

DEDICATION

This manual is dedicated to all the countless individuals, from our rich history to our current staff, who has contributed their knowledge, insight and passion to make this living manual possible.

This manual is also dedicated in gratitude to those selfless individuals who open their hearts and homes to love, nurture and raise a puppy to be a gift of sight and companionship to someone who is visually impaired. Through your efforts, you are educating the general public about guide dogs, setting an example for community service and enriching personal growth.

Sincere thanks for sharing your precious time, family, friends, and community with us. We would not be able to fulfill our mission without you.

In deep gratitude,

The Puppy Development Department

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Thank You!

1. WELCOME TO THE SEEING EYE PUPPY RAISING PROGRAM

1.1 WELCOME AND THANK YOU

Thank you from all of us at The Seeing Eye for volunteering your heart and home to raise our puppy for his future as a guide dog; we are very grateful for your invaluable contribution to our program. Puppy raisers have been helping The Seeing Eye fulfill its mission since the start of the puppy raising program in 1942. Raising a puppy for this organization is a gift that requires some sacrifice, but teaches many life lessons along the way; it's not every day that you have such a profound impact on someone's life and can see the immediate effects of your generosity.

Raising a Seeing Eye puppy is a family project, where everyone is involved in teaching the puppy the required basic obedience commands, giving him plenty of exposure, lots of love, attention and discipline. The entire family plays an important role in helping the puppy grow into a healthy, friendly Seeing Eye dog that is able to live happily with humans and share their lives.

Everything you will need to learn about raising this puppy will be taught at your county club meetings which you are required to attend regularly even before your puppy arrives. Each puppy raiser has access to an extensive support group which includes your Seeing Eye Area Coordinator, your club leader, and other club members. Your Area Coordinator will oversee your puppy's development and provide guidance and direction whenever it is needed. The Seeing Eye covers the cost of veterinary care, and also provides each puppy raiser with a quarterly allotment to defray the cost of dog food.

We understand that it is no easy task to foster our puppy for a year and then, unselfishly, return him to fulfill his special destiny as a guide dog. You will, however, gain a great deal of pride and satisfaction from knowing you have helped make it possible for a blind person to move with dignity and independence. We know you will look back on this chapter of your life with many warm memories.

1.2 MISSION OF THE SEEING EYE

The Seeing Eye is a philanthropic organization whose mission is to enhance the independence, dignity, and self-confidence of blind people through the use of Seeing Eye dogs.

1.3 HISTORY OF THE SEEING EYE

The Seeing Eye, North America's pioneer guide dog school, was founded in 1929 by Dorothy Harrison Eustis. She wrote an article in 1927 for *The Saturday Evening Post* about training German shepherds in Switzerland to guide blinded veterans of World War I. Morris Frank, a young blind man frustrated at his inability to move around easily, read this article and was determined to contact the author for help. In 1928, having completed instruction in Switzerland, he arrived in New York City, proving the ability of his dog Buddy before a crowd of news reporters. His one-word telegram to Mrs. Eustis told the entire story ... "Success." The Seeing Eye was born with the dream of making the entire world accessible to people who are

blind. After promising to return to the United States and spread the word about these wonderful dogs, Morris Frank and his female German shepherd named Buddy became the pioneer guide dog team in America.

Since 1929, The Seeing Eye has partnered more than 17,000 of these specially bred and trained dogs and has brought a new level of mobility, safety, and self-sufficiency to almost 8,000 men and women. Each person is asked to pay \$150 for their first dog and \$50 for each subsequent dog. This fee, unchanged since 1934, includes the cost of the dog and its initial equipment, the person's instruction with the dog, room and board during their three or four week stay, and round-trip transportation from anywhere in the United States and Canada. Although this payment covers only a fraction of the cost, to the person it represents dignity and self-respect. No one has ever been denied a Seeing Eye dog for lack of funds. The actual cost to breed, raise, train, and place a dog with a blind person is about \$65,000; the difference is made up through philanthropic gifts.

The late Miss Evelyn Henderson holds the record for puppy raising: over 200 between 1951 and 1978. She also raised 15 foster children, each of whom was required to raise a pup. There were as many as a dozen puppies in her home at one time. In 1978, she received one of The Seeing Eye's highest honors, the Buddy Award, in recognition of her work. The book Mine for a Year tells the story of one of her foster sons and his puppy.

1.4 THE CHESTER BREEDING STATION

In 1941, The Seeing Eye began breeding their dogs, and in 1976, The Seeing Eye opened its first breeding station close to the main campus in Morristown, NJ. In January of 2002, The Seeing Eye built a new state-of-the-art canine reproduction and maternity center in Chester, NJ. We currently breed German shepherds, Labrador retrievers, Golden retrievers, and Lab/Golden crosses.

Puppies born at our breeding station are exposed to a wide variety of things that get them ready for life in the busy world with their puppy raisers. This form of early development prepares them for things that could otherwise frighten them in an already stressful time. Early experiences are being enhanced by the introduction of tall funny hats, big sunglasses, wind chimes, and musical baby mobiles. The musical baby mobiles and wind chime are hung above their heads in an effort to get them to look up and take notice of things above their heads in preparation of overhead awareness for their future guide work. Scarecrows with plastic masks are set up to add visual stimulation of a variety of things the puppies will encounter as guides.

Staff will vacuum the pavilion and ride scooters and tricycles around the puppies. They will also leash walk the puppies to help them learn how to walk properly on leash, and if the puppy balks the staff member will stop and wait. They also work on getting the puppies to follow them by carrying the food pan around. This also teaches them "4 on the floor", so they learn that all four paws must be on the ground before the food pan is placed on the floor.

There are grates and wobble-boards in the playroom, as well as different kinds of stairs. The puppies are exposed to a big crate in their box, and oftentimes will sleep in it. Early development with exposure plays an important role in how the puppy will react to everyday situations. The breeding station provides ample opportunities for the puppies to experience different things for several weeks before joining their puppy raiser. These early experiences can help the puppies with distraction and fear issues in the long run.

1.5 RAISING A SEEING EYE PUPPY IS DIFFERENT

Raising a puppy to be a guide dog for a blind person is very different than raising a puppy for a pet or other purposes.

Many thousands of people raise puppies into adult dogs each year. Few puppies are raised with specific goals in mind, most being destined to be pets and play companions for the owner. Puppies raised with specific goals in mind are consistently patterned to have behaviors that are compatible with the dog's future "job". A pup being raised to compete in Frisbee catching trials is encouraged to become excited each time an object is thrown and to jump higher and higher when chasing it. Pup being raised for competitive obedience are patterned to give eye contact to the handler, giving total attention during a "heeling" performance. Any puppy raiser with specific goals for a pup's future maintains a raising program that promotes success towards that goal. What is the same in the raising of any puppy for any purpose is the fact that dogs are very strong creatures of habit. This means that behaviors are easily turned into ingrained habits by just allowing the pup to practice them.

Raising a puppy to be a guide for a blind person make certain behaviors very desirable and others likely to cause problems. Any behavior must be judged on its desirability in a guide dog for a blind person. By having a clear understanding of the behaviors necessary for a dog to be a guide, a raiser can develop appropriate behaviors and avoid allowing the pup to acquire problem behaviors. Having an understanding of the basic situations that a guide dog for a blind person is expected to handle in day to day life will help raisers understand reasons for differences in raising pet puppies and raising guide dog puppies.

A Guide Dog Experiences:

- All varieties of people (strangers and friends) as obstacles and distractions, touching and talking to them while they are trying to work.
- Food temptations on floors, on tables and offered by people while they are trying to work.
- Many types of animals distracting and approaching them while they work.
- Having to concentrate on work around heavy traffic, crowds of people, playing children, people playing games with other people and with other dogs.
- Busy city areas and quiet country areas.
- Traveling on all types of transportation: Buses, cars, trains, planes, subways, etc.
- Working around and past unusual looking and acting people.
- Working around a variety of noises present in everyday life.
- Behaving in every public situation.
- Remaining calm while crowds of people clap and scream.
- Confidently, yet cautiously negotiating all types of stairs, surfaces and elevators.

A Guide Dog Puppy Needs To Learn:

- The desire to please and be with humans, wanting praise and affection.
- How to ignore all types of distractions that are normal for a dog to show interest in.
- How to behave properly at any time, even in situations that encourage distraction and play.
- How to be comfortable in as many different environments as possible, ranging from busy city walks to residential and country walks.
- How to allow themselves to be easily groomed and cared for, without moving around and resisting being handled.
- How to avoid any physical behavior that would be harmful to a blind handler, such as jumping up.
- How to be relaxed and obedient when traveling on all kinds of transportation.
- How to be a healthy eater of common, nationally obtainable dog food, maintaining proper body weight and healthy coat without exceptional supplements and care.
- How to be friendly and relaxed around other animals without seeking their company and attention more than that of human companionship.
- How to calmly and confidently negotiate all types of stairs, surfaces and elevators.
- How to be friendly and relaxed around all types of people.

1.6 TRAINING A SEEING EYE PUPPY IS DIFFERENT

The puppies we are raising have a unique and special job ahead of them. There are some fundamental parts of that job that set it apart from most dog training. Our dogs must be eager to pull out in front of their owners and lead; they should not be content to follow! We need to encourage that desire and confidence to lead as our puppies grows up. It is therefore extremely important not to teach these pups to "heel", which means to walk next to a person and follow the person's movement without pulling. Our pups need to pull and take the lead!

Another important difference in guide work is the fact that guide dogs must be confident enough to disobey a command! This is quite contrary to most styles of dog training. If a Seeing Eye dog is commanded to go into a dangerous situation (i.e. cross a street when traffic is moving) he must refuse the command. This is what is known as *intelligent disobedience*. If we are overly demanding and controlling in other areas of training it will affect the dogs' ability to disregard a command when necessary.

Strict obedience isn't what we are looking for. A Seeing Eye dog must have a certain amount of freedom from heavy discipline, because he must be able to use his reasoning power. He might have to figure out a way around a barricaded sidewalk in a big city, for example, or he might have to decide if it's safe to cross a street. A dog that is use to extremely strict obedience would stand and wait to be told what to do, instead of figuring out a problem and finding a solution.

The basis of all other types of dog training is "command and obey." With guide dog training, the basis is "command and obey if it's okay." This is the difference between educating a dog and training a dog. The learning process introduced by puppy raisers is a key to completing this education successfully.

These two fundamental skills for guide work -- *pulling and intelligent disobedience* -- contrast sharply with many styles of dog training. This may not be well understood by people who train dogs for different jobs. There is a lot of exposure to different professional trainers on television and other media. It may be tempting to try these techniques, but please remember it is important to follow training techniques as explained by your area coordinators.

Don't worry if your pups aren't perfect! They are learning and so are you. Celebrate their spirit, laugh, and relax!

1.7 PUPPY-PROOFING YOUR HOME

Puppy raising can be an exciting and adventurous experience. However, as with any adventure, you should be prepared. Puppies have an incredible amount of energy and a natural curiosity. They love to explore the world around them. Making your home safe for a puppy is comparable to making it safe for a toddler.

The following guidelines are intended to help you keep your puppy safe. Many of these apply to adult dogs as well. ***There are many hazards for a precocious pup. The key element is to supervise your pup at all times. Or crate the pup when he/she is not supervised.***

INDOOR/OUTDOOR HAZARDS

- Electrical cords are dangerous. They can cause burns or electrical shock.
- Cords for drapery and blinds can cause strangulation.
- Telephone cords and computer cables are also very tempting for a puppy.
- Small objects such as coins, jewelry, needles and thread, straight pins, yarn, dental floss, rubber bands, paper clips, crayons, pens, pencils, tacks, staples, and children's toys, can all be swallowed.
- Clothing such as socks, nylons, underwear, shoes, hats, gloves, and dirty or clean laundry can be swallowed and cause a blockage.
- Keep all medications (anti-cancer drugs, acetaminophen, non-steroidal anti-inflammatory pills such as ibuprofen, aspirin, etc.), vitamins and other pills (diet, cold and flu, antidepressants, etc.) out of the puppy's reach in a latched cabinet. A puppy is quick at pulling things off of end tables or other low surfaces such as your night stand.
- Remove candy dishes, remotes, knick-knacks, figurines, or collectibles from the puppy's reach. Heavy items like lamps can get pulled down or pulled over.
- Firewood or debris from fireplaces, pillow, fabric arm covers, afghans or throws, throw rugs, bathmats, candles, potpourri (liquid or solid), and air fresheners are items puppies love to find.
- Lead, lighter fluid, solvents (paint thinners, etc.), batteries, bread twist ties, buttons, cotton swabs, hair pins, plastic wrap, knives, scissors, razors, nails, string, towels, wax present dangers.
- Cleaning items (lime/scale remover, oven cleaner sprays,), rags, sponges, household chemicals, drain cleaners, bleach, disinfectants, detergents, fabric softener (liquid or sheets), sporting equipment, hunting gear, fishing gear, craft-working items, tools, nails, string, fasteners, and glue should be kept secured.
- Paper towels, napkins, clean or dirty tissues, toilet paper, bed and bath linens, plastic canisters, bags, and aluminum foil also pose a risk to your puppy.
- Table and chair legs are very tempting for a little puppy to chew on. Be careful of reclining seats, rocking chairs and doors where a puppy can get caught in or rocked on.
- Know which plants are toxic (see the *Toxic Plant Guide* below)
- Know which foods are toxic (see the *Toxic Food Guide* below)
- Keep doors and windows closed, and keep screens on windows and sliding glass doors securely fastened to prevent your puppy from falling through or escaping.
- Do not leave your puppy outside unsupervised. Even if the pup is on a tie-down outside, he can still reach objects he should not have.
- Gasoline, oil paint, lawn fertilizer, insecticides, and auto supplies should be in a safe and secure out-of-reach place.
- Hot tubs, ponds, and pools should be covered or fenced off. Drainpipes can also be problematic.
- Fire rings, barbecues, and other heat or fire sources can cause burns.
- Ant stakes, slug and snail bait, fly bait, rodent poisons (rat and mouse bait), mothballs, flea and tick products, home insect products,

Put up barricades or baby gates across areas where the puppy is not allowed. Close doors, cabinets, and drawers to rooms or storage spaces where the pup could get into trouble. Since your puppy may believe it is okay to chew anything within reach, provide plenty of toys to keep him busy. Always keep a close eye on what your puppy is doing, no matter how well you have prepared your home for his arrival.

*** Remember, a puppy explores his environment by chewing.**

*** Antifreeze is one of the most dangerous of all poisons! Just ¼ of a teaspoon (one lick!) will kill most animals.**

a. TOXIC PLANT GUIDE

Tulip, hyacinth and daffodil bulbs can damage a dog's mouth and esophagus, leading to drooling, vomiting, severe diarrhea and even abnormal heart rhythms. Be sure to keep bulbs out of reach before planting and surround them with plenty of mulch; always supervise your dog when they are outside. The following is a list of common spring and summertime plants and the type of dangers they pose. If your pup has ingested any of these plants, call your family veterinarian first; he or she may recommend calling Poison Control.

