

Procedures for Power Paws for Kids

A. Safety Precautions:

1. **Two foot rule:** Dogs must be kept at least two feet from other dogs and animals at all times if at all possible while representing Power Paws for Kids on a visit or event or group photos with dogs.
2. **Your dog is your first priority:** While participating on an official Power Paws for Kids visit, handlers must have their attention on their dog for the safety and welfare of their therapy dog as well as those whom they visit. Do not become so comfortable that you become careless. Excuse yourself and your dog from any situation you do not believe will be a positive experience for all involved. Never put yourself or your dog in a questionable or threatening situation

B. Visits:

1. **Starting a visit:** The visit or event begins as soon as you reach the facility property, including the parking lot. The visit does not end until you leave the facility property, including the parking lot.
2. **Items required on visits:** Handlers must carry a current membership ID badge, or have on official Power Paws for Kids wear (T-shirt, sweat shirt, etc.) or dogs must wear the official bandana when representing Power Paws for Kids on visits or events. Members must have written proof of their dog's vaccinations readily available upon request.
3. **Control of Animal:** Members stay with their animal and remain in control of the situation with the leash in their hand and their dog within arm's reach. In infrequent instances, another Power Paws for Kids member may hold the leash of another member's dog for bringing in supplies, removing coats, etc. Members will never tie animals to people, equipment or furniture while visiting.
4. **Behavior of dogs:** Dogs must remain under control at all times. Any inappropriate behaviors must be quickly and quietly corrected: barks should be quieted; and jumping/pawing dogs should be quickly moved away while apologizing and checking to see if the person is OK. If not quickly corrected, the team must leave the property.
5. **Frequency of visits:** Power Paws for Kids requires a minimum of 2 visits per year per dog. The two visits can be spaced at any interval. If a team fails to make these two visits in one year, they must be observed at least one time by a mentor. The mentor will make a decision whether or not the member will need to be re-evaluated.
6. **Walking the dog in a facility:** Dogs may not precede handlers down halls, around corners, at doorways or at stairways. Stand back while waiting for an elevator door to open. When the door opens, wait to assure safe exit of passengers. If the elevator is occupied, the handler must ask permission to enter with the dog. Standard CGC meet and greet processes should be observed at all events.
7. **Registered dog/handler developing permanent disabilities and/or stress:** The member/handler must notify a Power Paws for Kids board officer if the dog/handler has developed any permanent

disability since the initial testing, or shows signs of physical and/or mental distress during visits. The handler/dog team will need to be mentored with one observation before continuing any visits.

8. **Taking pictures at events:** The chairperson must ask permission of the parent or guardian of the child/children and get a permission slip signed before taking pictures at events.
9. **When a member signs up for a Program:** It is the responsibility of that member to attend or notify the Chairperson, prior to the Program, that they will or will not be attending.
10. **If a member signs up for an Event:** It is the responsibility of that member to attend or remove their name from the email sign-up sheet, prior to the event.
11. **Attendance at Events** must be taken by a member appointed prior to the event.
12. **Dress Code:** EVERY Program & Event the owner must wear one or both of the following and dogs must wear bandanas. A shirt and/or a badge.

C. **Nursing Homes:**

1. **Meeting at the Facility:** New members should arrive at the facility 10 minutes before the scheduled time for a CGC meet and greet before entering the facility.
2. **Ask before entering:** Always ask before bringing your dog up to a person for visiting. If you are entering a room, make sure everyone in the room wishes to have the dog visit. If one person does **not** want a visit, ask that person if it is OK to visit with others in the room. If not, do not enter the room.
 - a. No more than 2 teams per room with the exception of the physical therapy room, dining room or activity room.
3. **Do not give food, water, or assistance to a patient or resident, even if asked.** Notify a staff member if help is needed.
4. **Read and obey all warning signs on room doors,** such as “STOP. SEE THE NURSE BEFORE ENTERING.” and/or if you see an isolation cart by the resident’s room. Handlers must stay alert to their surroundings at all times. If any facility rules conflict directly with Power Paws for Kids, please contact the Power Paws for Kids chairperson or a Power Paws for Kids officer.
5. **Dogs on furniture:** The Power Paws for Kids member/handler must know and strictly adhere to the facility policy concerning dogs on any furniture. This is for all furniture, including, but not limited to, chairs, couches, wheelchairs, beds or physical therapy beds/pads.
 - a. If the facility policy allows, and permission from the patient/guardian is given, Power Paws for Kids allows dogs weighing approximately 15 pounds or less to be placed in laps and dogs weighing approximately 50 pounds or less to be placed onto occupied beds. Dogs weighing more than 50 pounds may never be placed onto occupied beds.

