

Facility Dog & Therapy Dog

Program Handbook



Capital Area Intermediate Unit 15 Facility and Therapy Dog Program

Administrative Practices and Procedures

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Background Information

Facility dogs and therapy dogs are certified dogs that are specifically selected and trained to provide support to individuals within a particular environment, like a school setting. They are very calm and well-behaved, so they do not upset or make uncomfortable the students and staff they are there to serve. These dogs rely on their training and instincts to provide comfort and support to individuals, which has socio-emotional, cognitive, and physical benefits for their human counterparts.

Although the terms facility and therapy dog are often used interchangeably, there are some differences in the training requirements, certification process, and skillset of each. Therapy dogs are trained, evaluated, certified, and registered to work with a handler to provide emotional support, comfort, therapeutic benefits, emotional wellbeing, and companionship to students in educational settings. Therapy dogs are owned by the primary handler and provide services to students and staff in the setting where the primary handler works.

While similar, facility dogs have a higher level of expertise and training and have public access to provide services to students at any location within their designated facility. Facility dogs have been trained, evaluated, certified, and registered by an accredited service dog organization to work with a handler to perform specific commands and goal directed tasks as well as provide emotional support, therapeutic benefits, emotional well-being, and companionship to students. Facility dogs are owned by the facility and reside with the primary handler.

Facility dogs and therapy dogs have a positive impact on students struggling with mental health challenges. The National Institute of Mental Health (2021) reports 50% of adolescents have already experienced some type of mental health challenge within their lifetime, with 22% having severe impairment. When used in tandem with other types of treatments, facility/therapy dogs have been shown to provide great support to children diagnosed with Attention Deficit Hyperactivity Disorder (ADHD), Autism Spectrum Disorder (ASD), behavioral disorders, Post Traumatic Stress Disorder (PTSD), depression, and anxiety.

Facility and therapy dogs can also assist in creating a therapeutic alliance between the student and mental health professional. Because the focus of sessions is shared with the animal, the student is less self-conscious, and more comfortable being open with the clinician. This provides a greater opportunity for practice-based interventions.

Facility and therapy dogs also provide tier one interventions to all students by increasing students' overall well-being and motivation for learning which improves student outcomes. Research shows that facility and therapy dog programs can increase school attendance, improve student self-confidence/self-esteem, increase problem-solving abilities (by practicing giving commands to the dog), increase attentiveness and engagement, decrease anxiety and stress-provoking behaviors, increase communication skills, help to develop a sense of trust by students, and reduce feelings of isolation and loneliness. Additionally, when a facility/therapy dog is present in the school setting, students are much more accepting of the differences in others and

are less judgmental of their peers which can help to support a culture of empathy and belonging within the CAIU at the student level.

Facility dogs and therapy dogs support the academic success of students in many ways. One way dogs improve academic outcomes for students is through dog assisted reading programs. These programs use dogs as a tool to encourage reading in youth by providing a stress-free, non-judgmental learning environment. These programs promote relaxation and happiness and create a more positive attitude towards reading. They also increase accuracy, fluency, and comprehension. In fact, a 2019 University of California Study found that students attending a canine reading program increased their reading fluency by 12-30%.

Finally, the presence of a facility dog or therapy dog has positive impacts on the overall mood and culture of the environment. The mere act of petting a dog produces an automatic relaxation response, increasing levels of the stress-reducing hormone serotonin and decreasing the production of the stress hormone cortisol. Stress is a well-known contributor to physical and mental health problems for children and adults alike and it can contribute to multiple short and long-term physical and mental health problems.

Research has also demonstrated that facility dogs and therapy dogs can help employees feel more resilient at dealing with stress and can lessen their reactions to stressful situations. According to Wrike's United States stress statistics from 2019, 94% of American workers report experiencing stress at their workplace. Approximately 23% of them described their stress levels as high, while 6% said their levels of stress were unreasonably high. Since the onset of the Covid 19 Pandemic, stress levels have increased, at times dramatically, across all populations. Studies have shown that those in the workplace who suffer from stress, anxiety, depression, and other mental health concerns, demonstrate a reduction in productivity and performance in the workplace which can determine success or failure on the job. This is particularly concerning for our educators, as Pennsylvania is currently in a teacher shortage crisis with 70% less certified teachers than a decade ago. It is imperative that we find tools now that can positively impact our students and staff alike, and facility dogs and therapy dogs are one intervention that can provide that support.

Goals of the CAIU Facility and Therapy Dog Program

1. Increase empathy and compassion within educational settings
2. Increase social-emotional competence in students and adults
3. Support a culture of belonging across the CAIU for students and staff
4. Create an enriching environment that promotes academic and behavioral success
5. Assist in breaking down barriers in establishing rapport between students and therapeutic staff, teachers, administrators, and support staff
6. Create positive feelings between staff and students in a judgment free environment

Definitions, Roles, and Responsibilities

Facility Dog - Facility dogs have been trained, evaluated, certified, and registered by an accredited service dog organization to work with a handler to perform specific commands and goal directed tasks as well as provide emotional support, therapeutic benefits, emotional well-being, and companionship. The purpose of a facility dog is to provide services to all students; they are not assigned to a specific student and services cannot be written into an Individualized Education Plan (IEP). Facility dogs have passed the Public Access Test (PAT) and have public access at all CAIU site locations.

Therapy Dog - Therapy dogs have been trained, evaluated, certified, and registered to work with a handler to provide emotional support, comfort, therapeutic benefits, emotional wellbeing, and companionship to students in educational settings. Therapy dogs must hold a nationally recognized therapy dog certification. The purpose of a therapy dog is to provide services to all students; they are not assigned to a specific student and services cannot be written into an IEP. Therapy dogs are owned by the primary handler and provide services to students and staff in the setting where the primary handler works.

Primary Handler – A primary handler is a CAIU employee who has been trained, evaluated, and certified to work with a particular facility or therapy dog by the organization(s) identified and approved by the CAIU. The dog handler supervises the facility or therapy dog at all times and assumes full responsibility for the care, custody, and control of the dog. The primary handler is the individual with whom the dog lives and they are responsible to oversee the dog's care, behavior, and assessment of ability to interact with students, employees, and others.

Secondary Handler – A secondary handler is a CAIU employee who has been trained, evaluated, and certified to work with a particular facility or therapy dog by the organization(s) identified and approved by the CAIU. The secondary handler supervises the facility or therapy dog at all times and assumes full responsibility for the care, custody, and control of the dog in the absence of the primary handler. Applications for secondary handlers who are not employees of the CAIU will be considered on a case by case basis.

Caretaker – A caretaker is any individual identified by the primary handler to care for a facility dog or therapy dog in the absence of a primary or secondary handler (vacation, illness, travel). Caretakers are not handlers and therefore are not permitted to bring the facility dog or therapy dog onto CAIU site locations or any other public location where dogs are not permitted.

Canine Committee – The Canine Committee is responsible for overseeing all regulations laid out in the CAIU Facility Dog and Therapy Dog Policy and Program Handbook. The Canine Committee reviews all handler applications and handler

agreements for approval. Additionally, they collect, review, verify, and maintain documentation for all dogs and handlers in the program. The Canine Committee can assist handlers, program supervisors, site administrators, and the Director of Student Services with questions and concerns regarding the policy and program handbook. The Canine Committee is comprised of current dog handlers and CAIU staff members and administrators who have knowledge and expertise about the use of facility and therapy dogs.

Site Administrator – The site administrator is responsible for the CAIU site location and provides site permission for facility dogs and therapy dogs to work. The site administrator is also responsible for communicating with handlers, program supervisors, and Director of Student Services any concerns that arise on site with the dog and/or handlers.

