



***Appointment for:*** \_\_\_\_\_

***Date:*** \_\_\_\_\_

***Drop off Time:*** \_\_\_\_\_ ***Pick up Time:*** 4pm

**REMINDERS FOR YOUR APPOINTMENT**

- Check in begins at **8:00am for cats** and **8:15am for dogs**
- Dogs must be kept out of the lobby until our vet is ready for them to come in the building.
- Payment is due in full on the day of surgery, we do not bill. We do not accept checks for payment, only cash or credit cards.
- Dogs must be on a leash or in a carrier.
- Cats must be in a carrier and only one cat per carrier.
- If you do not have a carrier we do sell cardboard carriers at the clinic for \$5.00.
- If your pet has had a rabies vaccine you must bring the rabies certificate, or a rabies vaccine will be given at a cost of \$10.00 on the day of surgery. Proof of rabies must be in the form of a rabies certificate; we cannot use the rabies tag as proof. It is a state law that all dogs and cats must be current on their rabies vaccines.
- If you are receiving income qualified rates be sure to bring proof of your benefit and a photo id. Valid New York State Benefit ID card. If your card does not have an issue date you must bring proof that the card is current (award letter or re-certification).
- The clinic is located at 53 Maple Avenue. If you use **GPS or MapQuest** to get to the clinic, please use **Schenectady** for the city or our zip code 12302 (not Scotia).

## **Before Surgery Instructions**

Congratulations on your decision to spay or neuter your pet! What follows are instructions for preparing your pet for surgery. Please follow them carefully. Pets that are not properly prepared for surgery may not be able to have surgery as scheduled.

### **What You Need to Know Before Surgery**

- **Animals must be in good health.** If your pet is showing any signs of illness such as coughing, sneezing, runny eyes or diarrhea he or she may be declined for surgery. See your regular veterinarian for care first, and then reschedule surgery when your pet is healthy.
- **Our veterinarians require that your DOG be vaccinated for distemper/parvo (DA2PP) two weeks prior to surgery.** Your animal will be around a lot of other animals and could be exposed to something (just like when you send your kids to school). It takes two weeks for a vaccination to become fully effective. We can administer vaccination two to three weeks prior to your appointment at a cost of \$10.
- **New York State requires that all animals be vaccinated for rabies.** If your pet has a current rabies vaccination, you will need to bring the certificate to your appointment as proof (rabies tags alone will not be accepted as proof). If you do not provide proof, we are required to administer rabies for an additional cost to the owner on the day of surgery.
- Kittens must be 12 weeks of age and weigh at least 3 pounds and puppies must be 12 weeks of age AND weigh at least 4 pounds. **Dogs over 4 months of age must weigh 5 pounds.**

### **What You Need to Do the Night Before Your Appointment**

- **Keep your pet safely inside** your home.
- Water should be available at all times. Feed normal amount of food in the evening.
- **If your animal is over 4 months old,** please feed  $\frac{1}{4}$  of his/ her normal morning meal.
- **If your animal is less than 4 months old,** please feed  $\frac{1}{2}$  of his/ her normal morning meal.

### **What to Do When You Arrive at the Clinic**

- **For your dog's comfort, please give him a good walk** before you arrive at the Community Spay/Neuter Clinic.
- Please let us know how much and at what time your pet ate this morning.
- **Drop your pet off at the clinic in the morning beginning at 8:00 a.m.** Anyone arriving after 8:30 am will not have surgery and will need to be rescheduled..
- **Payment is due in full at drop-off. We do not bill.** We accept cash, Visa, MasterCard, and debit cards. **WE DO NOT ACCEPT CHECKS AS PAYMENT.**
- **The Spay/Neuter Clinic entrance is located on the right side of the APF shelter** at 53 Maple Avenue Schenectady, NY 12302. The shelter is closed in the morning and the doors will be locked. Please come to the Spay/Neuter Clinic entrance.
- **Please Note: pets must remain out of the lobby** until you have completed the admission process.
- You must **complete the necessary paperwork upon arrival.** Our paperwork is a three-part carbonless form; it cannot be faxed or e-mailed.
- For the safety of your pet and our staff, all pets must be safely restrained. **All cats are required to be in an individual plastic or cardboard cat carrier** at time of drop off. One cat per carrier. If not, a \$5 cardboard carrier fee will be charged for each cat needing a separate carrier. Kittens less than 4 months can be no more than 2 per carrier. **All feral cats/kittens must be brought in a humane Have-A-Hart trap** that is covered with a sheet or towel. **One cat per trap.** **All dogs must be on a leash or in a carrier.**



### **Reasons for Refusal of Surgery**

Our veterinarians perform a general physical examination on every patient prior to surgery and reserve the right to refuse service to any animal for which surgery is deemed a health risk.

#### **Reasons for refusal may include, but are not limited to:**

- Animals who clinic staff cannot safely handle.
- Feral cats who are brought in any container except a humane Have-A-Hart trap.
- Animals with known health issues, such as a heart murmur, may be referred to a full service veterinary hospital.
- Dogs who are nursing or in heat. Adult dogs under 5 Lbs or over 90 Lbs.
- Animals showing any signs of illness such as coughing, sneezing, runny eyes, or diarrhea.
- Kittens or puppies younger than 12 weeks OR smaller than 3 pounds (kittens)/ 4 pounds (puppies-under 4 months of age).

If any of these situations apply to your animal, please discuss this with a clinic staff member before your appointment. We may be able to make special arrangements if we know the issue in advance. This is for the safety of your animals and our staff.

#### **Pick-up and Home Care Instructions**

- Please know that your pet may be a little groggy at pick up due to anesthesia.
- **Pick your pet up promptly, at 4:00 p.m. the same day as surgery. Please note we cannot release patients before 4:00 pm.** You will be given instructions on taking care of your pet after surgery when you pick him or her up.
- **Please note that we close promptly at 4:30 p.m. Please, arrive on time to pick up your pet.** We do not board animals. Anyone arriving after 4:30 pm will be charged a \$30 late fee. If the clinic is closed you will need to come back the next morning to pick up your pet (**NO EXCEPTIONS CAN BE MADE**).