PLANT	SYMPTOMS IF INGESTED
Tulip (<i>Tulip sp.</i>)	Intense vomiting, depression, diarrhea, hypersalivation, drooling and lack of appetite.
Hyacinth (<i>Hyacinthus oreintalis</i>)	Intense vomiting, diarrhea, depression and tremors.
Daffodil (<i>Narcissus sp.</i>)	Severe gastrointestinal illness, convulsions, seizures, low blood pressure and tremors.
Peace lily (<i>Spathiphyllum sp.</i>)	Ulcers in the mouth, vomiting and diarrhea.
Easter cactus (<i>Schlumbergera bridgesi</i>)	Vomiting, diarrhea and depression. Cats can also develop staggering.
Easter daisy (<i>Townsendia sericea</i>)	Plant considered nontoxic.
Easter orchid (<i>Cattleya mossiae</i>)	Plant considered nontoxic.
Easter lily cactus (<i>Echinopsis multiplex</i>)	Plant considered nontoxic.
Ressurrection lily (<i>Kaempferia pulchra</i>)	Plant considered nontoxic.
Crown of Thorns (<i>Euphorbia splendens prostrate</i>)	Vomiting and diarrhea.
Azalea (<i>Rhododendron sp.</i>)	Vomiting, diarrhea, hypersalivation, weakness, coma, hypertension, CNS, depression, cardiovascular collapse and death.
Crocus (<i>Colchicum autumnale</i>)	Excessive salivation, abdominal pain, diarrhea, vomiting, gastrointestinal disorders, lack of appetite, tremors, convulsions and seizures.
Rhododendron (<i>Rhododendron sp.</i>)	Vomiting, diarrhea, hypersalivation, weakness, coma, hypotension, CNS, depression, cardiovascular collapse and death.
Tiger lily (<i>Lilium tigrinum</i>)	Vomiting, lack of appetite, lethargy, kidney failure. Cats are only species known to be affected.
Easter lily (<i>Lilium longiflorum</i>)	Vomiting, lack of appetite, lethargy, and kidney failure. Cats are only species known to be affected.
American bittersweet (<i>Celastrus scandens</i>)	Weakness, convulsions, gastroenteritis (vomiting, diarrhea)

Clematis (<i>Clematis sp.</i>)	Vomiting, diarrhea, oral ulcers, ataxia, irritant or vesicant action.
Daffodil (<i>Narcissus sp.</i>)	Severe gastrointestinal disorders, convulsions, shivering, hypotension, dermatitis, muscular tremors, and cardiac arrhythmias.
Day lily (<i>Hemorocallis dumortirei</i>)	Vomiting, lack of appetite, lethargy, and kidney failure. Cats are the only species known to be affected.
Foxglove (<i>Digitalis purpurea</i>)	Cardiac arrhythmias, vomiting, diarrhea, weakens, cardiac failure and death.
Lily of the Valley (<i>Convallaria majalis</i>)	Ataxia, vomiting, cardiac arrhythmias and death.
Narcissus (<i>Narcissus sp.</i>)	Severe gastrointestinal disorders, convulsions, shivering, hypotension, dermatitis, muscular tremors, and cardiac arrhythmias.
Morning Glory (<i>Ipomoea sp.</i>)	Seeds may cause hallucination, may cause diarrhea.

Insecticides:

Like fertilizer, herbicides, insecticide baits, sprays and granules are often necessary to keep our gardens healthy, but their ingredients are not meant for your puppy's consumption. The most dangerous forms of pesticides include snail bait with metaldehyde, fly bait with methomyl, systemic insecticides with the ingredients disyston or disulfoton, mole or gopher bait with zinc phosphide, and most forms of rat poisons. Always store pesticides in inaccessible areas and read the manufacturer's label carefully for proper usage and storage.

Compost:

You're doing the right thing for your garden and Mother Earth—you're composting! Food and garden waste make excellent additions to garden soil, but depending on what you're tossing in the compost bin, they can also pose problems for our pets. Coffee, moldy food and certain types of fruit and vegetables are toxic to dogs and cats, so read up on toxic foods and keep your compost in a covered bin if possible.

Garden Tools:

Unattended garden tools may seem like no big deal, but rakes, tillers, hoes and trowels can be hazardous to pets and cause trauma to paws, noses or other parts of a curious pet's body. Rusty, sharp tools caked in dirt may also pose a risk for tetanus if they puncture skin. Care should be taken by storing all unused tools in a safe area, not haphazardly strewn on the ground.

Mulch:

Garden mulch made of cocoa bean shells is very dangerous for your puppy. The bean shells are a by-product of chocolate production, and like chocolate, contain theobromine, a component that is toxic to dogs. If ingested, the mulch can cause the same symptoms as overdosing on chocolate. These include vomiting, diarrhea, rapid heart rate, shaking, hyperactivity, seizures, and death. Because many dogs find the mulch to have a pleasant taste, we recommend that it not be used in areas accessible to your puppy.

A good website to check for more information is: <http://www.aspca.org>. Click on "Programs" then "Animal Poison Control".

b. TOXIC FOOD GUIDE

You should never feed your Seeing Eye puppy any food except for their puppy food and perhaps an occasional approved puppy treat! Chart below as reference for our pups and your pets.

Some foods which are edible for humans, and even other species of animals, can pose hazards for dogs because of their different metabolism. Some may cause only mild digestive upsets, whereas, others can cause severe illness, and even death. The following common food items should not be fed (intentionally or unintentionally) to dogs. This list is, of course, incomplete because we cannot possibly list everything your dog should not eat.

Items to avoid	Reasons to avoid
Alcoholic beverages	Can cause intoxication, <i>coma</i> , and death.
Avocado	The leaves, seeds, fruit, and bark contain persin, which can cause vomiting and diarrhea.
Bones from fish, poultry, or other meat sources	Can cause obstruction or laceration of the digestive system.
Cat food	Generally too high in protein and fats.
Chocolate, coffee, tea, and other caffeine	Contain caffeine, theobromine, or theophylline, which can cause vomiting and diarrhea and be toxic to the heart and nervous systems.
Citrus oil extracts	Can cause vomiting.
Fat trimmings	Can cause pancreatitis.
Fish (raw, canned or cooked)	If fed exclusively or in high amounts can result in a thiamine (a B vitamin) deficiency leading to loss of appetite, seizures, and in severe cases, death.
Grapes, raisins and currants	Contain an unknown toxin, which can damage the kidneys. There have been no problems associated with grape seed extract.
Hops	Unknown compound causes panting, increased heart rate, elevated temperature, seizures, and death.
Human vitamin supplements containing iron	Can damage the lining of the digestive system and be toxic to the other organs including the liver and kidneys.
Macadamia nuts	Contain an unknown toxin, which can affect the digestive and nervous systems and muscle.
Marijuana	Can depress the nervous system, cause vomiting, and changes in the heart rate.

Milk and other dairy products	Some adult dogs and cats may develop diarrhea if given large amounts of dairy products.
Moldy or spoiled food, garbage	Can contain multiple toxins causing vomiting and diarrhea and can also affect other organs.
Mushrooms	Can contain toxins, which may affect multiple systems in the body, cause shock, and result in death.
Onions and garlic (raw, cooked, or powder)	Contain sulfoxides and disulfides, which can damage red blood cells and cause <i>anemia</i> . Cats are more susceptible than dogs. Garlic is less toxic than onions.
Persimmons	Seeds can cause intestinal obstruction and enteritis.
Pits from peaches and plums	Can cause obstruction of the digestive tract.
Raw eggs	Contain an enzyme called avidin, which decreases the absorption of biotin (a B vitamin). This can lead to skin and hair coat problems. Raw eggs may also contain <i>Salmonella</i> .
Raw meat	May contain bacteria such as <i>Salmonella</i> and <i>E. coli</i> , which can cause vomiting and diarrhea.
Rhubarb leaves	Contain oxalates, which can affect the digestive, nervous and urinary systems.
Salt	If eaten in large quantities it may lead to <i>electrolyte</i> imbalances.
String	Can become trapped in the digestive system; called a "string foreign body."
Sugary foods	Can lead to obesity, dental problems, and possibly diabetes mellitus.
Table scraps (in large amounts)	Table scraps are not nutritionally balanced. They should never be more than 10% of the diet. Fat should be trimmed from meat; bones should not be fed.
Tobacco	Contains nicotine, which affects the digestive and nervous systems. Can result in rapid heartbeat, collapse, coma, and death.
Yeast dough	Can expand and produce gas in the digestive system, causing pain and possible rupture of the stomach or intestines.
Xylitol (artificial sweetener)	Can cause very low blood sugar (hypoglycemia), which can result in vomiting, weakness and collapse. In high doses can cause liver failure.

Household Toxins & Hazards Information Websites:

~ ASPCA

www.asPCA.org/pet-care/poison-control

Toxic and non-toxic plants

People food to avoid feeding your pets

Human medications that are poisonous to pets

~ The Humane Society of the United States

www.hsus.org/pets/pet_care/protect_your_pet_from_common_household_dangers

Toxins in the home environment

~ Cornell University Department of Animal Science
www.ansci.cornell.edu/plants/dogs/index.html

Toxic plants to dogs

~ Animal Poison Control Center

If you think your puppy may have ingested a potentially poisonous substance, call (888) 426-4435. A consultation fee may be applied to your credit card.

Interesting Fact:

Some items that our Seeing Eye puppies have eaten, most of which resulted in surgery are: balls, bedding, books, clothing, coins, corks and bottle stoppers, corn cobs, Easter grass and tinsel, electric cords, fish hooks and lures, hearing aids, hermit crab shells, jewelry, light bulbs, peach pits, razor blades, retainer, rocks and marbles, sewing needles and pins, socks, sponges, strings and ribbons, stuffed animals, walnuts, towels, toys, underwear, whole avocado (with pit), wire, and wood chips.

c. QUICK GUIDE – HARMFUL THINGS FOR YOUR PUPPY TO EAT

**** Remember, Seeing Eye puppies should never be given any people food, unless directed to do so by your vet and approved by your Area Coordinator and The Seeing Eye vets. Harmful things should be out of his reach.***

Anti-Freeze – One of the most dangerous common substances. If your puppy licks anti-freeze, call your veterinarian or a poison control center immediately.

Apple – The seeds contain cyanogenic glycosides, which can result in cyanide poisoning.

Apricot – The seed pit contains cyanogenic glycosides, which can result in cyanide poisoning.

Avocado – Contains a toxic element called persin, which can damage heart, lung, and other tissue in many animals. Avocados are high in fat content and can trigger an upset stomach, vomiting, or even pancreatitis. The seed pit is also toxic and if swallowed can become lodged in the intestinal tract where it may cause a severe blockage. This will have to be removed surgically. Since avocado is the main ingredient in guacamole, be sure to keep your dog out of the dish.

Baby Food – Before feeding any baby food to your dog, check the ingredients to see if it contains onion powder, which can be toxic to dogs. Feeding baby food in large amounts may result in nutritional deficiencies.

Bones – All bones can be very hazardous for your puppy. Bones become brittle when cooked, which causes them to splinter when broken. The splinters have sharp edges that have been known to become stuck in teeth, caused choking when caught in the throat, or caused a rupture or puncture of the stomach lining or intestinal tract. Especially bad bones are turkey and chicken legs, ham, pork chop, and veal.

Symptoms of choking:

- *Pale or blue gums*
- *Gasping, open-mouthed breathing*
- *Pawing at face*
- *Slow, shallow breathing*
- *Unconscious, with dilated pupils*

Bread Dough – When ingested, your dog's body heat causes the dough to rise in the stomach. During the rising process, alcohol is produced as the dough expands. Dogs that have eaten bread dough may experience abdominal pain, bloat, vomiting, disorientation, and depression. Only a small amount eaten can cause a problem, because bread dough can rise to many times its size.

Broccoli – The toxic ingredient in broccoli is isothiocyanate. While it may cause stomach upset, it probably won't be very harmful unless the amount ingested exceeds 10% of the dog's total daily diet.

Caffeine Beverages – Beverages with caffeine (like soda, tea, coffee) can be very harmful. The caffeine acts as a stimulant and can accelerate your puppy's heartbeat to a dangerous level. Dogs ingesting caffeine have been known to have seizures, some fatal.

Candy (sugarless) – Candy containing xylitol has been recognized by the National Animal Poison Control Center (NAPCC) to be a risk to pets (first published July 2004). This compound can cause liver damage and death in some dogs. This information is recent and some vets may not be familiar with xylitol poisoning. If your dog has eaten sugarless candy, you can contact the NAPCC by telephone, 1-888-426-4435 for more information.

Cat Food – Not formulated for canine consumption. It is generally too high in protein and fats and is not a balanced diet for a dog.

Cherries – The seed pit contains cyanogenic glycosides, which can cause cyanide poisoning.

Chocolate – Contains theobromine, a compound that is a cardiac stimulant and a diuretic. When affected by an overdose of chocolate, a dog can become excited and hyperactive. Due to the diuretic effect, it may pass large volumes of urine and it will be unusually thirsty. Vomiting and diarrhea are also common. The effect of theobromine on the heart is the most dangerous effect. Theobromine will either increase the dog's heart rate or may cause the heart to beat irregularly. Death is quite possible, especially with exercise. Symptoms of chocolate poisoning include: vomiting, diarrhea, tremors, hyperactivity, irregular heartbeat, and seizures.

Larger quantities of chocolate can poison or even **kill a medium or large dog**. An ounce or two of chocolate may not seem like much, but it can be lethal to a small dog that weighs 10 lbs. or less. After their dog has eaten a large quantity of chocolate, many owners assume the dog is unaffected. However, the signs of sickness may not be seen for several hours, with death following within twenty-four hours.

Cocoa powder and cooking chocolate are the most toxic forms. These forms of chocolate contain ten times more theobromine than milk chocolate. Even licking a substantial part of the chocolate icing from a cake can make a dog sick. The next most dangerous forms are semi-sweet chocolate and dark chocolate, with milk

chocolate being the least dangerous. A dog needs to eat more than a 250mg block of milk chocolate; however, the high amount of fat found in milk chocolate can lead to an attack of pancreatitis.

- *1 ounce per pound of body weight for milk chocolate*
- *1 ounce per 3 pounds of body weight for semi-sweet chocolate*
- *1 ounce per 9 pounds of body weight for baker's chocolate*

During many holidays such as Christmas, New Year's Day, Easter, and Halloween, chocolate is often accessible to curious dogs, and in some cases, people unwittingly poison their dogs by offering them chocolate as a treat or letting them lick a frosting bowl.

Cigarettes – see Tobacco Products

Citrus Oil Extracts – Citrus oil extracts have been known to cause vomiting.

Corn Cobs – Many dogs have suffered and, in some cases, died after eating corn-on-the-cob, because the corn cob caused a partial or complete intestinal obstruction. Never allow your puppy access to corn cobs.

Eggs (raw) – Raw egg whites contain a protein called avidin, which can deplete your dog of biotin, one of the B vitamins. Biotin is essential to your dog's growth and coat health. Additionally, raw eggs are often contaminated with bacteria, such as salmonella, and you could end up giving your dog food poisoning in addition to biotin deficiency.

Symptoms of biotin depletion are hair loss, weakness, growth retardation, and skeleton deformity. If your dog is suffering from these symptoms, the situation is urgent, and veterinary treatment is needed.

Food Preparation Items – When chewing food remnants from:

- *Aluminum foil or pans*
- *Candy wrappers*
- *Paper plates and cups*
- *Plastic forks, spoons, knives*
- *Plastic beverage rings from six-packs*
- *Roasting bags*
- *Turkey skewers*

A dog may swallow pieces which can cause abdominal discomfort, intestinal blockage, internal bleeding, and in some cases, death. There is also a possibility of choking or suffocation. Dispose of food preparation items in a manner that your dog or another animal cannot get to it.

Grapes/Raisins – Although the minimum lethal dosage is not known, grapes and raisins can be toxic to dogs when ingested in large quantities. The symptoms are gastrointestinal signs, including vomiting and diarrhea, and then signs of kidney failure with an onset of severe kidney signs starting about 24 hours after ingestion. In recent studies, the amount of grapes eaten varied between 9oz. and 2 lbs., which worked out to be between 0.41 and 1.1 oz./kg of body weight. It has been reported that two dogs died directly from the toxicity, three were euthanized due to poor response to treatment, and five dogs lived.

Due to the severity of the signs and the potential for death, the veterinarians at the National Animal Poison Control Center (NAPCC) advocate aggressive treatment for any dog believed to have ingested excessive amounts of grapes or raisins, including inducing vomiting, stomach pumping, and administration of activated charcoal, followed by intravenous fluid therapy for at least 48 hours or as indicated based on the results of blood tests for kidney damage.

Macadamia Nuts – The toxic compound is unknown, but eating only a few nuts without the shell has been known to cause elevated body temperature, accelerated heartbeat, tremors in the skeletal muscles, and weakness or paralysis of the hindquarters. Affected dogs have difficulty or are unable to rise, are distressed and usually panting. Some affected dogs have had swollen limbs and showed pain when the limb was manipulated. Dogs did recover from the muscle weakness and pain, and it is not known if there have been any fatal cases. Macadamia butter is included in this warning.

Moldy/Spoiled Foods – The common mold found growing on many foods contain toxins such as Penicillium mold toxins or tremorgenic mycotoxins. Symptoms of poisoning include severe tremors and seizures that can last for hours or even days. This is considered an emergency and medical treatment is needed to control the seizures and detoxify the dog. Spoiled foods can cause food poisoning. Symptoms of food poisoning are severe vomiting, diarrhea, and shock. Prevention is the best course; do not feed your puppy food left in the refrigerator and do not allow him to raid your garbage cans or compost bins (or your neighbors).