- b. When space allows, dogs of any size may be lifted and safely placed by the handler onto occupied furniture such as a couch or love seat.
- c. Therapy dogs are not allowed on any occupied bed, chair or wheelchair unless that practice is allowed by the facility and the resident/patient has given permission. Only with this permission may the handler lift the dog on to and remove it from the occupied bed, chair or locked wheelchair without injury to the resident/patient.
- d. Teams should use clean linens on the patient's/resident's lap or bed, provided by the facility.
- e. The handler must control the dog's head while in this position.
- f. For safety reasons, Power Paws for Kids will allow only one dog at a time on any occupied furniture as described above.
- g. Be cautious around patients who might have existing or recent injuries or surgery with regard to placement of the dog so as to not cause an injury with the dog's feet or body weight. Always ask if the person has a sore spot or if there is an area which you should avoid when placing the dog.
- h. Remember to watch for tubes, lines, and other medical equipment.
- i. Discourage your dog from licking the residents. This is for your dog's protection as well as the resident.
- j. If an incident occurs, report it immediately to the facility, chairperson and the POWER PAWS FOR KIDS Board.

D. Libraries or Schools for reading:

- 1. Meeting at the Facility: The first members to arrive should sit furthest from the entrance of the room or area so that the dogs that arrive later will not have to walk past them. Members should be spread out around the meeting area so that there is enough room for children and parents to sit by the dogs.
- 2. General Procedures and Safety Precautions should be followed.
- 3. Giving treats during visits is at the owner's discretion
- 4. Chairperson's responsibilities:
 - a. Email or call teams that have signed up to make sure there are enough teams for event
 - b. arrange for sub if necessary
 - c. Take attendance of members – for year-end certificates
 - d. Politely enforce procedures and rules during visits. If necessary notify board member if there is an incident
 - e. If not enough teams can be present, cancel the event and notify the facility*
 - f. Make sure prize bin is stocked and left at facility*
 (* may not apply to all programs)

E. Eagle Park:

1. No taking pictures at this program at all.
2. This program is to teach kids to train a dog using Rally, Obedience and minor Agility exercises
3. Owners should attempt to hold the leash at all times except when performing the tunnel exercise or the come when called exercise.
4. Teacher needs to have control of the class and enforce the rules and procedures
5. It is up to the dog owner's discretion when to pull dogs back when safety is an issue
6. If one additional person wants to walk the dog, the handler may use two leashes or a two-loop leash with the student holding the shorter leash or loop so that control of the dog is always maintained by the handler.

F. Crown Point High School

1. No taking pictures at this program at all.
2. This program is to teach kids to train a dog using Obedience.
3. Owners should attempt to hold the leash at all times except when performing the tunnel exercise or the come when called exercise.
4. Chairperson needs to have control of the class and enforce the rules and procedures
5. It is up to the dog owner's discretion when to pull dogs back when safety is an issue

G. Special Permission:

1. Handlers with 2 dogs must have passed an evaluation with each dog individually and both dogs together to participate in special events.
2. Special permission might be granted for the following:
 - a. Handlers with service dogs
 - b. One handler handling more than one dog during a public relations event such as a parade (maximum of two dogs through special permission approval)
 - c. Two or more dogs participating in a trick, demonstration or presentation
 - d. Special equipment or devices, such as carts and dog carriers, etc.

H. Grievances:

1. A Grievance Committee will be formed. If a grievance has been filed or an incident has occurred, the following steps will be observed.
 - a. All teams involved in the incident will stop visiting immediately.

- b. The Grievance Committee will set up a meeting of all parties within one week if possible.
- c. Witnesses and all parties involved will be required to write up an incident report as soon as possible and submit it to the Grievance Committee members.

In Conclusion:

Power Paws for Kids reserves the right to deny, revoke or not renew membership. At the discretion of the Power Paws for Kids Board of Directors, a handler/dog team will be asked to temporarily or permanently refrain from further visits under the name of Power Paws for Kids if they fail to comply strictly with these Rules and Regulations as provided by Article II Section 3 of the Power Paws for Kids By-Laws. Should this action be necessary, the handler will be requested to return the official bandana and membership card to one of the Power Paws for Kids officers.

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