Program Supervisor – The program supervisor is responsible for determining if the CAIU employee is eligible to apply to become a primary or secondary handler. The supervisor is also responsible for communicating with the site location(s) and Canine Committee regarding any issues or concerns with the CAIU handler and/or dog. For facility dogs, the program supervisor is responsible for working with the CAIU employee to develop a financial plan to cover the cost and expenses of the Facility Dog. Once the Facility Dog is approved by the CC, the program supervisor is in charge of allocating the necessary funds for the purchase of the dog and ongoing expenses as outlined in the Handler Agreement.

Director of Student Services – The Director of Student Services is responsible for the oversight of the policy, program, CC, and program supervisors as outlined in the CAIU Facility Dog and Therapy Dog Policy and Handbook. The Director of Student Services has final approval on all handler applications and handler agreements. They have the authority to deny or rescind approval for handler applications and handler agreements as well as remove dogs and handlers from site locations.

Facility dogs and therapy dogs are not “service animals” as defined under the ADA, and therefore approval of the use of a facility or therapy dog on CAIU property is entirely within the discretion of the CAIU Administration and not considered a required reasonable accommodation under the ADA.

CAIU Facility and Therapy Dog Program Overview

	Facility Dog	Therapy Dog
Dog Training	<ul style="list-style-type: none"> Accredited service dog organization 	<ul style="list-style-type: none"> Nationally recognized therapy dog certification
Handler Training	<ul style="list-style-type: none"> Trained and evaluated by service dog organization 	<ul style="list-style-type: none"> Trained and/or evaluated by nationally recognized therapy dog organization
Allowable Services	<ul style="list-style-type: none"> Perform specific commands Goal directed tasks Emotional support Therapeutic benefits Emotional well-being Companionship 	<ul style="list-style-type: none"> Emotional support Therapeutic benefits Emotional well-being Companionship
Number of Required Handlers	<ul style="list-style-type: none"> 1 primary handler 2 secondary handlers 	<ul style="list-style-type: none"> 1 primary handler 1 secondary handler
Dog Ownership	<ul style="list-style-type: none"> CAIU program 	<ul style="list-style-type: none"> CAIU Employee (Primary Handler)
Financial Responsibility	<ul style="list-style-type: none"> Shared between CAIU program and primary handler 	<ul style="list-style-type: none"> CAIU Employee (Primary Handler)
Site Location	<ul style="list-style-type: none"> Primary handler's work location Permitted in <i>all</i> CAIU locations 	<ul style="list-style-type: none"> Primary handler's work location(s)
Accessibility	<ul style="list-style-type: none"> Time with facility dog and handler may be purchased by any other CAIU program 	<ul style="list-style-type: none"> Dog only permitted to work in the approved site location(s) of the primary handler
Ongoing Dog Training Requirements	<ul style="list-style-type: none"> Yearly Public Access Test (PAT) by service dog organization Ongoing training and consultation with service dog organization 	<ul style="list-style-type: none"> Yearly certification renewal with Alliance of Therapy Dogs Ongoing training and consultation with Alliance of Therapy Dogs or another approved national therapy dog training organization

CAIU Facility Dog Program

Facility dogs are owned by the CAIU and placed in the care and custody of a primary handler. The facility dog works mainly in the location of the primary handler but has the ability to visit and work in programs across the CAIU organization.

Facility Dog Requirements

Training

Facility dogs are trained by service dog organizations to provide therapeutic support and specific interventions to students. Facility dogs go through intensive training during the first two years of their lives and continue to be monitored by the training organization over the course of their working life. Puppies in training with service dog organizations meet the requirements for public access and as such, the CAIU accepts their presence in educational settings.

CAIU Approved Facility Dog Training Organizations

- Susquehanna Service Dogs
- Phoenix Assistance Dogs
- United Disability Services

Facility Dog Certification/Public Access

Facility dogs are trained, evaluated, certified, and registered by service dog organizations and are required to pass the Public Access Test (PAT) on a yearly basis to maintain their certification. The yearly PAT is provided by the service dog training organization. Although facility dogs complete public access testing, they have more limitations to their public access than traditional service dogs. The CAIU facility dogs do not have access to all public locations, instead they have public access to all CAIU site locations. This does include off site trips for CAIU students and staff with prior approval from the off-site location and program supervisor.

Living Accommodations

Facility dogs live with the primary handler. Secondary handlers will be trained as a backup to the primary handler to care for the dog during vacations, days off, and/or emergency situations.

Facility Dog Ownership and Care

Facility dogs are owned by the CAIU and placed in the care of the primary handler. The primary handler is responsible for the daily care and custody of the facility dog.

Financial Responsibility for Facility Dogs

	CAIU Program	Primary Handler (CAIU Employee)
Cost of dog	100%	0%
Liability insurance	100%	0%
Veterinary Care	100%	0%
Vaccinations & Routine Medication	100%	0%
Food	50%	50%
Grooming	50%	50%
Initial training supplies	50%	50%
Ongoing training & supplies/treats	50%	50%

Dog Ownership

Facility dogs are purchased 100% by a CAIU program and placed in the care of a trained and certified primary handler. If the primary handler leaves their employment with the CAIU and the facility dog is not able to remain working with a secondary handler, the dog would remain in the possession of the primary handler and the cost of the dog/training will be amortized over 5 years. The primary handler will be responsible for reimbursing the CAIU for the amortized cost over the 5-year period. After a period of 5 years, no reimbursement would be expected for the primary handler to assume full ownership of the facility dog.

Liability Insurance

Liability insurance for the facility dog is paid for 100% by the CAIU's existing insurance policy with no rate increase or additional coverage needed. The primary handler will need to request proof of insurance from the CAIU business office to maintain in their documentation. Staff holding professional licenses may also wish to seek professional liability insurance. Proof of insurance will need to be maintained by the primary handler and shared with the Canine Committee.

Damages

The CAIU supports the use of facility dogs in schools and shares the responsibility for incidents that may occur as a result of student or staff behavior. The handler is responsible for following all guidelines and procedures outlined by their respective training organization at all times. The handler is also responsible for educating staff and students on how to safely interact with the facility dog.

The facility dog is not insurable and no benefit will be paid if the dog dies as a result of an incident. After three incident reports, the Director of Student Services has the authority to remove the facility dog from the site location and/or place the facility dog with a new primary handler, if deemed appropriate.

Veterinary Care

Veterinary care required for the facility dog during the dog's working life will be paid for 100% by the CAIU program. All veterinary information and appointment summaries need to be maintained by the primary handler and shared with the Canine Committee. The primary handler has the authority to make routine and emergency health and medical decisions in the best interest of the facility dog in consultation with the veterinarian. However, if the treatment needed by the facility dog is outside of the scope of routine medical and emergency care, the primary handler must consult with the program supervisor and Canine Committee.

Vaccinations and Routine Medication

Facility dogs are required to have certain preventative vaccinations and medications on a routine basis. Any routine medications or vaccinations required by the facility dog (core vaccinations, rabies, flea/tick, heartworm, etc.) will be paid for 100% by the CAIU program. Primary handlers are responsible for scheduling vaccinations and administering routine medications.

Food

Facility dogs are required to maintain a healthy weight and exercise routine in order to maintain and extend the working life of the dog. CAIU programs will pay for 50% of the cost of food for the facility dog, while primary handlers are responsible for the other 50% of food costs.

Grooming

The primary handler shall take proper hygienic measures to ensure the cleanliness of the facility dog in order to minimize any dander or residual hair that may be left by the dog and maintain overall good health. The cost of grooming is shared with CAIU program paying 50% and the primary handler paying the other 50%. Grooming shall include:

- a. The maintenance of the dog's "rest" area, bed/crate, supplies, etc
- b. Daily brushing of the dog's coat
- c. Bathing/shampooing of the dog
- d. Cleaning of ears and trimming of nails
- e. Appropriate maintenance of the dog's teeth
- f. Professional grooming as needed

Training Supplies/Treats

Facility dogs require initial and ongoing training supplies and treats in order to successfully carry out work duties in educational settings. The cost of initial training supplies (dog crate, water bowls, leash and harness, etc.) and ongoing training supplies and treats is paid for 50% by the CAIU program and 50% by the primary handler.