Mushrooms – Mushroom poisoning can be fatal if certain species of mushroom are ingested. The most commonly reported severely toxic species of mushroom in the US is Amanita phalloides, but other Amanita species are also toxic. They can cause severe liver damage and neurologic disorders. The recommendation is to induce vomiting when these mushrooms are ingested and to give activated charcoal as well. Supportive treatment for liver disease may also be necessary.

Nutmeg – Reported to be a hallucinogenic when ingested in large doses and has been known to cause tremors, seizures, and in some cases, death.

Nuts – Nuts in general are not good for dogs, as their high phosphorus content may lead to bladder stones.

Onions – Onions cause hemolytic anemia, which means that the red blood cells break down leaving the dog short of oxygen. Onion poisoning can occur with a single ingestion of large quantities or with repeated meals containing small amounts of onion. The condition generally improves once the dog is prevented from eating any further onion. The poisoning may occur a few days after the dog has eaten the onion. At first dogs affected by onion poisoning show gastroenteritis with vomiting and diarrhea, weakness, and show little or no interest in food. The red pigment from the burst blood cells appears in an affected dog's urine making it dark colored. The dog will experience shortness of breath because the red blood cells that carry oxygen through the body are reduced in number. Other symptoms are elevated body temperature, confusion, and increased heart rate. Seek veterinary care immediately.

The quantity of onions, raw or cooked, required is high enough that dogs can generally tolerate small doses of onions without any problem and moderate amounts of onion without apparent signs of onion poisoning. All forms of onion can be a problem, including dehydrated onions, raw onions, cooked onions, and table

scraps containing onion and/or garlic. Left over pizza, Chinese dishes, and commercial baby food containing onion, sometimes fed as a supplement to young pets, can cause illness.

- While garlic also contains the toxic ingredient thiosulphate, it seems that garlic is less toxic and large amounts would need to be eaten to cause illness.

Peaches – The seed pit contains cyanogenic glycosides, which can cause cyanide poisoning.

Pears – The seeds contain cyanogenic glycosides, which can cause cyanide poisoning.

Plants – Dogs can become extremely ill and even die from eating poisonous plants. Keep all unknown types of plants and any plants suspected of being poisonous out of reach of your dog. Refer to our chart on poisonous plants, both indoor and outdoor.

Plastic Food Wrap – Dogs have been known to ingest pieces of plastic wrap while trying to eat food remnants left on a surface. Plastic food wrap can cause choking or intestinal obstruction. Dispose of plastic wrap in a manner that your dog or other animals cannot get to it.

Plums – The seed pit contains cyanogenic glycosides, which can cause cyanide poisoning.

Play Dough – Homemade play dough contains high levels of salt. When ingested, this can cause salt poisoning which can be fatal.

Potatoes – Solanum alkaloids can be found in green sprouts and green potato skins, which occur when the tubers are exposed to sunlight during growth or after harvest. The relatively rare occurrence of actual poisoning is due to several factors: solanum is poorly absorbed; it is mostly hydrolyzed into less toxic solanidin; and the metabolites are quickly eliminated.

Raisins/Grapes – See Grapes

Rich Fatty Foods – Rich, fatty foods can be very dangerous to dogs susceptible to attacks of pancreatitis. Often you may not know that your dog is susceptible until he is very sick with his first attack. It is often the smaller, more energetic breeds like miniature or toy poodles, cocker spaniels, miniature schnauzers, and other small terrier-type dogs that seem particularly prone. However, any dog may have a problem. It is best to avoid these foods altogether:

- Turkey skin
- Bacon, sausage, hot dogs
- Fruit cake, plum pudding
- Deep-fried

Signs of pancreatitis generally include an acute onset of vomiting (sometimes with diarrhea) and abdominal pain, which may be evidenced as a hunched posture, or “splinting” of the abdomen when picked up. The dog may become very sick quickly and often needs intensive fluid and antibiotic therapy.

Rhubarb – the leaves.

Salmon (raw) – Commonly called “Salmon Poisoning Disease” (or SPD), this can be a problem for anyone who feeds their dog a raw meat diet that includes raw salmon, but it is mostly seen in the Pacific Northwest and California.

Salt – Iodized salt and salty foods can cause stomach ailments and pancreatitis. Some dogs, especially large breeds, have been known to gulp too much water after eating salty foods and developed a life threatening condition called bloat, where the stomach fills with gas and twists, leading to a painful death unless emergency treatment is received immediately.

Table Scraps – Table scraps are not a nutritionally balanced diet for a dog, and our Seeing Eye puppies should never be given these. It will negatively affect their future as a guide dog.

Tobacco Products – Cigarettes and cigarette butts, cigars, pipe tobacco, nicotine patches, nicotine gum, and chewing tobacco. Signs of nicotine poisoning can appear within an hour and include hyperactivity, salivation, panting, vomiting, and diarrhea. Advanced signs include muscle weakness, twitching, collapse, coma, increased heart rate, and cardiac arrest. If anyone who lives in or visits your home smokes, tell them to keep tobacco products out of reach of pets and to dispose of butts immediately. If you suspect your puppy has ingested any of these, seek veterinary treatment immediately.

Tomatoes and Tomato Plants – These contain atropine which can cause dilated pupils, tremors and irregular heartbeat. The highest concentration of atropine is found in the leaves and stems of tomato plants, next is the unripe (green) tomatoes and then the ripe tomato.

Some Water – Yet another surprise to find on this list, but there are dangers lurking in water that you need to be aware of:

- **Stagnant water** in ponds, bogs, small lakes, canals, seasonal creeks, and other places where water sets still may contain harmful bacteria (*Leptospira interrogans*) and parasites such as giardia.
- **Toilet water** with freshener or cleaners in the tank or bowl contains toxic chemicals.

An excellent resource for emergency poison consultation (in addition to your veterinarian) is your local Poison Control, and the National Animal Poison Control Center.

1.8 PREPARING FOR THE ARRIVAL OF YOUR PUPPY

The Seeing Eye will provide you with some essential supplies for your puppy, but many raisers like to obtain their own items. The Seeing Eye will provide you with a baby collar, a leash, a grooming brush, and a little bit of dog food just to get you started. Below is a chart to help you prepare for your puppy's arrival.

NEEDED SUPPLIES
8 LB BAG OR LARGER OF IAMS PROACTIVE HEALTH SMART PUPPY LARGE BREED DOG FOOD
TWO STAINLESS STEEL OR CERAMIC BOWLS FOR FOOD AND WATER
DOG GROOMING BRUSH
A CRATE AND SOME SOFT WASHABLE BEDDING FOR INSIDE THE CRATE
AN IDENTIFICATION TAG WITH YOUR HOME ADDRESS AND CELL PHONE NUMBERS
OPTIONAL SUPPLIES
ADULT COLLAR WHEN AGE APPROPRIATE
DEPENDING ON YOUR HOME YOU MAY NEED SOME BABY GATES TO CONTAIN THE PUPPY
SAFE TOYS – PLEASE REFER TO THE MANUAL FOR A LIST OF SAFE TOYS
NAIL CLIPPERS
PLANNING AHEAD
LOCATE A VETERINARIAN THAT IS FAMILIAR WITH THE PUPPY PROJECT AND IS WILLING TO BILL THE SEEING EYE DIRECTLY. YOUR CLUB LEADER OR CLUB MEMBERS MIGHT HAVE A RECOMMENDATION FOR YOUR AREA
IMPORTANT PHONE NUMBERS
AREA COORDINATOR:
CLUB LEADER:
VETERINARIAN:
EMERGENCY VET SERVICES:

2. RAISING YOUR SEEING EYE PUPPY

2.1 TALK SOFTLY AND USE A GENTLE HAND

The aggregate effect of our handling and treatment of puppies is reflected in the puppies' total perception of their social and physical environment.

By the time the puppies are seven weeks of age, they have as keen a sense of hearing as they will probably enjoy. They quickly learn the sound of important noises, such as their food being poured into their bowl. Because puppies' hearing is much keener than ours, it is important to reward them with praise or petting. One way to teach puppies their name and commands initially is to whisper. Most pups alert instinctively to hissing, probably going back to reptile era & the hissing of swooping birds. Consequently, you gain their attention by whispering and reward the response. When you say your puppy's name, it means, "Pay attention to me!" Something important is going to happen! Then when you begin teaching commands, you add your SOFT VOICE, which will elicit an even greater response. The most important favor we can do for our pup is to use his correct name when talking TO HIM and use another name, (such as my puppy) when talking ABOUT HIM. This avoids that all too common syndrome of "THE DEAF DOG" whose owner has to shout to gain his attention!

When a puppy is five weeks of age, it appears to be interested in what things SMELL like. From that point on, their nose becomes a touchstone for identifying all sorts of elements, ie: people, animals, foods, and toys.

What the eye see and the ear hear is transmitted through the incoming nervous system to the opposite side of the brain. Messages from the nostrils however go directly to the same side of the brain (left side – left brain). You may notice when a dog catches an aroma from one direction, it is amazing how fast his TOTAL attention turns upwind to investigate. Dogs and humans have no sense of smell when exhaling. You often see a dog catch whiff of something interesting and hold it in his snout, quickly breathing in and out as if to sample the odor by passing it back and forth over the nose's surface sensors. Odors can be an important helper in housebreaking a puppy. When a puppy is taken to his "Park Place," it is important that he be gently praised when he eliminates there. (Having sniffed & then removed it) This firmly implants a meaningful response.

As we raise our puppies, striving to create happy, pleasant companions as well as gain willing obedient dogs, it is important to remember that the way we FEEL about the puppy's behavior will influence the way we handle him. If we correct a puppy angrily or impatiently, negative emotions will be felt by the puppy. On the other hand, with a POSITIVE ATTITUDE AND A CHEERFUL OPTIMISM, we can instill in the puppy a happy basis for a strong, loving and gentle relationship that will carry over into it being a fine working guide dog.

2.2 INTRODUCING A NEW PUPPY TO YOUR FAMILY DOG(S)

- Meet the puppy on neutral territory outside. Your Area Coordinator will introduce the puppy first to each family member, and then they will take turns holding the puppy and introducing the puppy to the family dog.
- An adult should be present to supervise all introductions and interactions.
 - NEVER introduce a new puppy to your household dog around food bowls, beds, toys, etc.
 - If your household has more than one family dog, introduce the puppy to the gentlest, most submissive dog first.
- Keep the puppy on leash when moving inside.
 - Allow the puppy and family dog(s) to sniff, but be mindful of escalating interactions, such as growling, hackles up, etc.
- Let the family dog be free.
 - It is okay to correct the family dog if he or she goes beyond acceptable limits with the puppy.
 - Always remember to support the family dog as the number one dog in the household, and give him or her priority access to resources – greet them first, feed them first, etc.
 - Established dogs need plenty of extra attention and must be praised when they respond nicely to the new puppy.
 - Always allow the family dog to spend some time alone with you and a place for them to get away from the puppy.
 - *Remember:* The family dog's life and schedule will be disrupted with the addition of a new puppy, and they must be given ample time and support to adjust to this change.
- Puppies should always be confined in a crate when no one is able to supervise the interactions between the family dog and the new puppy.
- Puppies enjoy playing and can often be relentless. Such play can overwhelm older dogs, and while puppies tend to be submissive, they do not always understand an adult dog's body language indicating when they have had enough.
- Keep all interactions supervised for the first week, and keep them separated with short supervised sessions together.
 - It is best to keep the puppy on leash for control during these interactions.
- Never leave children alone in the room with the dogs and manage all resources, such as toys, food, beds, etc.
- Feed the puppy in a separate area from the family dog(s) and do not allow them to approach each other's food bowls when eating.
 - Feeding the puppy in the crate is acceptable if separation is difficult.
- Remember that prevention and management are key to successfully building good canine relationships.
- ***If you are experiencing problems, please do not hesitate to contact your club leader or Area Coordinator for help.***

2.3 CANINE BODY LANGUAGE

Dogs may not be able to speak to us, but they can easily display their state of mind through body language. Always take note of your dog's ear position, body weight distribution, tail appearance, pupil dilation, and facial tension (around the forehead and muzzle). Being observant to these details can help you prevent a dog fight, or determine if your dog is relaxed, fearful, or acting dominantly or submissively.



Neutral Relaxed: A dog can go from this posture to another in a matter of seconds, so always be cautious and aware of your puppy's body language.



Arousal: A dog in this posture has been stimulated by something environmentally. When the stimulation is good, his tail will be lower and wagging loosely, and his hackles will be down. His muzzle will be relaxed, and his tongue may even be exposed. This posture may also be displayed towards subordinates in an effort to express a higher ranking pack position.



Aggressive Attack: This posture is a threatening one used to chase away the unwanted person or animal, as well as to protect his possessions, himself or his pack.



Active Submission: This is a passive posture a dog will display when he acknowledges another dog or human's high social ranking. It can also be displayed when inhibiting another animal or human's aggression.



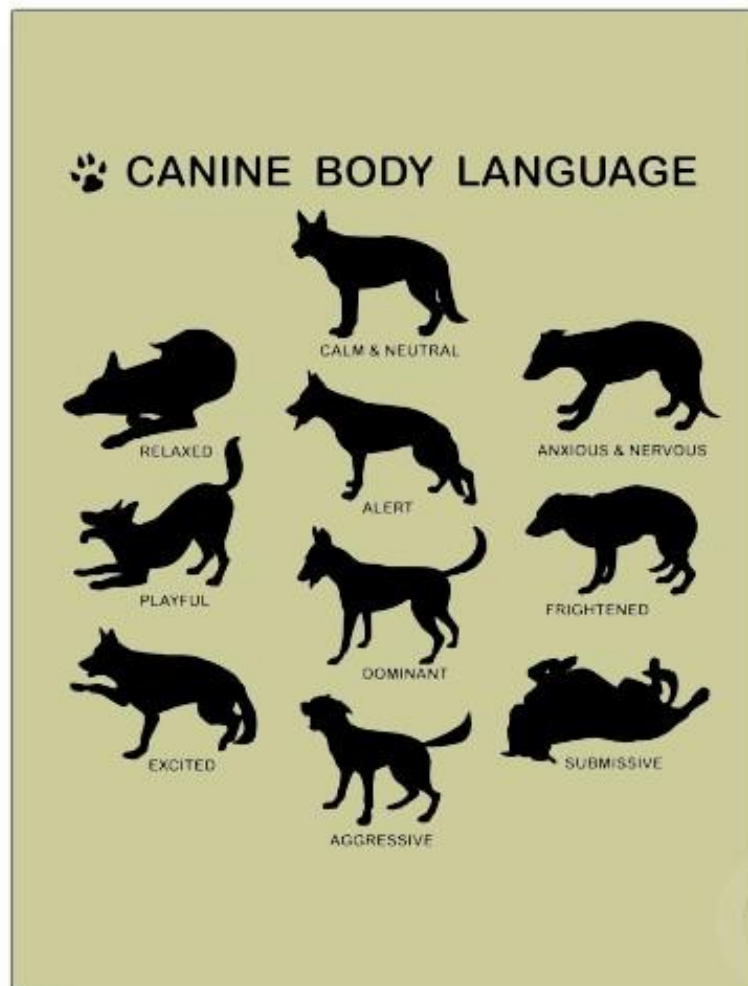
Passive Submission: This posture indicates surrender, especially when the dog goes belly up. It is a passive posture which is typically offered to a more dominant or aggressive dog or human.



DEFENSIVE AGGRESSION

Defensive Aggression: This posture is common when a dog is fearful of another dog or human. With hackles up, tail down and ears back, he will exhibit warning signals to another animal or human to stay away from him. If those warnings are ignored, he will bite to protect himself. This can also be a response to pain or punishment.

Here is a quick guide to your dog's posture and what he is displaying:



REFERENCE: Your Dog's Friend, <http://www.yourdogsfriend.info/Body-Language.html>

2.4 IDENTIFICATION OF YOUR PUPPY

When your Seeing Eye puppy arrives, you will be given an identification card that has your name as well as the puppy's name, breed and tattoo number on it. You also will receive a collar tag bearing The Seeing Eye address and telephone number. This collar tag must always be on the puppy's collar.

2.5 TO LICENSE YOUR PUPPY

Owners do not need to be license their pups in NJ until after they are 7 months old. The pup in your foster care will be returning to The Seeing Eye between 13 to 15 months of age and Seeing Eye is the legal owner so you do not need to have your pup licensed. In PA and Delaware pups in foster are not required to be licensed until 18 months of age.

