this application is:

\_\_\_\_\_

Name (Please print)

Signature

Date

\_\_\_\_\_

Address

City

State

Zip

\_\_\_\_\_

Phone

Email

Submit this application to:

Foothills Kiwanis Club of Boulder, CO

Attn: Linda McMullen

182 Anemone Dr.

Boulder, CO 80302

Questions – please send email to [lbritton2149@gmail.com](mailto:lbritton2149@gmail.com) or phone 303-443-6408

For additional information, visit our website at [www.AlertDogs4Kids.org](http://www.AlertDogs4Kids.org)