Facility Dog Handler Requirements

Handler Requirements

Primary and secondary handlers are CAIU employees who have been trained, evaluated, and certified to work with a particular facility dog by a service dog training organization approved by the CAIU. Primary handlers must be CAIU employees, secondary handler applications from non-CAIU employees will be reviewed and approved on a case by case basis by the program supervisor, Canine Committee, and Director of Student Services. Secondary handlers who are not CAIU employees are subject to the requirements of CAIU policy and handbook. The primary and secondary handlers supervise and remain in control of the facility dog at all times and monitor the dog's behavior for any sign of discomfort or stress. The CAIU requires that facility dogs have a minimum of one primary handler and two secondary handlers. Any CAIU employee interested in becoming a primary or secondary handler for a facility dog must receive approval from their program supervisor and site administrator before completing the Handler Application. Handler applications are reviewed and approved by the Canine Committee and Director of Student Services. If approved, the primary and secondary handlers and program supervisor will be required to complete and sign the Handler Agreement.

Handler Training

Primary and secondary handlers must complete handler certification training as defined by the facility dog's certification organization. This training must include education on monitoring and interpreting canine behaviors. Training certificates must be provided to the Canine Committee and kept in the handler's emergency dog paperwork. The CAIU program will pay training costs for up to 3 handlers for each facility dog. Additional handlers can be trained at the discretion of the program supervisor. The CAIU will not pay for handler training of individuals who are not CAIU employees.

Site Requirements, Program Expectations and Accommodations

Education

1. Handlers are responsible for educating staff and students at each site location about the facility dog and program prior to the dog entering the site location.
2. Main site location(s) for the facility dog must have a sign at the entry "introducing" the dog and its purpose.
3. Handlers must educate staff and students on the procedures for interacting with the facility dog. Part of this education must include the difference between the dog's "work" mode and "rest" mode. Having appropriate rest/down time is critical to the success and well-being of the dog to ensure that they can fulfill their working responsibilities.
4. A letter or other communication introducing the facility dog and its purpose will be provided to school stakeholders prior to the dog entering the site. This

communication must include information on how to “opt out” of participating in a visitation due to allergies or aversions and to ask questions about the dog.

Supervision and Care

1. Handlers will supervise the facility dog at all times and are solely responsible for the care and control of the dog at the site. Handlers shall not relinquish custody of the dog at any time during the work day except to another handler.
2. “Work” mode shall be indicated by the presence of a vest or some other visible identification. During this mode, staff and students will be asked to check with the handler before petting or interacting with the facility dog in order to assist in allowing the dog to focus on the job at hand.
3. The facility dog will be given time for breaks or “rest” mode. During that time, students will be instructed not to interact with the dog in order to allow it time to rest. A sign will be placed by the dog’s rest area to indicate that the dog is “off duty” and should not be disturbed at this time.
4. A crate and/or dog bed will be located in the primary handler’s work space for use during “rest” mode. Extra dog beds can be located in the secondary handlers’ spaces to provide an additional location for the dog to rest.
5. A confined area will be designated for the facility dog away from student access when the handler is unable to be present (i.e. crate, locked room, etc.). The handler is responsible for labeling the area when in use.
6. The facility dog will wear a collar and harness at all times and be leashed when interacting with students and staff and going for walks. The handler must hold the leash at all times, unless doing so would interfere with the dog’s safe, effective performance of its work tasks.
7. The facility dog may be off leash when in an enclosed supervised area in which students are not present, with a handler performing tasks for work.
8. Primary and secondary handlers will take appropriate actions to minimize and avoid all contact with individuals who have expressed fear, aversions, or allergies because of the facility dog. Handlers will ask students and staff first if they want contact with the dog.
9. The facility dog will be fed in the morning prior to the work day and be provided a water bowl in the primary and secondary handler’s work spaces. This will be available throughout the day to provide proper hydration to the facility dog. These bowls must be emptied and cleaned on a daily basis.

Transportation

1. The primary handler will be the main transporter of the facility dog.
2. Secondary handlers are permitted to transport the dog with permission from the primary handler.

Schedule and Emergency Procedures

1. The primary handler is responsible for creating a regular schedule for the facility dog and communicating the schedule to the site administrator and program supervisor.
2. Primary and/or secondary handlers will take the facility dog for a walk on a daily basis during the dog's rest time.
3. Changes in schedule must be communicated to the site administrator and program supervisor.
4. The handler and site location will develop a communication process to identify areas where the facility dog shall not be present due to opt outs, allergies, and aversions. These locations will be marked as "No Dog Zones."
5. The primary and secondary handlers will review expectations for the facility dog during emergency procedures with the site administrator and/or program supervisor.

Allergies, Aversions, and Opt-Outs

1. The facility dog will be groomed regularly by a handler or other grooming professional.
2. A list of student, faculty, and staff allergies and/or aversion opt-outs will be maintained by the handler and building nurse or school designee. Areas designated as "No Dog Zones" must be marked.
3. Handler will communicate with building administrator, nurse, and/or school designee on a regular basis to confirm opt-outs.
4. Handler will avoid all facility dog contact with anyone who has opted out and minimize contact with students and staff who have allergies and aversions.

Health and Vaccinations

1. Primary handlers will provide current documentation of facility dog vaccinations and immunizations to the Site from a licensed veterinarian.
2. Facility dogs are not permitted on site when exhibiting signs of illness or distress.
3. Students and staff will be asked to refrain from providing treats to the facility dog without handler approval.

Cleanliness

1. The facility dog will be groomed regularly by the primary handler or other grooming professional.
2. Handler will regularly clean and maintain facility dog rest areas and supplies at each site location.

3. Handler will collaborate with site location regarding clean up procedures.
4. Handler(s) are only permitted to escort the facility dog to a designated area agreed upon by the site for excretion. The handler will dispose of waste in designated waste areas.
5. The facility dog will not be permitted to have face-to-face contact with others.
6. Handler and anyone else interacting with the facility dog will be recommended to sanitize hands before and after visit.
7. When facility dogs travel off-site, handlers are required to bring travel bags that include the following items:
 - a. Water bottle/bowl
 - b. Reinforcement treats
 - c. Pet wipes to refresh the dog's coat, wipe dirty paws, etc.
 - d. Disposable waste bags
 - e. An emergency/first aid kit
 - f. Copies of vaccination records
 - g. Copy of proof of liability insurance

Safety, Exclusions and Removal

1. The handler and site location will develop a communication process to identify areas where the facility dog shall not be present due to opt outs, allergies, and aversions. These locations will be marked as "No Dog Zones".
2. The facility dog will not be permitted in classrooms or spaces containing students and staff members with documented allergies and/or aversions and areas marked as "No Dog Zones."
3. The primary and secondary handlers have the right to remove the facility dog from any setting if the environment is deemed as unsafe for the dog's presence.
4. Site administrator, program supervisor, and the Director of Student Services have the right to remove the facility dog from the site location(s) if the handler does not have control of the dog, the dog presents a direct and immediate threat to student safety, or the dog is negatively impacting the learning environment.
5. The Director of Student Services has the right to revoke primary and secondary handler approval and facility dog approval, if deemed necessary.

Services Provided by Facility Dogs

The CAIU facility dog will regularly interact with students in individual and/or group settings to provide comfort, stress or anxiety relief, companionship, etc. This will be done in scheduled and more informal situations. The facility dog will be trained to interact with people to facilitate outcomes including the following:

1. Being with a student as a calming presence

2. Interacting with a student to help alleviate heightened emotions (NOT during escalation/aggression of student behavior)
3. Performing specific tasks for individuals like providing deep pressure stimulation, interrupting repetitive behaviors, seeking assistance of another educator during times of anxiety attacks, and by acting as a buffer between the child and other students, keeping a comfortable distance when needed.
4. Interacting with students to assist during educational activities (i.e., facilitating focus, engagement, attention, calming, social skills, etc.)
5. Providing an opportunity for a positive connection within the school environment
6. Providing an enjoyable, uplifting “break” for student and staff members in the various CAIU locations.