Please make sure you have a copy of your inoculation card with you and proof of rabies if questioned. Any problems or concerns with your township on licensing please have them call The Seeing Eye.

When your puppy is 13 weeks old, he will be due for his rabies vaccination. When he receives this vaccination your veterinarian will issue a Rabies Certificate.

This initial rabies vaccination is good for one year. Therefore, your pup will probably be due for his/her second vaccination prior to coming back to The Seeing Eye. Please mail the original Rabies Certificate for the second vaccination directly to The Seeing Eye if you are not expecting your pup to come back for training within several weeks. When your Area Coordinator picks up your puppy for training, they will need to have either the Rabies Certificate or the date of the second vaccination written on an index card. This procedure is to ensure that we have the certificates on file and that our puppies are not over-vaccinated. It would be very helpful if "A Second Vaccination" is written on the second year Rabies Certificate to indicate it was for the second vaccination.

2.6 LOST PUPPY

If your puppy becomes lost, give his tattoo number to your local police. Also call The Seeing Eye at (973) 539-4425 and notify your Area Coordinator and club leader. Give them the tattoo and tag numbers, dog's breed, name, age, coloring, and any other information that might make identification easier. You might want to add an additional tag with your address and cell phone number since you might be out looking for your pup when you get the call. Other methods of tracking down your puppy include contacting the news media, mail carriers, and schools. By taking these steps, the chance of having the pup returned to you is much greater.

2.7 REIMBURSEMENT CHECKS

Once your puppy is placed with you in your home, you will receive a quarterly allotment from The Seeing Eye to offset the cost of food. The checks will usually arrive in the middle of January, April, July, and October. ***Please cash them promptly!*** These payments cover the preceding three months. Remember that these checks are to help defray the cost of food for your puppy only.

The accounting department of The Seeing Eye reports that approximately 25% of puppy raisers that receive a reimbursement check do not cash them. We certainly appreciate the gesture, however it causes accounting difficulties.

If your intent is to use the reimbursement as a donation to The Seeing Eye, please deposit the check into your personal account and then write a personal check to The Seeing Eye, Inc. for that amount and indicate that it is a donation. You will then receive a letter of thanks for the amount donated from The Seeing Eye that can be used on your 1040 tax return.

If you prefer not to receive these quarterly stipends, please notify the Puppy Development Department in writing or via email to jheddinger@seeingeye.org so we can make a note in your file and update your records with our Accounting Office.

**** Veterinary expenses are charged directly to The Seeing Eye.***

2.8 RAISING YOUR SEEING EYE PUPPY

Exposure: One of the most important things you can do for your puppy is provide him with exposure. The more he can experience in his year with you, the better prepared he will be for his future as a guide dog.

- Always have your identification and clean up kit with you at all times.
- Our puppies do not have legal access to public buildings; only blind people with their guide dog, and professional Seeing Eye Instructors, have this right. Should you be denied permission to enter a business, simply say “thank you” and try somewhere else.
- Most clubs have “exposure outings” in place of indoor meetings. Be sure to take your puppy on as many of these as possible to enhance his early learning experiences.
- When you plan an outing, be sure to call ahead and ask permission if you want to enter a building.

PUPPY EXPOSURE TIMELINE

	7 – 12 wks	12 – 16 wks	4 Mo. & up
DOGS, PUPPIES, CATS, KITTENS (healthy, fully vaccinated & friendly) Includes puppy club	YES	YES	YES
SMALL PETS: TURTLES, RABBITS, HAMSTERS, FERRETS, BIRDS (healthy, fully vaccinated & friendly)	YES	YES	YES
LIVESTOCK * (healthy, fully vaccinated & friendly)	IN ARMS **	YES	YES
CAR RIDES (includes riding in a crate in the car, in different types of vehicles, on various road surfaces, etc)	YES	YES	YES
FRIENDS’ HOMES & YARDS (with healthy, fully vaccinated & friendly pets)	YES	YES	YES
OTHER:			
Bikes, skateboards, skates & strollers (seeing, NOT riding)	YES	YES	YES
Ceiling fan & air conditioner	YES	YES	YES
Crate	YES	YES	YES
Flags, moving tarps/signs	YES	YES	YES
Household appliances	YES	YES	YES
Lawn equipment	YES	YES	YES
Shopping carts	YES	YES	YES
Sidewalk grates & drains	NO	YES	YES
Slippery floors	YES	YES	YES
Stairs (includes regular, open-back, and spiral)	YES	YES	YES
PEOPLE (includes babies, young children, teenagers, adults, large & small, short & tall, in uniforms/costumes, in wheelchairs, with walkers, umbrellas, glasses, gloves, wearing various hats or helmets, loud people, frightening people, etc)	YES	YES	YES
SMALL TOWN STORES & PLACES OF WORSHIP (with permission)	YES	YES	YES
WALKS IN NEIGHBORHOOD (quiet areas with light residential traffic, low dog volume, and easily accessible walkways)	YES *** with caution	YES	YES
SHOPPING CENTERS	YES	YES	YES
VETERINARY OFFICE	IN ARMS **	IN ARMS **	YES
AIRPORT		Coordinator must approve	YES ****

ELEVATORS	YES *** with caution	YES	YES
MODERATE/BUSY TRAFFIC		YES	YES
PUBLIC TRANSPORTATION	IN ARMS **	YES	YES
WAREHOUSE/HARDWARE STORES		Quick In & Out	YES
HEAVY CITY TRAFFIC			YES
PARKS, PET SHOPS & PUBLIC BEACHES (if dogs are allowed) “NO DOG PARKS”			YES
PROFESSIONAL SPORTING EVENTS & CONCERTS			YES ****

* Pup should be on leash and livestock should be separated from the pup by a fence or on lead with another person so your puppy is not at risk of getting stepped on or kicked. Exposure should always be supervised closely. It is also very important to keep the pup away from the urine and excrement of farm animals.

** “In arms” can also be “on lap”, supported in a baby sling, or in a carrier or crate where contact won’t be made with the floor: For example, you could have the pup in a crate and place the crate in a wagon and pull the wagon through the neighborhood. This can be a way to expose pups safely to even more environments.

*** “With caution” refers to being cautious about where puppies are walked during this vulnerable time period. We want to keep them out of harm’s way health wise. Avoid areas where stray dogs or dogs unlikely to have been vaccinated are or have been. Given a choice, pick the path less traveled by other dogs. Avoid a street that leads to a park, pet store or veterinary hospital. Avoid a place that everyone else in the apartment building uses for dogs to relieve. College campuses are low dog volume areas and can be treated like back yards. If you have questions about choosing a safe place to walk your puppy, consult your Area Coordinator.

**** If your puppy is between four and six months old and lacks confidence in certain situations, please check with your Area Coordinator before visiting very busy or noisy areas, especially those with large crowds.

NEVER take your puppy to: (they are not approved by The Seeing Eye and must be avoided!)

- Wild animal parks, zoos, or aquariums
- Escalators, moving sidewalks, revolving doors
- Amusement park rides (exposure to the park is permitted)
- Dog parks (including any off-leash areas, such as state parks, etc.)
- Inside grocery stores

You **MUST** have your Area Coordinator’s approval before attending the following outings with your puppy:

- Airline travel, dog shows, attending school, restaurants
- Be certain to expose your puppy to people of all ages, sizes, and variety. Include exposure to inanimate objects people often possess, such as umbrellas, canes, various types of hats/helmets, wheelchairs, walkers, strollers, etc.

To further clarify puppy club meetings (with pups on the floor) are allowed as they fall under the category of “dogs that are healthy, fully-vaccinated, and friendly”.

Remember, very young puppies are often not fully housebroken, so keep your indoor visits short.

2.9 FEEDING

All puppy raisers are required to follow The Seeing Eye's feeding policy and must only feed their puppy the type of food he is being fed upon arrival to your home. If your veterinarian recommends a food change, it **MUST** be cleared through your Area Coordinator and our veterinarians. ***Never*** give your puppy people food; the only snack he can have is a dog biscuit, but not too many or they could make him quickly become overweight.

7 weeks of age: 4 meals per day

8 weeks of age: 3 meals per day

16 weeks of age: 2 meals per day

12 months: still 2 meals, may switch to Adult Iams (gradually weaning him onto the adult over a few days).

- Start feeding $\frac{1}{4}$ to $\frac{1}{2}$ cup kibble per meal. Your Area Coordinator will help establish a beginning point.
- When you receive your seven week old puppy, he will be accustomed to eating with his littermates. As a result, he may be unsure of what is expected of him. If he does not seem interested, moisten the food with water.
 - **Do not leave food down for more than 30 minutes.** If the puppy has not eaten, pick up the bowl and do not offer more until the next feeding time.
 - **ONLY FEED IAMS, unless otherwise instructed by The Seeing Eye.**
 - Shepherds may switch to adult Eukanuba around one year of age. Talk to your area coordinator about the transition.
 - **Be sure to keep the puppy on a routine feeding schedule!**
- Offer your puppy water at every meal, but do not leave the bowl down while housebreaking. Once he is housebroken and you can trust him with the water, then it can be down all day.
- When eliminating the extra meal at 8 weeks, divide the meal between breakfast and dinner; do not add it to the lunch as it will be eliminated at 16 weeks
- When eliminating lunch at 16 weeks of age, split the amount and add it to the morning and evening meals.
- As long as your puppy maintains a good body condition, do not increase the amount of food. If your puppy is starting to get too heavy (ribs are hard to feel, no defined waist), decrease amount of food by $\frac{1}{4}$ per day subtracted from the morning or the evening meal.
- Assess your pups' body condition weekly during the first 6 months. He should have a defined waist behind the rib cage and the ribs should be able to be palpated easily. If your pup is getting too thin, increase by $\frac{1}{4}$ cup per day initially and continue to monitor body condition closely.
- After 6 months of age, assess your puppy's body condition every 2 weeks. It is always better to keep your puppy on the lean side than be overweight. Excessive weight in puppies can lead to serious bone, joint and other health problems as they grow older. When they return for their formal training, overweight dogs will be put on a strict diet and training **will** be delayed until they have lost the excess weight.
- **Please note:** Do not be surprised if you find that the amount you are feeding is ***significantly less than*** the recommended amount written on the dog food bag label.
- Your Area Coordinator will go over increasing and decreasing food amounts.
 - ***SEE 'WEIGHT AND BODY CONDITION' IN THE HEALTH CARE SECTION***
- Keep your puppy on a schedule; do not allow him to eat when he chooses. After 30 minutes, pick up any food your puppy did not eat and do not offer him any more until the next scheduled feeding.

- Feed your puppy only from his bowl. Hand-feeding him may teach him to be interested in people food, may jeopardize his future as a guide, and may cause him to dislike eating from a bowl.
- Do not feed your puppy nutritional, vitamin, or mineral supplements.
- Do not feed your puppy raw eggs or milk. **NO PEOPLE FOOD**
- Other people or dogs should not bother your puppy while he is eating, as it may inadvertently teach him to defend his food.

How to feed your puppy: Hold the bowl of food in one hand and have your puppy sit by running your other hand gently down his back and tucking him into a sit. As you do this, quietly say his name and sit. As soon as he sits, put the food down and praise him. He will quickly learn to sit for his food if you do this.

Remember to always give your puppy access to clean, fresh water after housebreaking. In the beginning, you will need to monitor how much he drinks to assist with housebreaking, but as he grows older you should be able to trust him and leave the water bowl down. Limiting your puppy's access to water could cause him to become ill or create poor habits and inappropriate behavior when the dog attempts to get water when he is thirsty. He may learn to tank-up on water i.e. drink an excessive quantity in one sitting, which could lead to health problems or cause him to have accidents in the house.

2.10 HOUSEBREAKING & RELIEVING

Most people give their new puppy run of the house and then have trouble housebreaking him. We suggest you confine him for the first few weeks to a small area like the kitchen, mud room, etc. When the puppy arrives, show him right away where you want him to empty and always take him in and out the same door. During the first week, try taking your puppy out only to empty, not to play. Puppies need frequent opportunities to empty, so be patient and don't expect your young puppy to let you know he has to go out; try to anticipate his needs to eliminate. Gradually get pups use to being touched while eliminating.

Housebreaking Hints:

- Always take your puppy out after sleeping or playing and within a half hour of finishing his meal.
- Only scold your puppy if you catch him in the act of urinating or defecating in the house.
 - When you catch him in the act, try to interrupt him and get him quickly outside to finish with lots of praise if he does so.
- Feed your puppy his last meal between 4:00pm – 5:00pm if possible, and do not give your young puppy water after 7:00pm.
 - For an older puppy, you can leave the water down from breakfast until 7:00pm, as he should learn to monitor his water intake. Initially, you can offer several small bowls of water during the day until he is trustworthy not to drink too much.
- Always take your puppy out to eliminate on leash, not loose. Take him to an open area free of trees or bushes. Plant your feet in a place where you will stand and let him walk around you on the leash (you may want to use a hula hoop for a young puppy so you can stand inside and have him circle outside).
- When he eliminates in the designated area, say **PARK TIME** and gently run your hand down his back while praising him; this will reinforce when and where to eliminate. Clean up after him immediately.
 - If your puppy does not eliminate after a realistic period of time, return inside and either crate him or keep him next to you on leash. Try to take him out again in a few minutes, and once he empties, praise him and bring him back inside.
- He should not be permitted to eliminate in areas where other dogs roam. He can get worms or eat other dogs' stools, which can make him sick. It is extremely difficult to break a puppy of this bad habit.
- At night, take your puppy into the bedroom with you. He should be on tie-down next to your bed. Place a shower curtain or piece of plastic on the floor beneath a soft blanket, towel or bath mat that he can lay on. He should only have enough room to get up and turn around completely. Give him a few quiet toys to occupy the early morning hours.
- Puppies may cry through the night because they have to go out, but also because they miss their littermates and this is a new and unfamiliar experience. Some people choose to sleep on the floor next to the puppy for a few nights to make him more comfortable.
- If your puppy has an accident on carpet, you can clean it up by blotting the urine with paper towels, and then using Nature's Miracle or other commercial products that can be purchased at your local pet store.
 - You can also sprinkle white vinegar, seltzer, or club soda over the area to help with stains. Blot it again and repeat. Cover the area with cornstarch or baking soda and leave for several hours until the powder is completely absorbed, then vacuum the area.

- If your puppy has an accident, be sure to thoroughly clean the area as many puppies will continue to use the same spot if they can smell their previous accident. A puppy can smell one part of urine in 60 million parts of water!
- Always try to curb your puppy if he has to empty during a walk (let him relieve himself next to the curbing on the street and not on someone's lawn).
- Watch for signals that your puppy has to eliminate: circling, sniffing, and/or tail slightly raised.
- When your puppy matures and has developed his park time skills, you should begin to teach the park time routine he will use with his blind person. Take a step or two forward and then backward to keep him moving. Also try to find as many different surfaces as you can for your puppy to eliminate on.
 - Once your puppy has eliminated outside on leash, you may allow him some playtime to tire him out. Once playtime is finished, offer him a chance to eliminate again before going back inside.
- Remember to always praise your puppy when they have eliminated outside in your designated area!

On Neighborhood Walks:

Many people do not realize that relieving in harness can be a reason your puppy will not succeed in our program. It may have never even occurred to you how embarrassing and frustrating it is for a graduate to have a wonderful working dog that has accidents in harness. These tips will help avoid this problem.

- Allow your puppy the chance to relieve himself before starting your walk.
- Begin with short walks and return to your park time area in your yard.
 - Remember, movement will stimulate your puppy's bowels and if he did not have a chance to empty earlier, he may have to go during his walk.
- Gently correct your puppy for trying to relieve on route and take him to an acceptable area.
- If your puppy is expressing a desire to go on route, have him sit every few steps to encourage him to use his "holding it" muscles. Head back home or to a place where it is okay to eliminate.
 - Return home if possible before letting your puppy finish eliminating.
- If your puppy always eliminates twenty minutes into your walk, go on a walk for ten minutes and return home the next ten minutes, allowing him to eliminate in the designated area at home.
 - Gradually increase the length of time your puppy is asked to hold it before relieving. Teach the puppy that it is never okay to relieve on route.
- A year-old dog should only need to relieve himself four to five times each day. Unless there is a physical problem, do not let your puppy try to convince you otherwise.
- "Marking" is normal instinct, and both males and females can display this negative behavior, but it is not allowed and should be addressed in a firm manner. It is important to minimize the marking behavior by not allowing your dog to sniff bushes or anything else while walking. If you notice your dog marking on a walk, stop immediately and give a firm verbal correction.

