

Policies & Procedures

Day Care: Mon.-Fri. 6 a.m. to 5:30 p.m.

Day Care Extended: Mon., Wed., Fri. 7 a.m. to 7 p.m.

SERVICE: A scheduled in-office consultation is required prior to, **any service for all new clients.**

Scheduling: We strive to accommodate the needs of your pet. Lunch Buddies, LLC provides a time interval during which the socialization process will occur. This is a 3 hour interval usually scheduled at 8am until 11am. Monday thru Friday. The fee for this process is \$25 per dog. Pet parent need not be present. To benefit all involved it is required that your pet have a scheduled day care-day at minimum per week. _____initial

Resocialization: \$25.00 . Will be applied to clients returning for Day Care after an extended absence.

Payments: Lunch Buddies, LLC's accepts cash and checks as payment. Payment is due at the time of service. _____initial

Day Care Hours: The fee is \$22per day, per dog. Lunch Buddies, LLC carefully schedules our time to serve you and our other clients. Day Care is Monday thru Friday, 6am to 5:30pm. We ask that every "Buddie" be picked up prior to 5:30pm. After 5:30pm a late fee of \$1.00 per minute will accrue for a maximum time of 20 minutes. At which time your pet will stay overnight, incurring a day care fee and a boarding fee. **NO EXCEPTIONS.**

Extended Day Care: Lunch Buddies, LLC provides extended day care for your convenience, the fee is \$30 per day, per dog. Specific to Monday, Wednesday & Friday. From 7am to prior to 7pm. Prior notice is required for this service. We ask that every "Buddie" be picked up prior to 7pm. After 7pm a late fee of \$1.00 per minute will accrue for a maximum time of 20 minutes. At which time your pet will stay overnight, incurring a day care fee and a boarding fee. **NO EXCEPTIONS.**

Note to Pet Parent: Day Care is CLOSED FOR ALL HOLIDAYS. You entrust Lunch Buddies, LLC to use best judgement in caring for your pet(s). It is required that we have your pet's current shot records on file **as they are updated** by a licensed vet. Pet owner is aware that the LB,LLC center is a cageless day care facility and is aware that there is inherent risk of illness and injury when dealing with animals. Pet Parents assume responsibility for injuries caused by their pet. At this time of possible inclement weather, if you are unable to pick up your pet on time, a customer selection of a nearby emergency contact is required.

Name of Emergency Contact: _____

Address: _____

Home Phone: _____ **Alternate phone:** _____

Pet Guardianship: In the unfortunate event you become incapacitated while your pet(s) are in our care, please name the person who should be contacted to become the guardian and take over the care of your pet(s) until care can be provide as arranged for in other legal documents prepared by you. We urge you to address care of your pet(s) when planning your estate. Please be sure the named person(s) is/are aware you are appointing them as guardian(s) of your pet(s).

In the event of an emergency, which incapacitates me, I authorize Lunch Buddies, LLC to turn my pet(s) over to :

Name : _____

Address: _____

Home Phone _____ **Alternate Phone:** _____

Relationship: _____

Medication/ Vaccinations/Immunizations: Lunch Buddies, LLC will attempt to administer medications as directed but cannot be held responsible for complications that arise as a result. Under no circumstances.

Boarding

PAYMENT IS DUE AT THE TIME SERVICES BEGINS

Items to bring: Be sure to bring enough for for your pets stay with us. Bring exacvtly what your pet eats at home. Blankets, pillows and food bowl are all that is required .

Reservations: It is best to plan in advance in order to obtain services on the dates you desire. An in-office consultation is required prior to reservations, **for all new clients.**

Early Returns/Last minute Changes: Lunch Buddies, LLC carefully schedules our time to serve you and our other clients. Therefore, there are no refunds or credits for early returns or last minute changes to pet care.

Holiday Cancellations: With the exception of severe weather, life threatening emergencies or a death in the family, any cancellations over holiday periods will result in a 50% cancellation penalty of the total amount due.

Pet Sitting Cancellations: Outside of holiday periods, scheduled pet sitting services must be cancelled a minimum of 72 hours prior to the first scheduled service. Failure to provide 72 hours notice will result in a 50% cancellation penalty of the total amount due.

Inclement weather: You entrust Lunch Buddies, LLC to use best judgement in caring for your pet(s) at the time of inclement weather. Lunch Buddies, LLC will try to carry out your instructions to the best of Lunch Buddies, LLC's ability. Customer selection of a nearby emergency contact has been requested.

Name of Emergency Contact: _____

Address: _____

Home Phone: _____ **Alternate phone** _____

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Pet Guardianship: In the unfortunate event you become incapacitated while your pet(s) are in our care, please name the person who should be contacted to become the guardian and take over the care of your pet(s) until care can be provide as arranged for in other legal documents prepared by you. We urge you to address care of your pet(s) when planning your estate. Please be sure the named person(s) is/are aware you are appointing them as guardian(s) of your pet(s).

In the event of an emergency, which incapacitates me, I authorize Lunch Buddies, LLC to turn my pet(s) over to :

Name : _____

Address: _____

Home Phone _____ **Alternate Phone:** _____

Relationship: _____

Medication/ Vaccinations/Immunizations: Lunch Buddies, LLC will attempt to administer medications as directed but cannot be held responsible for complications that arise as a result. Under no circumstances