At the onset of placement, the CAIU facility dog will be scheduled at a primary location(s). As the dog becomes acclimated and comfortable in these primary settings, other locations will be added for visitation purposes.

CAIU Site Visits

Program supervisors from all CAIU departments can request facility dog site visits from the supervisor of the program that owns the facility dog. Facility dog site visit may be utilized across CAIU programs as a reward (i.e., meeting a goal; appropriate behavior award) or for a schoolwide event (i.e. Read Across America Day; Field Day event; classroom event). Prior approval must be received from the site administrator and notice must be provided to parents/guardians in advance of the visitation date. The primary handler determines the facility dog's work schedule and has the ability to approve and deny all requests based on handler availability and the wellbeing of the dog.

Public Events

The facility dog will be available for public speaking engagements designed to educate the public on the benefits of the CAIU Facility and Therapy Dog Program. Public events could include CAIU Board meetings, local/state/national conferences, PAIU Job-Alike meetings, administrator meetings, caregiver forums and other means of communicating to the many CAIU stakeholders. Through these events, the use of the facility dog will demonstrate the investment and importance of CAIU's desire in addressing the social and emotional wellness of its employees and students. The primary handler determines the facility dog's work schedule and has the ability to approve and deny all requests based on handler availability and the wellbeing of the dog.

CAIU Therapy Dog Program

Therapy dogs are owned and financially supported by their primary handler. The primary handler must be a CAIU employee. Therapy dogs work in the location(s) of the primary handler and they are not permitted to visit other CAIU site locations.

Therapy Certification

Therapy dogs must have a certification from Alliance of Therapy Dogs to be eligible for approval to work in CAIU site locations. If an employee is interested in pursuing a therapy dog certification through another American Kennel Club (AKC) nationally recognized organization, they must submit a proposal to the Canine Committee outlining the organization's ability to meet all CAIU Therapy Dog Program requirements. Therapy dogs trained by service dog organizations are able to submit training verification for approval. Therapy dogs are not approved to work within CAIU programs until certified.

CAIU Approved Therapy Dog Organizations

- Alliance of Therapy Dogs

Training

Ongoing training is required for therapy dogs working in all CAIU sites. The primary handler is responsible for securing yearly recertification of the therapy dog through Alliance of Therapy Dogs or another CAIU approved organization. The primary handler is also required to seek quarterly training sessions with a certified trainer/observer. All training and recertification notes/reports are required to be submitted to the Canine Committee.

Therapy Dog Ownership and Care

The primary handler owns the therapy dog and is responsible for the cost of training, liability insurance, veterinary care, routine medication, food, grooming, and training supplies/treats.

Financial Responsibility for Therapy Dogs

	CAIU Program	CAIU Employee (Primary Handler)
Cost of dog	0%	100%
Liability insurance (\$250k policy)	0%	100%
Veterinary Care	0%	100%
Routine Medication	0%	100%
Food	0%	100%
Grooming	0%	100%
Initial training supplies	0%	100%
Ongoing training & supplies/treats	0%	100%

Liability Insurance

Liability insurance is required for therapy dog handlers and must be obtained and paid for by the primary handler prior to the therapy dog entering the educational setting. A minimum of \$250,000 is required for liability insurance. Staff holding professional licenses may also wish to seek liability insurance through their professional organization. Proof of insurance will need to be maintained by the primary handler and shared with the Canine Committee.

Damages

Handlers are responsible for following all guidelines and procedures outlined by their respective training organization at all times. The handler of the therapy dog will be responsible for damages to property, students, and staff members at site locations. The handler is also responsible for educating staff and students on how to safely interact with the therapy dog. After three incident reports, the Director of Student Services has the authority to remove the therapy dog from the site location.

Veterinary Care

Regular veterinary care for the therapy dog must be maintained by the primary handler. The primary handler is required to provide proof of veterinary visits that detail the dog's vaccination status, overall health and wellbeing, and fitness for work in an educational setting. All veterinary information and appointment summaries need to be maintained by the primary handler and shared with the Canine Committee.

Vaccinations and Routine Medication

Therapy dogs must be up-to-date on required preventative vaccinations and routine medications. All vaccinations and medications required are the financial responsibility of

the primary handler. Primary handlers are responsible for scheduling vaccinations and administering routine medications (core vaccinations, rabies, flea/tick, heartworm, etc.).

Food

The cost of food for the therapy dog is the financial responsibility of the primary handler.

Grooming

The primary handler shall take proper hygienic measures to ensure the cleanliness of the therapy dog in order to minimize any dander or residual hair that may be left by the dog and maintain overall good health. All grooming costs are the responsibility of the primary handler. This shall include:

- a. The maintenance of the dog's "rest" area, bed/crate, supplies, etc
- b. Daily brushing of the dog's coat
- c. Bathing/shampooing of the dog
- d. Cleaning of ears and trimming of nails
- e. Appropriate maintenance of the dog's teeth
- f. Professional grooming as needed

All Training Supplies/Treats

All costs associated with initial training supplies, ongoing training and supplies, and treats are the financial responsibility of the primary handler.

Therapy Dog Handler Requirements

Handler Requirements

Primary and secondary handlers are CAIU employees who have been trained, evaluated, and certified to work with a particular therapy dog by Alliance for Therapy Dogs or another CAIU approved therapy dog training organization. Primary handlers must be CAIU employees, secondary handler applications from non-CAIU employees will be reviewed and approved on a case by case basis by the program supervisor, Canine Committee, and Director of Student Services. Secondary handlers who are not CAIU employees are subject to the requirements of CAIU policy and handbook. The primary and secondary handlers supervise and remain in control of the therapy dog at all times and monitor the dog's behavior for any sign of discomfort or stress. The CAIU requires that therapy dogs have a minimum of one primary handler and one secondary handler. Any CAIU employee interested in becoming a primary or secondary handler for a therapy dog must receive approval from their program supervisor and site administrator before completing the Handler Application. Handler applications are reviewed and approved by the Canine Committee and Director of Student Services. If approved, the primary and secondary handlers and program supervisor will be required to complete and sign the Handler Agreement.

Handler Training

Primary and secondary handlers must complete handler certification training as defined by Alliance of Therapy Dogs or another approved CAIU therapy dog organization. This training must include education on monitoring and interpreting canine behaviors.

Training certificates must be provided to the Canine Committee and kept in the handler's emergency therapy dog paperwork. The CAIU is not responsible for the cost of handler training for Therapy Dogs.

Site Requirements, Program Expectations and Accommodations

Education

1. Handlers are responsible for educating staff and students at each site location about the therapy dog and program prior to the dog entering the site location.
2. Main site location(s) for the therapy dog must have a sign at the entry "introducing" the dog and its purpose.
3. Handlers must educate staff and students on the procedures for interacting with the therapy dog. Part of this education must include the difference between the dog's "work" mode and "rest" mode. Having appropriate rest/down time is critical to the success and well-being of the dog to ensure that they can fulfill their working responsibilities.
4. A letter or other communication introducing the therapy dog and its purpose will be provided to school stakeholders prior to the dog entering the site. This communication must include information on how to "opt out" of participating in a visitation due to allergies or aversions and to ask questions about the dog.