On Outings:

- When your puppy is very young, plan outings that are short, non-stressful, and close to home.
- Depending on his age, do not relieve him at home before the outing. Try to relieve him before entering the destination. If he does not go, take a little break in the car and try again.
- Once he empties, go into the outing for ten minutes, and then take him back to the car and drive home. Give him another chance to relieve at home so he learns to go away from home with distractions.
- As your puppy gets older, lengthen the amount of time on your outings.

- Once he is fairly successful with housebreaking, start taking him on errands and along for more of your everyday routines.
- Establish a “home base” at work if your puppy is there with you all day.
- Try to remember to take off your puppy’s vest before allowing him to relieve.
 - If your puppy starts to relieve while wearing his vest, DO NOT make a big deal about it, but gently interrupt the process with a mild correction. Help get him to an appropriate relieving area by asking him to sit periodically until you can get there.

2.11 STAIRS

Many puppies find stairs very intimidating and some can even grow a fear severe enough to force them out of the program. As puppy raisers, we have the perfect opportunity to prevent a fear of stairs as the puppy grows and develops in our care. Here are some tips on stair training:

- Begin introducing stairs to your puppy by “back training” him.
 - Place him on the second step from the bottom, and have him go down.
 - Place him on the second step from the top, and have him go up.
 - Doing this exercise several times will allow your puppy to become comfortable and confident with stairs, and then you can increase the number of stairs he must climb.
 - Remember to constantly praise your puppy as he goes up or down the stairs, especially since stairs can be very frightening for young puppies.
 - Do not coddle him if he is fearful; simply start on an easier, wider staircase and slowly work your way up over time to a harder one, such as an open-back or spiral staircase.
 - Another exercise you can try is to sit in the middle of the second stair from the bottom and call your puppy. When he comes to you, give him lots of praise.
 - Discourage your puppy from playing on stairs – it is very dangerous.
 - Do not force your puppy to master the stairs at a young age. Many young pups are not ready for stairs and by forcing him, you may inadvertently cause him to be afraid, which can ultimately lead to elimination from the training program.
 - Do not allow him to drag you up the stairs. If he is pulling hard, use the word “easy” and teach him to take one step at a time.
 - Also be mindful of keeping your puppy on your left at all times.
 - Some puppies may feel more comfortable going up the stairs on the right side, but do not allow this. Stand on the right so he cannot go up that way.
 - If you do not have stairs in your house, ask a friend who does if you can bring your puppy over occasionally to work with him.
 - Basement stairs can really frighten your puppy. There is usually a railing on one side and the other side simply drops off. Allow him to work up to walking on these stairs.
 - You could also try putting your family dogs on leash (or other confident Seeing Eye puppies if you have no other dogs) and practice going up and down the stairs as a group. Keep your tone light and happy, and do not slow down as you approach the stairs. After several days, lower the amount of dogs in the group on the stairs until it is just you and your puppy. Anytime your puppy does the stairs while learning, remember to praise him!
 - ***If you are having difficulty with your puppy on stairs, contact your Area Coordinator!***
- * Remember, never use force! Go slow and easy, and you will help your puppy to handle the stairs without a problem.***

2.12 VARIOUS COLLARS

We have a number of types of collars at our disposal. Each collar has different effects. It is important to use the appropriate collar for a puppy at a given stage of development. Remember, The Seeing Eye does not approve the use of an invisible fence collar on your puppy. They are absolutely not to be used. This type of fence does not keep other animals out and can create a misunderstanding of boundaries in a future guide.

Always contact your Area Coordinator if you have any questions regarding approved collars.

Flat Collar: It is great for young puppies and easily managed dogs. It should fit snugly so it will not slip over the puppy's head. Regardless of what other collar your puppy might be using, he should always have his flat collar on with all of the required identification tags. The tie-down should be clipped to the flat collar to prevent choking.

* Many flat collars come with the plastic break away release. This will allow the collar to pop open if the dog is caught on something and will not tighten against their neck as they pull. These types of collars are provided to you when you receive your puppy.



Martingale Collar: This collar adds some slip action with the flat collar and can give a little more control over a more active dog. It should fit snugly behind the dog's ears when open; the leash action will tighten it. The slip action will prevent the collar from slipping over the dog's head accidentally. If your puppy responds well to this collar, you may never need to switch over to a training collar.

* DO NOT use this collar in place of your puppy's flat collar. The identification tags should always remain on the flat collar and should be on your puppy at all times when not in a crate.



Training Collar: This collar adds further control and more significant correction when necessary. It should slide over the dog's head comfortably without much excess. It should never be left on your puppy when not on leash! When used correctly, this collar will allow your puppy to learn how to walk properly and respond to correction, and it is crucial for your puppy's development as a future guide dog.

* It is commonly miscalled a "choke chain" or "choke collar".

* This collar should not be used on puppies under six months of age. Once your puppy reaches six months, you can ask your Area Coordinator for a training collar and they will

assess what size your puppy requires, if one is needed.

~ As your puppy grows, the training collar may no longer fit. ***DO NOT continue to use the training collar if it becomes too tight on your puppy. Ask your Area Coordinator for a larger size.***

* If your puppy is choking or coughing while using the training collar, be sure to tell your Area Coordinator and club leader right away.

PUTTING ON THE TRAINING COLLAR:

- To make the chain into the training collar, pinch one end and stick it through the closest O-ring. Bring the rest of the chain through that O-ring and you will have your training collar!

* Hold the collar in front of you while facing your puppy. The free end must dangle a little to form the letter “p” and ***not*** the letter “q”.

* The free end that connects to the leash should go over his head, not under his neck.

* When put on properly, the collar will pop and release when there is tension between the leash and collar. Otherwise, the collar will not release and your puppy can choke!



CORRECT (“p”)



INCORRECT (“q”)

2.13 BOARDING

We encourage you to take your puppy on vacation to give him traveling exposure; however, you are not permitted to take your puppy if you will be traveling by airplane. If you are planning a vacation where your puppy cannot go or have a reason you need your puppy to be boarded for a length of time, ***please exhaust all puppy sitting possibilities with your club members or other clubs before requesting to board your puppy.*** It is better for them to be in a home environment than in a kennel which allows them to continue attending meetings and events and does not subject them to the three week quarantine after kenneling. Give your Area Coordinator the dates you will be away, and the name and all contact information of the person puppy sitting for you. **All boarding must be cleared with your Area Coordinator,** who will determine if your puppy will come to The Seeing Eye. If you chose to board in a private facility you will need to incur the cost. If you normally keep your female home during her season, please continue to do so. Let your Area Coordinator know when the season started and that she will remain at home with you.

a. PROCEDURE FOR BOARDING:

FEMALE IN SEASON

- 1) Call your Area Coordinator when your female puppy comes into season and let her know whether she will remain with you or not.
- 2) If she will be coming to The Seeing Eye to be boarded, let your Area Coordinator know exactly when the season started, what she is eating, and how much per meal.
- 3) Your Area Coordinator will work out arrangements for you to either come to The Seeing Eye to drop her off or have a volunteer relay person meet you somewhere.
- 4) Your puppy must be current on all vaccinations, as well as current on monthly doses of the flea and tick preventative and the heartworm preventative medications.
- 5) A mutual day, time, and place will be arranged for the return of your puppy when it has been determined that she is out of season and ready to go home.
- 6) Her medical card must accompany, but collars and tags should remain at home.

VACATION

- 1) Call your Area Coordinator and they will further instruct you on whether your puppy will come to The Seeing Eye for boarding. If you chose an outside facility you will NOT be reimbursed for the cost.
- 2) If your puppy will be coming to The Seeing Eye to be boarded, let your Area Coordinator know what she is eating, and how much per meal.
- 3) Your Area Coordinator will work out arrangements for you to either come to The Seeing Eye to drop off your puppy or have a volunteer relay person meet you somewhere.
- 4) Your puppy must be current on all vaccinations, as well as current on monthly doses of the flea and tick preventative and the heartworm preventative medications.
- 5) A mutual day, time, and place will be arranged for the return of your puppy once you have come back from your vacation.
- 6) Your puppy's medical card must accompany him, but collars and tags should remain at home.

****** Your puppy should never be boarded if he is showing any symptoms of illness (i.e. runny nose, coughing, diarrhea, vomiting, fleas, etc). If you have any questions, please contact your Area Coordinator.***

2.14 TOYS

Toys are essential to your puppy's development and provide good habits for his future as a guide. You want to teach your puppy from the beginning not to chew inappropriate objects, and anything other than his toys can be just that. Toys help keep your puppy's teeth clean from the chewing and can aid you in training your puppy by using his toys as positive reinforcement for good behavior.

Periodically, remove toys from your puppy's mouth when he is playing with them on his own. You may already do this while playing *with* him, but it is important he learns early on that you can take what belongs to him. You can do this by saying "Out" or "Drop it" as you remove the toy. When he gives it to you and does not react, praise him and then give the toy back.

<u>GOOD TOYS</u>	<u>BAD TOYS</u>
Large balls Booda or Chew man Hard rubber toys Nylabones Marrow bone Kong	Anything smaller than the puppy's mouth "People" stuffed animals or plastic squeak toys Rope toys Soup bones Rawhide Pig ears Cow hooves Soft toys that can be destroyed and eaten

** Any hard rubber toys (or any toy in general) that the puppy is able to chew chunks off of, take away immediately. He could swallow the chunk and this could create stomach problems.*

2.15 VESTS AND SCARVES

The vest and scarf help educate the public as to why the puppy is being socialized in a place where dogs are not normally allowed.

The scarf is issued with your first puppy placement, you may keep it to use on any future pups that you might raise.

The vest will be issued once your pup is over 6 months of age and have completed the following requirements:

- The six month CBARQ evaluation is completed on line
- Your pup can demonstrate good public manners and obedience skills (sit, down, come and rest) in a public place that is not particularly familiar to the puppy.
- Your puppy is the proper weight for his age.

When you feel you and your pup have completed the requirements, contact your area coordinator to set up a vesting date.

This is a great goal for all of our puppies, as we would like them to be well behaved in public and a good reflection on you and the organization. As your puppy matures, please keep in contact with your area coordinator who will be happy to work with you to achieve this goal.

The vest and scarf do **not** allow you access to public places without permission. Please continue to ask permission prior to taking your puppy into stores, etc.

Some puppies are not used to having something on their backs so the first time you put the vest on your puppy they may not like it. Keep the first experiences short and positive.

The vests will help them adjust faster to wearing a harness when they return for training.

Close supervision of the pup at all times while wearing the vest is important. If your pup has any adverse reaction to the vest please call your area coordinator right away so they can help you and your puppy work through it.

When your puppy is wearing the vest, he/she is representing The Seeing Eye and must always be on his/her best behavior. If your pup is having a little bit of an “off” day please remove the vest.

Please remember to clean up after your puppy in public!

The vest should be worn for club outings and family socialization events. When a puppy is resting with a group of other pups, please be aware that it may be a temptation for another puppy to chew on your pup’s vest.

The vest should **not** be kept on the puppy in the home, riding in the car, at puppy club meetings, outside for park time, walks in the neighborhood, etc.

The vest will return with your puppy to the Seeing Eye, so it is important that you keep it clean and in good condition. You will be charged a \$15 replacement fee if the vest is not returned or is returned in poor condition.

Please see your copy of the vest agreement for replacement information.

*Please wash the vest before returning it to Seeing Eye.

Care Instructions: The vest is made from cordura cloth and is machine washable and dryable. (Cold water, gentle cycle; delicate dryer or line dry) Regular washing will remove most common dust and dirt. Other stains may require special treatment.

We do hope the scarf and vest will enhance your public experiences with your puppy.

2.16 CLEANUP KITS

No matter how old your puppy is, or how short your planned trip may be, you must always have a cleanup kit with you. It should include paper towels, plastic bags, water, disinfectant and/or wipes.

Please pay attention to your puppy. Sometimes they may eliminate as they walk, so if you notice your puppy starting to slow down, turn around and see what is going on. Do not tell him “hup hup” without looking back first.

When you are stopped and talking to someone or looking at something, have your puppy sit so there is less of a chance for an accident. If you are with your club on an outing and your puppy has an accident but you ran out of bags or paper towels, ***do not*** walk away; stay with the accident until another club member comes with a cleanup kit.

Remember: Our puppies are welcome in many places, but if we are not mindful of what they are doing, we will no longer be invited back. Most places understand an accident, but they will not tolerate the mess not being cleaned up. If you are on an outing and spot an accident that was not from your puppy, please do not walk away. It is all of our responsibility to make sure nothing is left behind, as well as outside!



2.17 COMMON INAPPROPRIATE BEHAVIORS

Balking

Balking is when a dog will stop short and refuse to move forward. This behavior is unacceptable since guide dogs must always be willing to work for their blind person. One way to try and correct this is by having another confident dog walk with the puppy. Many times, balking will start with fear-related issues. It can also stem from the puppy wanting to do something else. Get him to a new place and change your walking routine.

Barking

Puppies bark for a number of reasons, including play, excitement, protection, and attention. Our dogs will eventually become working dogs and are expected to remain quiet and not get into the habit of barking. One would think that a blind person would like this behavior, but it is actually quite detrimental to the dog's success as a guide. Barking at the door of a condominium or apartment where pets are not allowed, but working dogs are, gives the apartment management fuel for eviction. If the behavior transfers to the blind person's place of employment, they may be asked to leave their dog at home or lose their job. We as puppy

raisers have a great opportunity to prevent barking from developing into a problem. Here are some pointers to help correct this unwanted behavior:

- ~ Start early, and try to stay calm.
- ~ Begin with a verbal correction; “No”, “Quiet”, etc. No yelling; that will only get him pumped up. As soon as the barking stops, praise him in a calm voice, so you do not increase his excitement level.
- ~ Take your puppy away from the source.
- ~ For younger puppies, you can gently squeeze his muzzle closed while saying “Quiet” and release only after he is quiet.
- ~ For older puppies, tell him “Quiet” and give a quick pop on the leash. You can also give him a scruff shake, grab his jowls and make eye contact, or put him in a down on the floor.
- ~ If your puppy barks at a meeting or in a classroom, you can leave the room and do some simple obedience with him to get him refocused.
- ~ Obedience exercises can also be done after the correction to get his mind off whatever got him excited. This will help discourage further barking. A simple sit, down and sit, come and sit, etc. are good exercises to do to encourage him to refocus on you. Once he has settled, a down, followed by a calm “Good boy” and “Rest” could be another exercise performed.

Barking at the door when someone knocks or rings the bell is a very normal behavior for a dog. It is natural to alert the pack when someone is approaching the den. Curtailing this behavior at the door or at passersby must be worked on early so the behavior does not eliminate the dog from training or cause the dog to be returned by the blind person once it has graduated. Here are some things you can try to prevent your puppy from barking when the doorbell rings:

- ~ Barking at the doorbell could be due to your excitement of getting up in a rush to answer the door, which your puppy can sense. Instead, wait a couple seconds, get up slowly and calmly, and then answer the door. If your puppy barks, tell him “Quiet!” firmly.
- ~ You can try having a second person open the door as you sit with your puppy keeping him quiet.
- ~ You can also try these exercises on leash: have him sit, tell him “Quiet” and then praise when he obeys. Only bring him back to the door when he is under control on leash.
- ~ Do puppy push-ups (a series of down-sit exercises) if he barks while you’re working with him on this behavior. The exercise will help him refocus on you and distract him from the door.
- ~ Teach “Go to your place” as an alternative when the doorbell rings or someone knocks. This will allow you to peacefully answer the door.

**** Always correct for each “woof”, bark, low growl, etc. otherwise the behavior has the potential to escalate. Remember to use your leash for extra control when correcting your puppy for barking.***

Chasing Things/Lunging

* squirrels, leaves, birds, etc

Always discourage any chase instinct, or “prey drive”.

If a puppy is allowed to chase squirrels or other animals and objects, and their tendency to do so is strong, it will usually reemerge when the dog is with a blind person. This can be very devastating for the guide dog team.

- ~ If your puppy is on leash when he attempts to chase or lunge at something, try to get him moving with you and past the object of interest by using a “hup-hup” command.
- ~ If he is too distracted and you will just end up dragging him along, you can also try sitting and watching without any initial correction. When he goes for it, give a leash correction with a quick pop

to the side and a firm “No.” You can also play with him or do obedience to distract him and force him to keep his focus on you.

~ Another thing you can try is to walk your puppy with another dog and handler, a person without a dog, a bike, a shopping cart, or a stroller. He must get used to having moving things nearby and must also understand he is not to bother with them. Some dogs respond best when they are in a busier place that does not allow him to focus on one thing moving. If you try this technique, be sure to pay attention to your puppy. If he appears nervous or stressed in any way, remove him from the busy area.

~ If this occurs while in the yard, go out first to make sure the yard is clear, then allow him out to play. If at any time a bird or squirrel comes into your yard and he begins to chase it, give a firm verbal command. If he responds and stops the chase, praise him extensively. If he does not respond, end play time and bring him back inside. Remember, you should always check your fenced-in area before allowing him off leash.

Chewing on Leash or Clothing while Walking

This behavior may seem easy to deal with while your puppy is young, but once he grows older it will get out of control. If he chews the leash or your clothing while walking, correct him in a firm voice with a simple “No”. Gently remove the leash or clothing from his mouth, and then continue moving on. You can prevent this behavior by keeping the leash directly behind his head while he is pulling forward as you walk. If the puppy continues to go for the leash or your clothes, redirect the behavior by doing obedience.

Chewing on Objects

Chewing is essential for your puppy’s development; it aids in the teething process and can help relieve boredom. However, they tend to be very creative with what they consider a toy, and it can be very easy for them to chew on inappropriate objects when they are young. Here are some tips to help you and your puppy with the chewing problem:

- ~ Puppy-proof your home (see **PUPPY-PROOFING YOUR HOME**). Keep any small or inappropriate objects out of their reach.
- ~ As you catch them chewing the inappropriate object, take it away and replace it with a Seeing Eye approved toy (see **TOYS**).
- ~ You can spray a piece of furniture with Bitter Apple Spray (sold in most pet stores), vinegar, or even placing hot sauce on it. This will give that article a bad smell and taste, and should discourage chewing. Offer him a toy with lots of encouragement and praise when he takes it.
- ~ Make sure if you catch them in the act that there are no missing pieces of the object. If there are, that could lead to a foreign body blockage.
- ~ Keeping your little puppy on leash in the home will help you monitor what he can and cannot get to. Plus, it allows a quick way to correct for unwanted behaviors, not just chewing.
- ~ Always supervise your puppy!

Counter Surfing

If your puppy steals from the table or counter, this behavior needs to be corrected right away. There are several ways you can work on this problem:

- ~ Keep your puppy on leash and give him a correction when he goes for the counter.
- ~ Set him up by leaving a small piece of bread on the edge of the table or counter. Keep his leash on him and when he goes for the food, correct him immediately. Do not allow your puppy to get the food; this is for training purposes only.
- ~ Set up a pan that will fall and make a loud noise when he jumps up on the counter.

~ You can use a shaker can (a soda or coffee can with a large handful of coins in it). When he is thinking about jumping on the counter, give the can a shake and tell him “No.”

Crate Refusal (see CRATE TRAINING)

The crate must never be used for punishment; it must be a fun place that your puppy enjoys. You should not put him in the crate only when you leave, as he will begin to associate the crate with your absence. You can have a special toy like a Kong or Nylabone that he can only play with in his crate. Allow him to go in there throughout the day when you are home, and vary the amount of time he spends in it. If your puppy is crying or barking in the crate, tell him “Quiet”, and only let him out when he is quiet. If you let him out while he is carrying on, you will teach him that his behavior will get him out of the crate.

Eating Stool

Always remember to immediately clean up after your dog, even in your own yard. If your puppy eats the feces of other animals, or his own, try to keep him away from it on walks. One thing to try is pouring white vinegar on it, so if he happens to get it, the taste may break the habit.

Eliminating on Route

This is a very big problem for dogs when they get into training. If a dog in harness is used to eliminating on route, it will be thinking about this distraction rather than working. The correction a dog will get for eliminating in harness can be severe, so we must pay attention to our puppies while they are walking and prevent this behavior from becoming habitual.

It is encouraged that raisers find other areas for their puppies to park other than grass. It could be on the driveway, gravel, or other areas. Many dogs will refuse to eliminate if it is not on the grass or snow, which creates more of a chance they will eliminate on route once they cannot hold it any longer.

(PLEASE REFER TO “MARKING” BELOW)

Energetic in the House

Leave your puppy on leash when inside the house to control any unwanted, wild behaviors. You can teach him acceptable behaviors like lying down at your feet while watching television or doing homework. Another way to help your puppy learn how to behave in the house is to incorporate obedience daily with your normal routines. Practice sit and rest with your puppy while you unhook the tie down or brush your teeth. You can incorporate simple obedience to help keep your puppy under control, but always remember to praise him when he does what you tell him to do. Keeping your puppy on leash in the house will allow for easier ability to correct him as soon as it is needed. The goal would be for your pup to eventually have freedom of the home once he displays good manners.

Furniture

~ Chewing on: You can prevent your puppy from chewing on the furniture and other household objects by spraying them with Bitter Apple spray (sold in most pet stores), or vinegar in a spray bottle.

~ Jumping on: Tell your puppy “Off” and only pet him when he is on the floor.

Garbage

Prevent the habit of garbage picking by covering the garbage can with a lid he cannot get off, or putting it out of reach.

Getting into Things

Thoroughly puppy-proofing your home will keep your pup out of things that could be hazardous (see **PUPPY-PROOFING YOUR HOME**). Keep electric wires out of reach by taping them to the wall, or by placing them under the rug or behind furniture. Do not leave things loose on the floor. Be sure to leave plenty of Seeing Eye approved toys on the floor or in toy bins for your puppy to play with whenever he wants; this will help keep him out of trouble (see **TOYS**).

“Go to Your Place” Refusal

Take your puppy to his place and tell him “*go to your place*”, followed by the “*down*” command. When he does it, give him lots of praise to reinforce that this is what you want him to do. Continue by then placing your puppy close to the spot, and give the command. Gradually move further away from the designated spot until he understands where his place is. Eventually, you will be able to give the command from anywhere in the house and he will go there. You should also leave Seeing Eye approved toys in his place and play with him there, so he learns it is a happy place to go.

Jumping

Puppies are always excited when we come home or when they meet other people. They like to jump because they want to be close to your face since that is where most of the communication occurs between you and your pup. Here are a couple of things that can be done to help prevent your puppy from jumping:

- ~ Greet your puppy at his level by crouching down to the ground.
- ~ When you are expecting company and your puppy might jump on them, put him on leash in a sit at your side while he is greeted. If he jumps, give the leash a tug, tell him “*Off*”, then return him to a sit. Ask your guests to only pet him when he is sitting, and to step back if he gets up.
- ~ If your puppy jumps on you when you walk in the door, have a leash on him and grab it before he can jump. Have him sit then greet him. If no leash is available and you are facing your puppy as he jumps, slide your thumb through his collar and put him in a sit. Only greet him after he is sitting.

Jumping for food:

In order to teach good manners, have your pup sit and rest before you put the bowl on the floor. Give your pup the command sit, then rest. Slowly start to put the bowl on the floor while saying rest, if your pup breaks rest, start over. The bowl should only be put on the floor if the pup has remained sitting. You could use a command like “*Take it*” after the food is placed on the floor, so you are the one giving permission to eat. This will help you control your puppy at feeding time. Once sit and rest is mastered you could try it with the down command.

Marking

This behavior is mostly experienced with males as they begin to mature and feel the need to show their territory, but females can exhibit marking behavior as well. If you catch your puppy in the act, tell him “*No*” firmly and move him along; do not stop and allow him to finish marking the object. If he marks in the house, give him a quick correction and bring him outside. Always park your puppy in open areas. Try to prevent him from marking on walks by keeping your distance from objects on the sidewalk, such as garbage cans, light posts, bushes, etc. Do not allow him to sniff in new places. Instead, distract him by talking to him, giving him a toy, having him sit, or by doing some basic obedience with him.

* ***Be sure not to over correct; you do not want to make him afraid to empty!***

Nipping/Biting/Mouthing

Puppies will outgrow this behavior, but they need your help since this **is** an acceptable behavior with their littermates. Do not encourage mouthing or nipping by playing and/or praising with your hands near his mouth; he may think it is a game and become confused when you try to correct the behavior. If you want to simulate wrestling behavior as play, use a toy instead of your hands. Whenever he puts his mouth on you, startle him with a quick and loud “*Ouch! No bite!*” to let him know the behavior is unacceptable. You can always give them an obedience command to redirect their attention to something more acceptable. There are several techniques you can try and once you find the one that works, be consistent:

- ~ Immediately stop playing, turn away and ignore him. When you face him a short time later and offer your hand, he should ignore it or gently lick it. If he does, then quietly praise him.
- ~ Firmly tell him “*No*” and make it uncomfortable for your hands to be in his mouth. Make a fist and stick it in his mouth for several seconds. He will not like the taste or the feeling. When you release your fist, immediately replace it with a Seeing Eye approved toy and praise him when he takes the toy instead of your hand (see **TOYS**).
- ~ You can tell him “*No*” firmly and grab his scruff at the same time as the verbal correction. If this is a persistent problem with your puppy nipping at your hands, you can spray a chewing deterrent for dogs on your hands, such as Bitter Apple Spray (sold in most pet stores), lemon juice, or Vicks. Many dogs dislike the taste and will associate your hands with a foul taste.
- ~ Immediately grasp his muzzle with your hand, look him in the eye, and firmly say “*No bite!*” The second he looks away from you, release his muzzle and offer him a toy. When he takes the toy, praise him so you correct the unwanted behavior and reward for the correct behavior.
- ~ A spray bottle filled with water may be another effective form of correction for nipping, especially if the puppy is nipping at your ankles. When he nips, startle him with a loud “*Ouch! No bite!*” then spray him in the face with the water. The element of surprise can go a long way.

Repeat any of the above methods two or three times. If your puppy still continues to be mouthy or nip, then he is over stimulated and needs a short time out alone in his crate. Since his crate is a den and not used for punishment, do not correct him as you put him in there.

Not Coming When Called

Besides limiting his space or keeping him in the same room you are in, you may try using a long leash. Call him, and when he doesn't come you can reel him in and praise him when he reaches you. Practice calling him to you, and eventually he will associate getting your praise and attention when he comes to you when called. You can also reward him with his favorite toy and praise.

- If he comes to you with something he should not have in his mouth, praise him first for coming to you, then gently remove whatever is in his mouth. You can also reward him with a toy at this time, so he does not associate coming to you with losing his toy.

* If your puppy is playing keep-away with you, do not chase him, as you are just joining in his inappropriate game. Take a seat and calmly call him to come. It takes a lot of practice (use tips above for working on “*Come*”), but if you do this consistently, your puppy will respond to you.

Pulling

All of our puppies must pull. In their future as guide dogs they are going to be pulling in harness to lead their person. There are times when pulling can be excessive and you may need to gain better control. Many dogs will anticipate a certain location and you may not always want to visit that spot. If your puppy is dragging

you near an area that causes excitement, you can have him stop and sit until he is calm, then continue moving. You can also turn around and change the direction of your walk.

Separation Anxiety

Many puppies become very attached to their raisers. This can be difficult for the raiser by not being able to leave the puppy. If this behavior is not corrected right away, it can repeat itself later on. Take note of when your puppy started to become uneasy with you leaving and their behavior (whining, barking, destructive behavior, etc). Be sure not to say “hello” or “goodbye” to your puppy, and break up your routine when it is time for you to leave. For instance, instead of getting ready and leaving right away, get dressed then sit down for a few minutes. After some time has passed, get your coat on, and take your puppy out. When you come back in, find something to do around the house for a few more minutes, then get your things together and give him a special toy that he gets only when you leave.

Special toy – give this to your puppy when you put him in the crate. After about 15 minutes, take it away and let him out. Repeat this several times over a few days while you are home, and then try leaving only for brief periods. You can walk outside and gradually lengthen the time you spend away. He will begin to understand that this special toy is only for times when you are away.

**** When you arrive home, always talk calmly and ignore your puppy until he is relaxed.***

Here are some things that can be done to help relieve separation anxiety:

- ~ *Out of sight rest.* An out of sight rest is a “Rest”, but you leave the room so your puppy cannot see you. Return quickly before your pup breaks rest.
- ~ You could leave a radio on while he is left alone; this may help him not feel lonely.
- ~ Find another person to stay with your puppy with some of his favorite toys in your absence.
- ~ A baby monitor could be used when your dog barks or whines after you have left the room. You can say “*Quiet*” into the baby monitor, which your puppy should respond to.
- ~ Switch dogs at club meetings for a brief period of time. This will help to teach your puppy that he can be away from you. * If this causes your pup more stress, do not switch.

Whining

Try to ignore him. In many cases, your puppy is trying to get your attention. If you talk to him, say “its okay”, or touch him, you are reinforcing this unwanted behavior and teaching him it is okay to whine. If the whining continues after you gave him time and ignored him, you can correct with a quick leash tug.

~ While at meetings, whining might be an attention-getter for another dog. If so, change his position so he is not facing that other dog, move to a new location, or do some puppy push-ups in another area.

***** REMEMBER TO ALWAYS CONTACT YOUR AREA COORDINATOR IF YOUR PUPPY IS EXPERIENCING ANY OF THE ABOVE BEHAVIORS!***

2.18 CRATE TRAINING

A crate serves as a safe place to confine your puppy when you must be out of the house for a short period of time. Make sure your crate is at least large enough for your puppy to stand up, turn around, and lie down. A little puppy tends to be more comfortable in a smaller crate. Also, a crate that is too large for your young puppy can sabotage housebreaking because the puppy can eliminate in one end of the crate, then move to “higher ground”.

As puppy raisers, we need to teach our puppies that the crate is a great place to be. That being said, regardless of your puppy’s age, every interaction with his crate needs to be pleasant. If you set up the crate several days before your puppy arrives, the crate will take on your home’s scent, and the puppy will see it as another piece of furniture.

Be sure to get your puppy used to his crate while you are home, so he does not begin to associate the crate with being left alone. When he is comfortable being in it, crate him 5-10 minutes before leaving, and take him out 5-10 minutes after you have returned. Always avoid emotional departures, as this could make your puppy nervous. Be calm when you let him out of the crate, and take him right out for Park Time. After the puppy empties then celebrate your reunion by doing something fun together.

- Never use the crate as a punishment, either deliberately or unintentionally.
- Do not put the crate in a high traffic or noisy area.
 - It should be placed as close as possible to a “people” area, such as a kitchen, family room, etc. To provide a greater sense of security and privacy for your puppy, you can place the crate in a corner and/or have the sides and back loosely draped with a sheet, large towel, or light blanket; all of which can easily be adjusted for desired visibility or air.
- Do not overdo crating. Be sure to crate him for short periods of time when you are home, but do not substitute the crate for interacting with your dog.
- To avoid accidental injury, do not leave your puppy’s collar on when you crate him.
- Provide soft, washable bedding in the crate that is comfortable and warm. Be sure to keep it clean. Check bedding often to see if your puppy is chewing on it. If he is chewing the bedding, then it will need to be removed.
- Provide your puppy with a chew toy that he will only get when he goes into his crate. Make sure it is a safe toy approved by The Seeing Eye (**SEE TOYS**).
- In the beginning of the crate-training process to help your puppy adjust to being confined, you can feed him in the crate. Only put his bowl down in the crate once he is quiet and behaving.

A fun fact:

Most puppies will whine, bark or howl when separated from their pack. In the wild, this increases their chance of being reunited with their pack. If in isolation his movement is restrained; he will respond with escape behaviors such as chewing, digging, and throwing his body around. Although these behaviors are beneficial in the wild, we do not want them coming out in our puppies.