Supervision and Care

1. Handlers will supervise the therapy dog at all times and are solely responsible for the care and control of the dog at the site. Handlers shall not relinquish custody of the dog at any time during the work day except to another handler.
2. "Work" mode shall be indicated by the presence of a vest or some other visible identification. During this mode, staff and students will be asked to check with the handler before petting or interacting with the therapy dog in order to assist in allowing the dog to focus on the job at hand.
3. The therapy dog will be given time for breaks or "rest" mode. During that time, students will be instructed not to interact with the dog in order to allow it time to rest. A sign will be placed by the dog's rest area to indicate that the dog is "off duty" and should not be disturbed at this time.
4. A crate and/or dog bed will be located in the primary handler's work space for use during "rest" mode. Extra dog beds can be located in the secondary handlers' spaces to provide an additional location for the dog to rest.
5. A confined area will be designated for the therapy dog away from student access when the handler is unable to be present (i.e. crate, locked room, etc.). The handler is responsible for labeling the area when in use.
6. The therapy dog will wear a collar and harness at all times and be leashed when interacting with students and staff and going for walks. The handler must hold the

leash at all times, unless doing so would interfere with the dog's safe, effective performance of its work tasks.

7. The therapy dog may be off leash when in an enclosed supervised area when students are not present, with a handler performing tasks for work.
8. Primary and secondary handlers will take appropriate actions to minimize and avoid all contact with individuals who have expressed fear, aversions, or allergies because of the therapy dog. Handlers will ask students and staff first if they want contact with the dog.
9. The therapy dog will be fed in the morning prior to the work day and be provided a water bowl in the primary and secondary handler's work spaces. This will be available throughout the day to provide proper hydration to the therapy dog. These bowls must be emptied and cleaned on a daily basis.

Transportation

1. The primary handler is responsible for transportation of the therapy dog.
2. Secondary handlers are permitted to transport the therapy dog with permission from the primary handler.

Schedule and Emergency Procedures

1. The primary handler is responsible for creating a regular schedule for the therapy dog and communicating the schedule to the site administrator and program supervisor.
2. Primary and/or secondary handlers will take the therapy dog for a walk on a daily basis during the dog's rest time.
3. Changes in schedule must be communicated to the site administrator and program supervisor.
4. The handler and site location will develop a communication process to identify areas where the therapy dog shall not be present due to opt outs, allergies, and aversions. These locations will be marked as "No Dog Zones."
5. The primary and secondary handlers will review expectations for the therapy dog during emergency procedures with the site administrator and/or program supervisor.

Allergies, Aversions, and Opt-Outs

1. The therapy dog will be groomed regularly by a handler or other grooming professional.
2. A list of student, faculty, and staff allergies and/or aversion opt-outs will be maintained by the handler and building nurse or school designee. Areas designated as "No Dog Zones" must be marked.

3. Handler will communicate with building administrator, nurse, and/or school designee on a regular basis to confirm opt-outs.
4. Handler will avoid all therapy dog contact with anyone who has opted out and minimize contact with students and staff who have allergies and aversions.

Health and Vaccinations

1. Primary handlers will provide current documentation of therapy dog vaccinations and immunizations to the Site from a licensed veterinarian.
2. Therapy Dogs are not permitted on site when exhibiting signs of illness or distress.
3. Students and staff will be asked to refrain from providing treats to the therapy dog without handler approval.

Cleanliness

1. The therapy dog will be groomed regularly by the primary handler or other grooming professional.
2. Handlers will regularly clean and maintain therapy dog rest areas and supplies at each site location.
3. Handler will collaborate with site location regarding clean up procedures.
4. Handler(s) are only permitted to escort the therapy dog to a designated area agreed upon by the site for excretion. The handler will dispose of waste in designated waste areas.
5. The therapy dog will not be permitted to have face-to-face contact with others.
6. Handlers and anyone else interacting with the therapy dog will be recommended to sanitize hands before and after visit.
7. When therapy dogs travel off-site, handlers are required to bring travel bags that include the following items:
 - a. Water bottle/bowl
 - b. Reinforcement treats
 - c. Pet wipes to refresh the dog's coat, wipe dirty paws, etc.
 - d. Disposable waste bags
 - e. An emergency/first aid kit
 - f. Copies of vaccination records
 - g. Copy of proof of liability insurance

Safety, Exclusions and Removal

1. The handler and site location will develop a communication process to identify areas where the therapy dog shall not be present due to opt outs, allergies, and aversions. These locations will be marked as "No Dog Zones".

2. The therapy dog will not be permitted in classrooms or spaces containing students and staff members with documented allergies and/or aversions and areas marked as “No Dog Zones.”
6. The primary and secondary handlers have the right to remove the therapy dog from any setting if the environment is deemed as unsafe for the dog’s presence.
7. Site administrator, program supervisor, and the Director of Student Services have the right to remove the therapy dog from the site location(s) if the handler does not have control of the dog, the dog presents a direct and immediate threat to student safety, or the dog is negatively impacting the learning environment.
8. The Director of Student Services has the right to revoke primary and secondary handler approval and therapy dog approval, if deemed necessary.

Services Provided by Therapy Dogs

Therapy dogs regularly interact with students and staff in individual and/or group settings to provide comfort, emotional support, stress or anxiety relief, companionship, etc. This will be done in scheduled and more informal situations. The therapy dog will be trained to interact with people to facilitate outcomes including the following:

- Being with a student as a calming presence
- Interacting with students to assist during educational activities (i.e., facilitating focus, engagement, attention, calming, social skills, etc.)
- Interacting with a students to help alleviate heightened emotions (NOT during escalation/aggression of student behaviors)
- Providing an opportunity for a positive connection within the school environment
- Providing an enjoyable, uplifting “break” for students and staff



Facility and Therapy Dog Approval Process



REVIEW DOG PROGRAM

- Primary handler reviews policy and handbook procedures
- Primary handler develops dog proposal (locations, certification, outcomes)
- Primary handler identifies interested CAIU staff to be secondary handlers
- Secondary handlers review policy and handbook procedures

PROGRAM APPROVALS

- Primary & secondary handlers seek program supervisor approval
- Primary & secondary handlers seek site approval(s)
- Handlers complete Site Permission Form for each site with site administrator

HANDLER APPLICATION

- Primary & secondary handlers complete Handler Application and send to Canine Committee
- Handlers send Site Permission Forms to Canine Committee with the application
- *Facility dogs applications require a financial plan to be submitted with application

HANDLER AGREEMENT & DOCUMENTATION

- Once application has been approved by Canine Committee, primary & secondary handlers each complete a Handler Agreement with program supervisor
- Handlers submit Handler Agreement and required documentation listed in the Handler Agreement to the Canine Committee

FINAL APPROVAL & IMPLEMENTATION

- Final approval to bring dog on site will be given by the Canine Committee and Director of Student Services
- Handlers prepare site specific information introducing the dog, related services, and procedures for opt-outs

Required Documentation

1. Handler Application
2. Site Permission Form
3. Handler Agreement
4. Vaccination records
5. Certification records
6. Proof of liability insurance
7. Proof of handler training
8. Training notes/summary for each training session
9. Vaccination and medication records
10. Veterinary visit form (submitted after each visit)

All documents need to be submitted to the Canine Committee prior to the dog entering a CAIU site location. Documentation must be maintained and updated annually by the primary handler.

Canine Committee

The Canine Committee includes team members from Student Services who are current handlers and housers of facility dogs and therapy dogs as well as other staff and professionals who are knowledgeable about Animal Assisted Therapy. The purpose of the committee is to oversee and supervise the CAIU Facility Dog and Therapy Dog Program as well as assist with issues and questions that arise with handlers, dogs, and the overall program.

The Canine Oversight Committee will:

1. Review and process all handler applications for facility dogs and therapy dogs in all CAIU programs.
2. Verify handler and dog training and certification.
3. Maintain up to date contact information for all handlers and training organizations.
4. Maintain documentation of yearly veterinary visits, vaccinations, and medications to monitor the overall health, wellbeing, and work fitness of all facility dogs and therapy dogs.
5. Maintain documentation of liability insurance, handler certification, and handler training for all dogs and handlers.
6. Review and maintain documentation of all facility dog and therapy dog training sessions and notes.
7. Collaborate with the Director of Student Services and Program Supervisors about and questions and/or concerns about handlers, dogs, and sites.
8. Monitor all guidelines and competencies outlined in the CAIU Facility Dog and Therapy Dog Policy and Handbook.
9. Amend the Facility Dog and Therapy Dog Handbook as needed.

Canine Committee Membership

Kelly Evans
Jamie VanMeter
Andrew McCrea
Tracy Geist
Sarah Heavner
Michelle Shoulder
Kelly Herman
Judith Zemanek
Mary Ranney
Kerry Fitch
Taylor Amato
Molly Atkinson

Questions/Concerns?
Contact Kelly Evans kevans@caiu.org

Appendix A
[Handler Application Google Form](#)

Handler Application

Primary Handler Application

Secondary Handler Application

Handler Name: _____

Handler Contact Information: _____

Program: _____

Program Supervisor: _____

Dog Name: _____

Secondary Handlers: _____

Review of CAIU Facility Dog and Therapy Dog Policy and Program Handbook is required before completing this application. Approval from program supervisor and Site Permission Forms are required prior to completing the Handler Application. Once the Handler Application is approved by the Canine Committee, the handler and program supervisor will need to sign a Handler Agreement prior to the dog entering any CAIU site. Handler Application approvals or denials will be sent from the Canine Committee to the handler via email. Please initial below if you have read the CAIU Facility Dog and Therapy Dog Policy and Program Handbook. It is expected that if at this time, or at any time in the future, you have questions about the CAIU Facility Dog and Therapy Dog Policy and Program Handbook, you ask someone on the Canine Committee.

_____ Yes, I have read the CAIU Facility Dog and Therapy Dog Policy and Program Handbook.

For **new** Facility Dog or Therapy Dog requests, circle the dog's training organization.

Approved Facility Dog Organizations

Susquehanna Service Dogs

United Disability Services

Phoenix Assistance Dogs

Approved Therapy Dog Organizations

Alliance of Therapy Dogs

**If you are interested in pursuing a therapy dog certification through another American Kennel Club (AKC) nationally recognized organization, you must submit a proposal to the Canine Committee outlining the organization's ability to meet all CAIU Therapy Dog Program requirements.*

Facility Dog or Therapy Dog Program Proposal:

Attach a proposal to this application that includes the following: handler training and certification, dog training and certification, site location(s), plan for use of dog at site location(s), plan to educate of students, staff, and stakeholders, secondary handler(s), desired outcomes, and cost (for facility dogs only).

Required Documentation

Site Permission Forms must be attached to application for each site location.

Submission of this application constitutes my understanding and agreement with the terms and conditions of the CAIU Facility Dog and Therapy Dog Program as outlined in the CAIU Facility Dog and Therapy Dog Policy and Program Handbook.

 Employee Signature

 Date

 Program Supervisor Signature

 Date

Appendix B

[CAIU Therapy/Facility Dog Site Permission Google Form](#)

CAIU Therapy/Facility Dog Site Permission Form

The Capital Area Intermediate Unit (CAIU) supports the use of facility dogs by qualified school employees for the benefit of students subject to the conditions of the CAIU Facility and Therapy Dog Policy and the CAIU Facility Dog and Therapy Dog Program Handbook.

Definitions

Facility Dog - Facility dogs are owned by the CAIU and placed in the care and custody of the primary handler. Facility dogs work in the primary location(s) of the handlers and can also provide services in other CAIU site locations. Facility dogs have been trained, evaluated, certified, and registered by an accredited service dog organization to work with particular handlers to perform specific commands and goal directed tasks as well as provide emotional support, therapeutic benefits, emotional well-being, and companionship. The purpose of a facility dog is to provide services to all students; they are not assigned to a specific student and services cannot be written into an Individualized Education Plan (IEP). Facility dogs have passed the Public Access Test (PAT) and have public access at all CAIU site locations.

Therapy Dog - Therapy dogs are owned by the primary handler and provide services to students in the setting where the primary handler works. Therapy dogs have been trained, evaluated, certified, and registered to work with particular handlers to provide emotional support, comfort, therapeutic benefits, emotional wellbeing, and companionship to students in educational settings. Therapy dogs must hold a nationally recognized therapy dog certification.

Primary Handler – A primary handler is a CAIU employee who has been trained, evaluated, and certified to work with a particular facility or therapy dog by the organization(s) identified and approved by the CAIU. The dog handler supervises the facility or therapy dog at all times and assumes full responsibility for the care, custody, and control of the dog. The primary handler is the individual with whom the dog lives and they are responsible to oversee the dog's care, behavior, and assessment of ability to interact with students, employees, and others.

Secondary Handler – A secondary handler is a CAIU employee who has been trained, evaluated, and certified to work with a particular facility or therapy dog by the organization(s) identified and approved by the CAIU. The secondary handler supervises the facility or therapy dog at all times and assumes full responsibility for the care, custody, and control of the dog in the absence of the primary handler. Applications for

secondary handlers who are not employees of the CAIU will be considered on a case by case basis.

Goals of the Facility/Therapy Dog Program

1. Increase empathy and compassion within educational settings
2. Increase social-emotional competence in students and adults
3. Support a culture of belonging across the CAIU for students and staff
4. Create an enriching environment that promotes academic and behavioral success
5. Assist in breaking down barriers in establishing rapport between students and therapeutic staff, teachers, administrators, and support staff
6. Create positive feelings between staff and students in a judgment free environment

Required Documentation

All documentation for dogs and handlers is maintained by the CAIU employee and CAIU Canine Committee. Additionally, the following documentation must be maintained on site

1. Training certificates for therapy/facility dog and handler(s)
2. Handler contact information including emergency contact
3. Current health/vaccination information
4. Parent/guardian opt out forms (permission will be passive)
5. Handler's liability insurance

Site Requirements, Program Expectations and Work Accommodations

Education

1. Handlers are responsible for educating staff and students at each site location about the dog and program prior to the dog entering the site location.
2. Main site location(s) for the dog must have a sign at the entry "introducing" the dog and its purpose.
3. Handlers must educate staff and students on the procedures for interacting with the dog. Part of this education must include the difference between the dog's "work" mode and "rest" mode. Having appropriate rest/down time is critical to the success and well-being of the dog to ensure that they can fulfill their working responsibilities.
4. A letter or other communication introducing the dog and its purpose will be provided to school stakeholders prior to the dog entering the site. This communication must include information on how to "opt out" of participating in a visitation due to allergies or aversions and to ask questions about the dog.

Supervision and Care

1. Handlers will supervise the dog at all times and are solely responsible for the control of the dog at the site. Handlers shall not relinquish custody of the dog at any time during the work day except to another handler.
2. "Work" mode shall be indicated by the presence of a vest or some other visible identification. During this mode, staff and students will be asked to check with the handler before petting or interacting with the dog in order to assist in allowing the dog to focus on the job at hand.
3. The dog will be given time for breaks or "rest" mode. During that time, students will be instructed not to interact with the dog in order to allow it time to rest. A sign will be placed by the dog's rest area to indicate that the dog is "off duty" and should not be disturbed at this time.
4. A crate and/or dog bed will be located in the primary handler's work space for use during "rest" mode. Extra dog beds can be located in the secondary handlers' spaces to provide an additional location for the dog to rest.
5. A confined area will be designated for the dog away from student access when handler is unable to be present (i.e. crate, locked room, etc.). The handler is responsible for labeling the area when in use.
6. The dog will wear a collar and harness at all times and be leashed when interacting with students and staff and going for walks. The handler must hold the leash at all times, unless doing so would interfere with the dog's safe, effective performance of its work tasks.
7. The dog may be off leash when in an enclosed supervised area in which students are not present, with handler performing tasks for work.
8. Primary and secondary handlers will take appropriate actions to minimize and avoid all contact with individuals who have expressed fear, aversions, or allergies because of the dog. Handlers will ask students and staff first if they want contact with the dog.
9. The dog will be fed in the morning prior to the work day and be provided a water bowl in the primary and secondary handler's work spaces. This will be available throughout the day to provide proper hydration to the facility dog. These bowls must be emptied and cleaned on a daily basis.