2.19 BASIC COMMANDS AND OBEDIENCE

COMMAND	PUPPY RAISER ACTION	INCORPORATING INTO DAILY LIFE
“Sit”	<p><i>“Puppy’s name, sit”</i></p> <p>Run hand down back and tuck into a sit. Hold the leash in your right hand.</p> <p>3 second rule – if you are stopping to talk, shop, etc. for more than 3 seconds, have your puppy sit.</p>	<p>Sit is a neutral position that helps an excited dog to calm down. Patterns the dog to be under control anytime you stop for any length of time</p> <p>Sit for food, to go out the door, to get in and out of the car, crate, to greet people, when out walking and stop to talk; when shopping; for extra control at stairs, curbs, chores, brushing teeth, etc.</p>
“Down”	<p><i>“Puppy’s name, down”</i></p> <p>Make downward motion with left hand, flat palm facing down to the floor. <i>Do not pet his belly if he rolls over, instead re-start the command.</i></p> <p>While your puppy is learning this, you may put your foot on the leash to keep him from getting up. By six months old, he should be able to stay down without assistance.</p>	<p>Excellent command for practicing self-control and being relaxed for a period of time: during meals, television, homework, computer, when shopping or paying for purchases; taking a shower, doing chores, cooking, etc. (<i>see home obstacle course below</i>)</p> <p>‘Puppy push-ups’ are a series of three sits and downs. When bringing your young puppy from a down position back into a sit position, give a slight lift to both the leash and your voice while saying <i>“Puppy’s name, Sit”</i>. Be sure to praise him each time he does a sit and down properly.</p>
“Rest”	<p><i>No name, “Rest”</i></p> <p>Have your puppy sit or down at your left side. Hold your right hand in front of his face and say <i>“Rest”</i>. Take a step away; return if he does not move. Praise! Increase distance and eventually you will be able to go to the end of the leash without him moving. Always return by going around him ending with him on your left side.</p>	<p>Rest is the command use by TSE instead of stay: combine <i>“Rest”</i> with <i>“Sit”</i> or <i>“Down”</i> when the puppy is to remain in a stationary position or when stepping away from him</p> <p><u>Examples:</u> mealtime, computer, TV, homework, go to your place, shopping, greeting; taking a shower, cooking, at the door for control before leaving, etc.</p> <p>* Over time, you should be able to do an extended rest, move around or tug slightly on the leash without him breaking his rest.</p>
“Forward”	<p><i>“Puppy’s name, forward”</i></p> <p>Puppy should be on the left, slightly in front of you with a steady pull.</p>	<p>Forward is the command used to get your puppy moving anytime he is walking on leash and moving from a stationary position. To encourage movement you may say <i>“hup-hup”</i>. To slow down <i>“easy or steady</i> accompanied by praise.</p> <p><i>Seeing Eye puppies are not to be taught to heel.</i></p>

“Come”	<p>“<i>Puppy’s name, come</i>”</p> <p>SEE COMMON INAPPROPRIATE BEHAVIORS: COME if your puppy does not come when called.</p>	<p>The most important command for the safety of your puppy. Practice this often, start when he is very young; call him in a happy voice and praise. Use a long leash to practice outside; do something fun like go for a walk or play fetch when he comes.</p> <p><u>Keep it positive!</u> Do not reprimand for having something he shouldn’t when he comes to you.</p>
“Come & Sit”	<p>“<i>Puppy’s name, forward</i>”, take three steps and let your puppy go out a bit on the leash, “<i>Puppy’s name, come</i>”, take three steps back, take a step or two forward, “<i>Puppy’s name, sit</i>”. This is done in a figure 8 pattern with the puppy returning to the left side.</p>	<p>Teaches your puppy to always come back to the left side. This exercise is useful for focus work to slow him down and bring him back to working position (for instance, if he sees an animal or another dog on a walk). This can be done in repetitions to settle an excited puppy.</p>
“Stay back”	<p>“<i>Stay back</i>”, and gently move your puppy back.</p>	<p>Teaches your puppy to wait while you go out the door and prevents door bolting. You can use this whenever you open the door, and to keep your puppy back when using the dishwasher, refrigerator, etc.</p>
“Go to your place”	<p>Take your puppy to the designated spot and say “<i>Go to your place</i>” followed by the “<i>Down</i>” command.</p>	<p>“Go to your place” provides a safe place for your puppy to go. It is useful for excitable door greetings, while cooking, as well as controlling counter surfing behavior around food. (SEE COMMON INAPPROPRIATE BEHAVIORS: GO TO YOUR PLACE)</p>

Putting it all together: You can incorporate all commands into a simple home obstacle course. Plan a walking route in and around your home to practice good manners. Set up stations and if your puppy is unsuccessful at one, backtrack, repeat it, and then continue through the course once he is successful. Gauge your success on the amount of improvement from week to week. Be creative and use a lot of praise!

Example of an obstacle course: Walk to the kitchen with your puppy on leash and at your left side. Have him “*Stay back*” while you open the refrigerator and get a snack. Sit at the kitchen table and have your puppy in a “*Down*”, “*Rest*” at your left while you eat. “*Forward*” to the dishwasher, having your puppy “*Sit*” or “*Stay back*” while you open and close it. Ask him to “*Sit*” and “*Rest*” while you go to the trashcan to throw away a napkin. Phone rings? “*Forward*” to the phone, and put your puppy in a “*Down*”, “*Rest*” while you talk (feel free to give him a special toy once he obeys). Repeat this type of exercise for the computer, television, etc.

Practice, praise, be creative, and have fun with your puppy!

Increasing expectation with the age of your puppy: In addition to practical everyday obedience, set aside time each day to practice formal obedience. Work on your commands by practicing in different locations. Once perfected, take it out in public and continue to work with him.

* Practice exercises in each room of your home, different places outside, while on a walk, and gradually add distractions such as stopping and resting where children are playing, or where there is a barking dog, etc. This will increase your dog’s ability to focus and respond to you at puppy club meetings and in public.

* This will help you form a strong bond with your puppy and provide an even stronger foundation to become a successful guide dog.

PROPER WAY TO HOLD THE LEASH AND WALK YOUR PUPPY:

Place the leash in the palm of your right hand, looping it in that hand, *not around it*. Use your left hand to control the leash, keeping your knuckles facing forward.

Always be sure your puppy is out in front of you with a steady pull, not walking along side of you. Pulling is essential to guide work, so allowing him to get used to leading early on will make the transition that much easier on him. We need to balance his pull with being under control, and without being dragged.

The idea is to allow our dogs to have *initiative, drive* and be *out in front*.

FETCH: You can teach your puppy to retrieve balls and toys, however please do not teach them to retrieve items such as keys, gloves, etc. At this young age, we need to discourage them from putting things in their mouth other than their toys.

WORKING COMMANDS:

Please do not teach working commands: *Leave it, Halt, Pfui, and Heel* are a few that we do not teach; the trainers teach our puppies these commands when they are at TSE for their formal training. The reason is simple: As puppy raisers, we could unintentionally teach the command incorrectly. Plus, we work with the babies. We must correct our puppies when they start to go after something they should leave alone, but we do not use “leave it”; instead we should use “ahh ahh”, “no”, “cut it out” etc., but never the working command. The key is to get their attention and then immediately praise.



2.20 THE “THREE SECOND” RULE

It can be very easy for a puppy to get into trouble when their handler stops to chat with others. As a guide dog, he will be expected to sit calmly by his person’s side and wait until given the command to move forward.

The best way to keep your puppy focused and ready for his next move is to be sitting calmly if your conversation will exceed three seconds. If you are passing someone on a walk and saying hello, you can continue to move along and give your puppy a “hup hup” command if he begins to lag behind and wants to say hello to the passerby. If you stop to chat with someone, always put your puppy into a sit before beginning your conversation. If at any point during your conversation your puppy gets up, put him back into a sit.

This will benefit your puppy and not interfere with any of his training. He will remain under control next to you and will be able to work on his sitting and resting skills.

2.21 COME

- Begin practicing this command the very first day you have your puppy.
- Call your puppy, get down on his level and say his name while clapping your hands lightly. When your puppy comes running to you, give him lots of praise.
- When you are taking your puppy to bed at night, say your puppy’s name and “come” – *you can do this even if you are carrying your puppy up a flight of stairs.*
 - Be sure to give him praise when you reach your destination.
 - Once your puppy is old enough to climb the stairs on his own, you can use the same technique.
- This command can also be practiced outside with a long leash, or rope. Allow the puppy to go to the end of the leash, then say his name and “come” in a happy calm voice. When your puppy comes running back to you, give lots of praise. If the puppy comes running but continues past you, bring him to you with the long lead, then praise him for coming; do not scold him for running past you.
 - **Remember:** the tone of voice you use with your puppy is very important. A firm, but happy calm tone will show the dog that coming to you is a good thing, and it is not a game. Always use the same voice while training your puppy to “come”.
- If your puppy plays “keep-away”, do not chase him, as you are only joining in his game. Sit down and calmly call your puppy. This will take some practice, but if you are consistent, your puppy will happily respond to you.
- If you call your puppy and he comes running to you with something in his mouth that he should not have, do not scold him, but praise him for coming. Remove the object, praise him again, and give him one of his toys.
 - If you correct the puppy for having that object while coming to you when called, he will not want to come to you again for fear of being scolded.
 - Your puppy cannot make the connection that the object in his mouth is the reason he was reprimanded.

- Having your puppy come when called is an important behavior for his life as a guide dog. This command creates trust and bonding between dog and handler.

2.22 TIE-DOWN / BEDCHAIN

The tie-down, which The Seeing Eye gives you when your first puppy arrives, is used to teach your puppy to calmly accept remaining in one place. It can be especially useful when supervising or housebreaking young puppies, during meal preparation, when guests are visiting, and when the puppy needs some quiet time. The tie-down is a short, durable cable with a loop on one end and a clip on the other. It can be attached to a wall with the proper mount, as well as looped around the leg of a bed or other piece of furniture. The tie down does not provide a lot of space, but enough for your puppy to be able to stand and turn around comfortably. The cable needs to be short enough to prevent tangling or his ability to go to the end of the cable and relieve himself. *Never use a chewable object, such as your leash, as a tie-down.*

Teaching your puppy to relax on a tie-down is essential. He may not initially accept remaining in one place, but once he learns to relax, acceptance comes very quickly. Here is a useful procedure to teach your puppy to quietly accept the tie-down:

- **Select a safe, visible spot to attach the tie-down.**
 - The Seeing Eye recommends that your puppy sleep at the foot of your bed on a tie-down, so be sure there is nothing close he can grab or destroy.
- **Calmly introduce your puppy to the tie-down.**
 - Bring your puppy and one of his chew toys to the area with the tie-down. Remain positive and calm as you attach him to it.
 - Before you leave him on the tie-down, be sure he realizes he is attached to it. One way to do this is to lightly hold the cable and slowly move away from him as you release your hold. If you rush away from him, he may run towards you and be jolted back, possibly causing injury.
 - Remain calm if your puppy begins to struggle, cry or scream. He is not being hurt; he is just not used to being restrained in this way. Always ignore him until he stops struggling and crying.
 - Do not talk to him or give him any attention, as it could make him more anxious.
 - Return to your puppy and provide praise once he is quiet for at least 30 seconds. Be patient, some pups may relax right away while others take several minutes.
- **Be patient as your puppy is learning to accept the tie-down.**
 - In the beginning, only leave your puppy on the tie-down for very short periods of time (start with getting him to relax), then slowly increase the length of time.
 - If you release your puppy from the tie-down while he is struggling or screaming, he will learn that this behavior frees him from this form of restraint. He will struggle harder and cry louder since it worked before. If you release him while he is carrying on, you have trained him to resist the tie-down.
 - When your puppy does relax, give him light praise and support. Do not get too excited and coddle him, as it may cause him to become anxious and excited, thus struggling all over again.

* With some puppies, their success can be marked simply with timing how long it takes him to relax. A decrease in time of struggling, even if only a few seconds, is still success. Keep with it, be patient with your puppy, and he will eventually learn to enjoy his tie-down as a comfortable place to be, similar to his crate.

2.23 RIDING IN THE CAR

Your puppy should ride in the car with you as much as possible. While he is young, start with short rides and gradually make them longer. Try to take your puppy on a car ride with an empty stomach, as this will prevent carsickness. If your pup experiences car sickness or heavy drooling please let your area coordinator know so she can help resolve the problem.

Make car trips fun so they don't associate the car with going just to the veterinarian. Your puppy must sit or lie on the floor of the car, **not the seat**. In the winter, be careful not to place him under the heater vent where he can be blasted with hot air.

When driver has a passenger who can handle the pup:

Getting in the car: Your puppy should be on leash and sitting next to the passenger door. When you open the door, tell him to "Rest". You sit on the seat with your left leg in the car and your right leg on the ground. Tell him to "Come", but be sure to keep control of him as he jumps into the car. Have him sit on the floor at your feet and give him lots of praise. As you bring your right leg into the car, make sure his tail is inside the car before closing the door.

Getting out of the car: Tell your puppy to "Rest. You should be holding the leash as you open the car door. Put your right foot on the ground next to the car, then tell your puppy to "Come" and follow him out. At no time should he be permitted to jump out of the car until you have control and have told him to come.

When driver is alone:

Getting in the car: Your puppy should be on leash and sitting next to the back passenger door of the car. Open the door, tell the pup forward, and position the pup in back of the front passenger seat," sit, down, rest" making sure tail is tucked in before closing door. When they are young you might need to use a short leash tethered under the seat so the pup cannot get onto the seat. You may offer a favorite toy.

Getting out of the car: Tell your puppy to sit and rest. Go to the passenger side and slowly open while encouraging pup to stay seated and calm. Once door is opened have pup remain seated while putting on leash and allow the pup to calmly get out of the car. Have pup sit again upon exiting.

**** It is important that your puppy does not bolt into the car before you. This can present a problem if a working guide jumps into a random car door if it is opened and in his path!***

2.24 COMMON FEARS

Objects * *big rock, grate in the ground, decoration, etc.*

If your puppy shows fear to an object, the best thing to do is to take him up to the object, without forcing him. It can be very helpful if you touch the object to show him it is nothing to be afraid of. You can even go as far as interacting with the object in a gleeful way with a higher tone. Allow the puppy to approach it on his terms, **NEVER** force him while he is fearful, this will only worsen the problem. Sometimes it is helpful if a more confident dog approached the object with your puppy.

Stairs

Encourage your puppy to travel up or down stairs in a calm but happy voice. If he is afraid of going up the stairs, pick him up and place him a couple steps down from the top of the staircase, then encourage him to go up. You can do the same if he is afraid of going down the stairs. Do not overdo work on the stairs, it must be gradual. Never force your pup. **If your pup is showing concern with stairs, contact your area coordinator.**

Thunderstorms/Fireworks

- Puppies may pick up fear or discomfort with storms from their people, so it is important to develop a matter-of-fact attitude when dealing with a frightened puppy. Let your puppy stay close to reassure him that he is fine, but do not praise him for his fear. Coax him to play to divert his attention, but do not hover over him, stroke him incessantly, or cuddle him anxiously.
- Storms that develop from rapidly falling barometric pressure can subliminally affect an animal, so your puppy may demonstrate anxiety even before the storm can be heard. Again, it is important to reassure your puppy that he is fine and to not exaggerate the situation.
- Remember to never praise your puppy for his fear-related behavior, as you may unintentionally convey to him that it is alright to be afraid.
- ***Please let your Area Coordinator know if you are experiencing any issues with your puppy during a thunderstorm.***

General Concern

Your pup can be confident one day and show concern for the same situation the next. Bring him back to his comfort level and start to gradually build again. Be positive, reassuring and confident.

**** REMEMBER TO ALWAYS CONTACT YOUR AREA COORDINATOR IF YOUR PUPPY IS EXPERIENCING ANY OF THE ABOVE OR OTHER FEARFUL BEHAVIORS!**

2.25 PUPPY SITTING ETIQUETTE

If you are planning a trip you may want to inquire about a puppy sitter to take care of your puppy while you are away. Please remember that it is your responsibility to make these arrangements. You can ask at your club meeting if anyone will puppy sit for you or ask your leader to send out this information if the club has an email group.

If you use another club family for puppy sitting, be sure to take your puppy's food and give instructions about the amount your puppy eats, times to be fed, and include any treats, favorite toys, blanket, bed chain, etc. to help your puppy feel comfortable in its temporary home. A list of the puppy's routine (park time, bedtime, play, walk schedule, etc.) will also be helpful for the puppy sitter as well as your puppy's adjustment. If your puppy is crate trained and the puppy sitter does not have a crate, please be sure to bring your puppy's crate along as well. You will find useful forms under current puppy raisers, puppy sitting information on this website.

Be sure to take your puppy's health card with your veterinarian's name, address and telephone number listed, as well as your Area Coordinator's name and number. If possible, provide the puppy sitter with a number where you can be reached.

Your Area Coordinator should always know where your puppy is, so don't forget to call or email with this information before you leave.

If a personal friend or family member will be puppy sitting for you, please make sure you provide them with all of the above information plus your puppy manual so they are familiar with the routines.