Transportation

1. The primary handler will be the main transporter of dog.
2. Secondary handlers are permitted to transport the dog with permission from the primary handler.

Schedule and Emergency Procedures

1. The primary handler is responsible for creating a regular schedule for the dog and communicating the schedule to the site administrator and program supervisor.
2. Primary and/or secondary handlers will take the dog for a walk on a daily basis during the dog's rest time.
3. Changes in schedule must be communicated to site administrator and program supervisor.
4. The handler and site location will develop a communication process to identify areas where the dog shall not be present due to opt outs, allergies, and aversions. These locations will be marked as "No Dog Zones."
5. The primary and secondary handlers will review expectations for the dog during emergency procedures with the site administrator and/or program supervisor.

Allergies, Aversions, and Opt-Outs

1. The dog will be groomed regularly by handler or other grooming professional
2. A list of student, faculty, and staff allergies and/or aversion opt-outs will be maintained by the handler and building nurse or school designee. Areas designated as "No Dog Zones" must be marked.
3. Handler will communicate with building administrator, nurse, and/or school designee on a regular basis to confirm opt-outs.
4. Handler will avoid all dog contact with anyone who has opted out and minimize contact with students and staff who have allergies and aversions.

Health and Vaccinations

1. Primary handler will provide current documentation of dog vaccinations and immunizations to the Site from a licensed veterinarian.
2. Dogs are not be permitted on site when exhibiting signs of illness or distress.
3. Students and staff will be asked to refrain from providing treats to the dog without handler approval.

Cleanliness

1. The dog will be groomed regularly by the primary handler or other grooming professional.
2. Handler will regularly clean dog rest areas and supplies at each site location.
3. Handler will collaborate with site location regarding clean up procedures.

4. Handler(s) are only permitted to escort the dog to a designated area agreed upon by the site for excretion. The handler will dispose of waste in designated waste areas.
5. The dog will not be permitted to have face-to-face contact with others.
6. Handler and anyone else interacting with the dog will be recommended to sanitize hands before and after visit.
7. When facility dogs travel off-site they require travel bags with the following items:
 - a. Water bottle/bowl
 - b. Reinforcement treats
 - c. Pet wipes to refresh the dog's coat, wipe dirty paws, etc.
 - d. Disposable waste bags
 - e. An emergency/first aid kit
 - f. Copies of vaccination records
 - g. Copy of proof of liability insurance

Safety, Exclusions and Removal

1. The handler and site location will develop a communication process to identify areas where the dog shall not be present due to opt outs, allergies, and aversions. These locations will be marked as "No Dog Zones".
2. The dog will not be permitted in classrooms or spaces containing students and staff members with documented allergies and/or aversions and areas marked as "no dog" zones
3. The primary and secondary handlers have the right to remove the dog from any setting if the environment is deemed as unsafe for the dog's presence
4. Site administrator, program supervisor, and the Director of Student Services have the right to remove the dog from the site location(s) if the handler does not have control of the dog, the dog presents a direct and immediate threat to student safety, or the dog is negatively impacting the learning environment.
5. The Director of Student Services has the right to revoke primary and secondary handler approval and dog approval, if deemed necessary.

Primary Handler:

Secondary Handler(s):

Dog:

Site Location:

Site Administrator Name and Contact Information:

By signing this Site Permission Form, I acknowledge and agree to the requirements and expectations outlined in the CAIU Facility Dog and Therapy Dog Policy, CAIU Facility Dog and Therapy Dog Program Handbook, and outlined on this form. Any issues or concerns with the handler(s) or dog can be communicated to the program supervisor and Director of Student Services.

Primary Handler

Date

Site Administrator

Date

Program Supervisor

Date

Appendix C
[Facility Dog Handler Agreement Google Form](#)

Facility Dog Handler Agreement

THIS AGREEMENT is executed on (Date) _____, by and between the Program Supervisor, CAIU Canine Committee, Director of Student Services and _____, (hereinafter referred to as “Primary/Secondary Handler”), and collectively known as the “Parties” for the purpose of establishing and implementing a Facility Dog and Therapy Dog Program at the CAIU.

WHEREAS, it is the intention of the Primary/Secondary Handler to provide the Program Supervisor and Canine Committee with all completed and up to date paperwork necessary for the approval process, so that the Primary/Secondary Handler and dog can participate in the CAIU Facility Dog and Therapy Dog Program for the purposes of fulfilling these goals:

Goals of the Facility Dog and Therapy Dog Program:

1. Increase empathy and compassion within educational settings
2. Increase social-emotional competence in students and adults
3. Support a culture of belonging across the CAIU for students and staff
4. Create an enriching environment that promotes academic and behavioral success
5. Assist in breaking down barriers in establishing rapport between students and therapeutic staff, teachers, administrators, and support staff
6. Create positive feelings between staff and students in a judgment free environment

IN ADDITION, the Primary/Secondary Handler, Program Supervisor, Canine Committee, and Director of Student Services are desirous to enter an understanding, thus setting out all necessary preparations that all Parties agree shall be necessary to complete the CAIU Facility Dog and Therapy Dog Program Approval Process.

NOW, THEREFORE, in consideration of the mutual covenants hereinafter contained, the Parties hereto agree as follows:

- Scope of Agreement
 - This Agreement forms the basis of mutual understanding and respective responsibilities of the Primary/Secondary Handler, Program Supervisor, Canine Committee, and Director of Student Services.
- 1. Primary/Secondary Handler agrees to:
 - Handler and dog certification required.
 - Provide all required documentation and update documentation on a regular basis. This documentation includes:

- i. Handler Agreement
 - ii. Site Permission Form
 - iii. Vaccination records
 - iv. Certification records
 - v. Proof of liability insurance
 - vi. Proof of handler training
 - vii. Training notes/summary for each training session while working at CAIU location(s)
 - viii. Medication records (flea, heartworm, tick)
 - ix. Veterinary Visit Form (submitted after each visit)
 - Receive administrative approval for all site locations where the dog will be working.
 - Comply with all training requirements, procedures, and work accommodations set forth in the Facility Dog and Therapy Dog Program Handbook, including:
 - i. Communicate the purpose of the dog to the school location and provide information and an opt-out to all stakeholders.
 - ii. Develop and coordinate education for students and staff about the dog.
 - iii. Develop a communication process to identify areas where the dog shall not be present and what to do for emergency procedures.
 - iv. Not relinquish custody of the dog at any time during the work day except to another Primary/Secondary Handler.
2. Program Supervisor agrees to:
- Determine CAIU employee eligibility to apply as a handler. Verify the Primary/Secondary Handler is in good standing as an employee and able to manage the extra responsibilities of handling a dog.
 - Verify that the site location is in agreement to allow the dog on site.
 - Create funding plan for dog and provide funds as agreed upon.
 - Review the Facility Dog and Therapy Dog Handbook
 - Share concerns that arise about the Primary/Secondary Handler and/or dog with the Canine Committee and Director of Student Services.
3. Canine Committee agrees to:
- Provide final approval or denial in writing of Handler Application and Handler Agreement.
 - Maintain and review all documentation associated with the dog and Primary/Secondary Handler.
 - Ensure that all procedures are followed in accordance with the Facility Dog and Therapy Dog Program Handbook.
 - Update procedures as necessary.
 - Provide ongoing support to Primary/Secondary Handlers.
 - Collaborate with Program Supervisor and Director of Student Services to address any issues or concerns with the handler(s) or dog.
4. Director of Student Services agrees to:
- Oversee the CAIU Facility Dog and Therapy Dog Program and Policy.

- Provide final approval for all Handler Applications and Handler Agreements.
- Revoke Handler Agreements and permissions when deemed necessary.
- Remove dogs from site locations when deemed necessary.

II. Term of Agreement

- The Agreement may be terminated by the Director of Student Services if the Primary/Secondary Handler does not comply with the procedures and expectations outlined in the Facility Dog and Therapy Dog Program Handbook.
- The Agreement may be terminated by the Program Supervisor if the Primary/Secondary Handler is unable to manage the duties and responsibilities of the dog and/or is no longer in good standing as an employee.

III. Financial Agreement (Facility Dogs)

	CAIU Program	CAIU Employee (Primary Handler)
Cost of dog	(100%)	N/A
Liability insurance	(100%)	N/A
Veterinary Care	(100%)	N/A
Routine Medication	(100%)	N/A
Food		
Grooming		
Initial training supplies		
Ongoing training & supplies/treats		

Signatures

Primary/Secondary Handler Signature

Date

Program Supervisor Signature

Date

Canine Committee Official Signature

Date

Director of Student Services Signature

Date

Appendix D
[Therapy Dog Handler Agreement Google Form](#)

Therapy Dog Handler Agreement

THIS AGREEMENT is executed on (Date) _____, by and between the Program Supervisor, CAIU Canine Committee, Director of Student Services and _____, (hereinafter referred to as “Primary/Secondary Handler”), and collectively known as the “Parties” for the purpose of establishing and implementing a Facility Dog and Therapy Dog Program at the CAIU.

WHEREAS, it is the intention of the Primary/Secondary Handler to provide the Program Supervisor and Canine Committee with all completed and up to date paperwork necessary for the approval process, so that the Primary/Secondary Handler and dog can participate in the CAIU Facility Dog and Therapy Dog Program for the purposes of fulfilling these goals:

Goals of the Facility Dog and Therapy Dog Program:

7. Increase empathy and compassion within educational settings
8. Increase social-emotional competence in students and adults
9. Support a culture of belonging across the CAIU for students and staff
10. Create an enriching environment that promotes academic and behavioral success
11. Assist in breaking down barriers in establishing rapport between students and therapeutic staff, teachers, administrators, and support staff
12. Create positive feelings between staff and students in a judgment free environment

IN ADDITION, the Primary/Secondary Handler, Program Supervisor, Canine Committee, and Director of Student Services are desirous to enter an understanding, thus setting out all necessary preparations that all Parties agree shall be necessary to complete the CAIU Facility Dog and Therapy Dog Program Approval Process.

NOW, THEREFORE, in consideration of the mutual covenants hereinafter contained, the Parties hereto agree as follows:

- Scope of Agreement
 - This Agreement forms the basis of mutual understanding and respective responsibilities of the Primary/Secondary Handler, Program Supervisor, Canine Committee, and Director of Student Services.
- 5. Primary/Secondary Handler agrees to:
 - Handler and dog certification required.
 - Provide all required documentation and update documentation on a regular basis. This documentation includes:

- i. Handler Agreement
 - ii. Site Permission Form
 - iii. Vaccination records
 - iv. Certification records
 - v. Proof of liability insurance
 - vi. Proof of handler training
 - vii. Training notes/summary for each training session while working at CAIU location(s)
 - viii. Medication records (flea, heartworm, tick)
 - ix. Veterinary Visit Form (submitted after each visit)
 - Receive administrative approval for all site locations where the dog will be working.
 - Comply with all training requirements, procedures, and work accommodations set forth in the Facility Dog and Therapy Dog Program Handbook, including:
 - i. Communicate the purpose of the dog to the school location and provide information and an opt-out to all stakeholders.
 - ii. Develop and coordinate education for students and staff about the dog.
 - iii. Develop a communication process to identify areas where the dog shall not be present and what to do for emergency procedures.
 - iv. Not relinquish custody of the dog at any time during the work day except to another Primary/Secondary Handler.
6. Program Supervisor agrees to:
- Determine CAIU employee eligibility to apply as a handler. Verify the Primary/Secondary Handler is in good standing as an employee and able to manage the extra responsibilities of handling a dog.
 - Verify that the site location is in agreement to allow the dog on site.
 - Create funding plan for dog and provide funds as agreed upon.
 - Review the Facility Dog and Therapy Dog Handbook
 - Share concerns that arise about the Primary/Secondary Handler and/or dog with the Canine Committee and Director of Student Services.
7. Canine Committee agrees to:
- Provide final approval or denial in writing of Handler Application and Handler Agreement.
 - Maintain and review all documentation associated with the dog and Primary/Secondary Handler.
 - Ensure that all procedures are followed in accordance with the Facility Dog and Therapy Dog Program Handbook.
 - Update procedures as necessary.
 - Provide ongoing support to Primary/Secondary Handlers.
 - Collaborate with Program Supervisor and Director of Student Services to address any issues or concerns with the handler(s) or dog.
8. Director of Student Services agrees to:
- Oversee the CAIU Facility Dog and Therapy Dog Program and Policy.

- Provide final approval for all Handler Applications and Handler Agreements.
- Revoke Handler Agreements and permissions when deemed necessary.
- Remove dogs from site locations when deemed necessary.

II. Term of Agreement

- The Agreement may be terminated by the Director of Student Services if the Primary/Secondary Handler does not comply with the procedures and expectations outlined in the Facility Dog and Therapy Dog Program Handbook.
- The Agreement may be terminated by the Program Supervisor if the Primary/Secondary Handler is unable to manage the duties and responsibilities of the dog and/or is no longer in good standing as an employee.

III. Signatures

Primary/Secondary Handler Signature

Date

Program Supervisor Signature

Date

Canine Committee Official Signature

Date

Director of Student Services Signature

Date



ANNUAL HEALTH RECORDS FORM
Capital Area Intermediate Unit
Facility/Therapy Dog Program

NOTE: ONE DOG PER FORM!

OWNER: _____ DOG: _____ DOG ID# [] [] [] [] [] []

BREED: _____ SEX: M [] F [] NEUTERED/SPAYED: Y [] N []

Dear Health Care Provider:

Please complete this form in its entirety. All requirements must be met as indicated. Your signature will confirm that all procedures were performed, including the annual health check-up. Where procedures were not performed, please check appropriate boxes. All other mandatory procedures not performed by you, please write "not done" in the appropriate space. As this dog's Veterinarian, I affirm that the information stated in this form is a truthful account of this animal's veterinary record. I hereby certify that I have examined the dog named above and find this animal physically and mentally healthy and free of contagious diseases.

CHECK-UP Check-up to be done by a licensed Veterinarian within the last year

Date of Last Check-up: Month [] [] Day [] [] Year [] []

RABIES(No Titters Accepted) A current Rabies vaccination is required for registration

Date Given: Month [] [] Day [] [] Year [] [] Expires: Month [] [] Day [] [] Year [] []

CORE VACCINATIONS (Initial Set of Vaccinations)

A dog must have received an initial series of Distemper, Hepatitis, and Parvovirus vaccinations to be registered. Subsequent boosters are given at the Veterinarian's discretion.

Distemper Completed on Date: [] [] [] [] [] []
Hepatitis Completed on Date: [] [] [] [] [] []
Parvovirus Completed on Date: [] [] [] [] [] []

FECAL EXAM

A Fecal exam with a negative result must have been performed within one year

Date of Test: Month [] [] Day [] [] Year [] [] Positive [] Negative []

MANDATORY HEARTWORM

Dogs which are on continued heartworm medication must be tested at least every two years.

Dogs which are not on heartworm medication must be tested annually.

Is the dog presently on a continuous heartworm preventative medication?

Yes [] No []

Date of Test: Month [] [] Day [] [] Year [] [] Positive [] Negative []

SIGNATURE OF LICENSED VETERINARIAN (PLEASE SIGN ON DIAGONAL LINE)

ADDRESS STAMP OF VET

[]

Please write Vet info above if there is no stamp available. Please note, a phone number is required.

If some Required Procedures were not performed by the Veterinarian who signed on the diagonal line, these additional records must be provided by the Veterinary Office or Veterinarian that performed the procedure