How to introduce dogs: If the puppy sitter has dogs, introduce them on neutral territory. Never introduce two dogs in a doorway, as this stimulates the entrance to a cave or den. Introduce them outside on leash and watch their body language and behavior. Discipline right there: give a verbal "No", leash correction, scruff or shake down to dominate either or both dogs if they are showing signs of dominance or aggression. Remember that you must be observant because aggression happens quickly. Once they have calmly met, take them for a short walk together. Make sure that if you are puppy sitting for another dog that the family has time to stay and help with the proper introductions to ensure that the dogs will get along with each other. Have the family come in with the dog, once they have been properly introduced outside, to ensure that the dogs are okay together inside. Pick up all toys and food to prevent any immediate possession problems.

If you cannot find a sitter, contact your area coordinator who will assist you or will make arrangements for your pup to be boarded at The Seeing Eye.

2.26 TRAIN PLATFORMS

Many puppy clubs will go on train trips or visit train stations on exposure outings. Trains are extremely large and can be very scary for dogs, especially young puppies. It is important to introduce your puppy to a train platform and an oncoming train the proper way.

- Be sure to stand on the far side of the building where there is more open space and the sound of the train can be displaced.
** This is the side of the building the train will reach last, not first!*
- If your puppy is fearful upon approaching the platform, do not stand against the building or near the tracks. It is safer to stand in the parking lot and allow him to observe from a distance, where the noise would be less.
- With our puppies, we need to look at the situation and be mindful to keep it as stress-free and as safe as possible. Making this experience the most positive will carry over into training.

During training with their guide dog, graduates are taught to stop while the train is moving; this makes the situation easier for the dog. A moving train covers a lot of orientation sounds, and it is also very distracting for a working dog. It can also be a very rattling experience for a dog that is new to this situation.

2.27 WHEN YOUR DOG COMES BACK FOR TRAINING

When the time comes for your dog to come back for training it can be an emotional time for the family. However, your dog is just beginning the exciting journey to hopefully become the eyes for a blind man or woman.

The process of training a dog to become a working guide dog can vary tremendously just as the personalities of the dogs vary greatly. When a dog returns to The Seeing Eye, there is a period of adjustment to the kennels. The dog is being monitored for general behavior, their hips are x-rayed and if the dog is not going to be used for our breeding program will be altered. The x-rays are processed by two separate institutions. Both of the findings are compared to help us determine if the dog is suitable to continue in the program. You will receive a postcard notifying you if the dog has passed the hip evaluation. This entire process can take up to two months. Once considered to be physically and behaviorally sound, you will receive a notification that the dog has been assigned to an instructor.

Each instructor is assigned a “string” of about 8-10 dogs. The dog is worked approximately once a day for the next four months. Half way through training you will receive a post card reporting on the dog’s progress. Towards the end of the third month you will be invited for an in-town walk to observe the dog working in harness.

At the end of four months, the instructor is ready to go into class. This means that a new class of 20-24 students will be coming to The Seeing Eye. The students will live here for 21 to 28 days. During that time they will learn how to properly use their new guide dog.

The matching of the right dog to the right person is critical to the success of the working team. Instructors going into class work hard to match students with the best dog for that person. Not all dogs that are ready for class will have a match. Those dogs will be reassigned to another instructor to continue their training until a match is made. Although some dogs are good workers, it may be difficult to match them due to their size, strength or energy. Some dogs may have various medical or training issues that may improve significantly with treatment or extra training.

Each dog is extremely valuable to The Seeing Eye. The utmost care and love goes into their training. A successful guide dog team is our ultimate goal. To ensure that each blind person that comes to The Seeing Eye seeking independence and mobility is given the best possible dog, our dogs go through rigorous and continuous training. Difficulties that would prevent a dog from becoming a suitable Seeing Eye dog can arise at any time, including while they are in class with a student.

Should a dog be determined not to be suitable for work as a guide, the family that raised the dog will be contacted first and offered to adopt the dog as a family pet. When we have a confirmed “no” from the family, we look to other service groups or general adoption. Every adoptable dog is placed in a loving environment suited to their needs.

And so our journey ends. We all wish that each of our special pups is able to fulfill its mission to provide increased mobility, dignity and self-sufficiency to blind men and women. Those that are not chosen for the task are still ensured a special place as a pet or working dog in another service capacity. Whatever your pup’s destination, you can be sure that all of us at The Seeing Eye are doing whatever it takes to keep all our dogs happy and productive.

All of the staff and graduates of The Seeing Eye are sincerely grateful to our puppy-raiser families for the wonderful and selfless job that you do. The work of The Seeing Eye could not be accomplished without the strong foundation our families provide by opening up their heart and homes to our puppies.

2.28 TRAINING SCHEDULE

PRIOR TO BEING ASSIGNED TO AN INSTRUCTOR (approximately one month)

- Hip x-ray – Family will receive a post card
- Pre-training physical by a Seeing Eye veterinarian
- Castrated or spayed if not being considered for breeding
- Adjustment to the kennel and kennel staff

ASSIGNMENT TO AN INSTRUCTOR:

- 1st week: Basic obedience on property at The Seeing Eye
- Getting to know the instructor and introduction to the harness

- 2nd week: Start on simple quiet areas in Morristown with dog working in harness
- 3rd week: Working on quiet streets and slow introductions to town environment. The dog is learning to avoid obstacles, etc.
- 4th week: Work on streets with more traffic and introduction to more serious work. The dog is gaining more responsibility.
- 5th week: First blindfold – the dog is evaluated on its work in harness with its blindfolded instructor.
- 6th week: Introduction to train station – boarding trains and riding buses. Family will receive a post card about how the dog is doing.
- 7th – 15th week: Training involves the polishing of guide work. At this time we try to replicate tasks the dog will be exposed to while working with a blind person. Toward the end of this period, the family is invited to observe the dog working in Morristown and meet the dog's instructor.

****Schedule may vary because of Instructor vacation or fieldwork.***

It should be noted that every dog is a potential breeder. Some dogs will go into our test program and if selected, a letter will be sent informing you that the dog is in special training for breeding as we await medical clearances. Once we have medical clearances, you will receive a telephone call inviting you to Morristown for your town visit.

On some occasions the dogs are moved up from training to be matched with a blind person. In this event, you would still have a town visit. You would receive a telephone call, possibly on short notice. You would watch the blind person and dog. In this instance, you would not be able to videotape or take photographs.

If you have not heard from us within six weeks after your town visit, your dog was not assigned to a blind student and is still in our training division. Dogs may not be assigned for many reasons – no proper match between dog and student, possible health problem, additional work needed in training, etc. If a dog has not been assigned to a student, the dog may begin additional training right away or may be held for a few weeks before resuming training. Some dogs may be with us for as long as one year.

ASSIGNMENT TO A BLIND STUDENT:

The dogs spend from 3-4 weeks at The Seeing Eye with their new owners (3 weeks for a returning student, 4 weeks for a new student). These 3-4 weeks are an adjustment period for the dog and student. Training continues during this stage. The puppy-raising family will receive a letter about the graduate, a personal letter from the instructor and a photograph of the dog after the team has graduated from The Seeing Eye.

Guide dogs have a large responsibility to safely guide their blind owners under many busy conditions. The Seeing Eye works hard to help each dog develop to its full potential. However, this job is not for all dogs. We may find it necessary to remove a dog from training at any time if the dog has difficulty maintaining that level of responsibility.

2.29 CHANGE OF CAREER

- Any dog released from the program is offered back to the puppy raising family.
- If the puppy raising family does not want the dog back, the dog may be offered to therapy programs, search and rescue programs, and government agencies like Customs; the Bureau of Alcohol, Tobacco, and Firearms; and some sheriff and police departments.
 - If the dog is not placed with any of the above, we will then offer the dog to the general public through our regular adoption program.

2.30 WORKING DOG TRANSFER

- The Seeing Eye belongs to the International Guide Dog Federation, and as a result, we often share dogs for training or breeding purposes.
- If your puppy is given to another dog guide school to train, we will ask the school to send a video for you to have once the dog is trained.

2.31 POLICY ON RETIRED/RETURNED GUIDE DOGS

Policy: Graduates assume ownership of their dog upon completion of their training. Once a dog is no longer effective as a guide, the graduate is strongly encouraged to find a suitable home for their retired guides. If unable to do so, the dog is returned to The Seeing Eye and a home is found through the adoption department.

- Puppy raisers conditionally will be offered the dog back for adoption.

Conditions for adoption by puppy raiser:

- The graduate has effectively tried to find the dog a home prior to the dogs return to TSE
- At the time the pup is picked up by the area coordinator for its return to TSE for formal training, the family is instructed by the area coordinator that there is a very small percentage of dogs returned to TSE and asked if they would like to be offered their puppy back for adoption. The request is noted on family profile in SEIS. Family may adjust their request at any time. The family is responsible in keeping TSE informed of any changes in their contact information.
- The returned guide dog is evaluated by a committee consisting of a representative from the canine medical & surgery, training, adoption and puppy development departments.
- If found suitable by the committee to be returned to the puppy raising family, the area coordinator will be given full disclosure of dog's temperament and medical status.
- Coordinator will contact foster family. If there were multiple families who had fostered the pup and expressed desire to adopt, the same rules would apply as for regular puppy placement adoption.
- One week will be allotted for family to make their decision.
- Applicable adoption forms signed.

Committee's evaluation:

- Training: to determine any temperament issues that would negate pup being offered to initial foster family.
- Canine medical & surgery: to determine any medical issues that would negate pup being offered to initial foster family.
- Puppy development: to determine the stability and current status of the foster family
- Senior associates in Development and CMS departments and Associate in adoption services will be kept apprised of evaluation process.

3. GROOMING

Grooming is very important for your puppy's health and hygiene. It also provides a nice opportunity to bond with your puppy and teaches him to accept being handled and touched with various tools for grooming. It is best to begin grooming your puppy as early as possible, because the longer you wait, the harder it might become if he does not easily accept it. Always remember to gently praise him when he behaves appropriately during your grooming sessions.

3.1 BATHING: Do not bathe your puppy more than every six weeks or so unless he is very dirty, as frequent baths can damage your puppy's coat.

- Be sure to introduce bathing slowly to your puppy so you do not frighten him of the experience.
- A towel or rubber mat should be placed on the bottom of the tub to keep him from slipping.
 - If he falls in the tub, the whole experience could be turned into a negative one and make him fearful of being bathed.
- Make sure the water is not hot; it should be comfortable for your hand, but not cold.
- Try to keep the soap out of his eyes and the water out of his ears.
- ***Never use human shampoo!*** Always use shampoo made specifically for dogs because it is balanced for the pH of his coat.
- Thoroughly rinse all shampoo from your puppy's coat, otherwise it can cause skin irritation.
- One helpful hint for drying him is to let him shake off most of the water while still in the tub, prior to towel drying him.
- If you use a blow dryer to dry him, introduce it slowly and carefully.
 - Turn it on and off several times away from him but where he can see and hear it.
 - When you turn it on near him, do not point it in his direction until he appears comfortable with the noise.
 - Allow the airflow to blow on his legs first, and then gradually work up his body.
 - Never aim the blow dryer at his face. It can become very uncomfortable and create a fear of blow dryers.
 - Hold it about a foot away from the puppy, and make sure the heat is not too much on his fur.

3.2 BRUSHING: Brush your puppy daily to prevent any odor. This will also help keep his coat shiny and helps control the amount of dog hair in the house.

- When your puppy is young, groom for short periods working up to 10 – 15 minutes a day.
- Brush while your puppy is sitting or lying on his side and in the same direction his fur flows.
- Be gentle during your grooming session and brush all parts of him: ears, head, neck, chest, belly, legs and tail.
- If he is struggling against you, give a quick collar correction ***without*** telling him “no”, and be sure to praise him as soon as he calms down. If he appears sensitive to the brushing, you may need to try starting out with a softer brush and gently stroking him.
- While brushing, be on the lookout for fleas, ticks, hot spots, sores, cuts, hair loss, mats, areas that have been chewed or licked, excessive dander, and any irritation on his ear tips.

3.3 EAR CLEANING: Routine ear cleanings are important to keep your puppy healthy. Ear infections are painful and can easily become chronic. Without getting proper treatment, the puppy's ear can become destroyed and surgery may be necessary to relieve the symptoms. The following tips and things to look for on a regular basis will help determine if your puppy is having a problem with his ears.

- Check the puppy's ears for wax, dirt, and abnormal redness, especially towards the ear canal.
- Smell your puppy's ears. If there is a foul odor, this may be the start of a more serious problem.
- Fleas, mites, and ticks enjoy hiding in moist and dark areas. Inspect your puppy's ears to make sure none of these creatures are present.
- If your puppy is shaking his head more than normal, this is indicative of an ear problem.
- Yelping or crying when he scratches his head or when you rub his ear are also signs of discomfort.

If your puppy shows any of these symptoms, call your Area Coordinator and your veterinarian right away. If any of these symptoms go untreated, they can get much worse and lead to more serious problems.

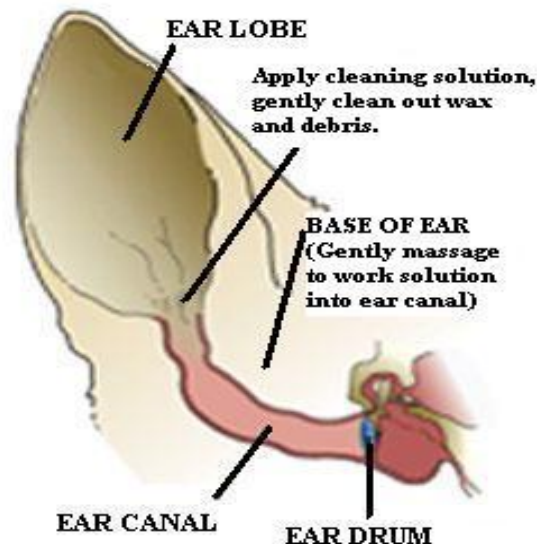
HOW TO PROPERLY CLEAN YOUR PUPPY'S EARS

- First, clean the puppy's ear lobe with cotton or gauze to get rid of any debris present. ***Be sure to be gentle, as dirty ears can be extremely sensitive!***
- Next, apply the ear cleaning solution into the ear, making sure it goes into the canal. One way to do this is by soaking a piece of cotton in the solution and squeezing it into the ear so the puppy does not jab the bottle tip.
- Massage the base of the ear gently so you work the solution into the ear canal.
- **Let your puppy shake his head!** This will allow for wax or debris to loosen so you can easily clean it out.
- Finally, use cotton or gauze to gently clean out the solution from the ear. Remember to only go as far into the ear as you can see. Do not poke into the ear canal, as this will create more serious problems for your puppy.

HELPFUL HINTS:

- **DO NOT** use soap and water to clean your puppy's ears.
 - Most ear cleaning solutions have a drying agent in them so there is no excess moisture.
- **DO NOT** use long slender objects, such as Q-tips, to clean into the ear canal.
 - Using a Q-tip or other object to clean out the ear canal can actually push dirt and wax further into the canal, leading to more serious problems.
- Only clean the part of your puppy's ear that you can see.

Remember to talk to your puppy and praise him throughout the ear cleaning session. If your puppy shows signs of fear during this time, let him examine the bottle, be gentle and keep the ear cleaning session brief. Start out slow, but be as efficient as possible when cleaning. You can try laying him on his side if you need to. Do not hesitate to ask someone for help if your puppy does not sit still. If you continue to have problems with your puppy during ear cleanings, contact your Area Coordinator right away.



3.4 EYE CARE: Your puppy should be used to having his eyes tended to. You can wipe his face or dab at the corners of his eyes with a damp cotton ball or non-abrasive cloth, if needed. Remember to never touch his eyes, as you may scratch them and cause great discomfort. His eyes should be clear with no redness, cloudiness, squinting, tearing, or discharge. If any of these signs appear, contact your Veterinarian and let your Area Coordinator know.

3.5 FLEAS AND TICKS: While doing your daily grooming, be sure to observe your puppy's coat and skin closely for any ticks, fleas or flea dirt. The Seeing Eye provides preventative for fleas and ticks for use monthly on your Seeing Eye puppy. If you run out, contact your Area Coordinator. The Seeing Eye recommends using this preventative on your family pets, which can be purchased through your veterinarian or local pet store at your own expense.

3.6 NAIL CLIPPING: Routine nail trimming is an important aspect of grooming to keep your puppy healthy. The following will help you effectively trim your puppy's nails to keep him looking and feeling his best.

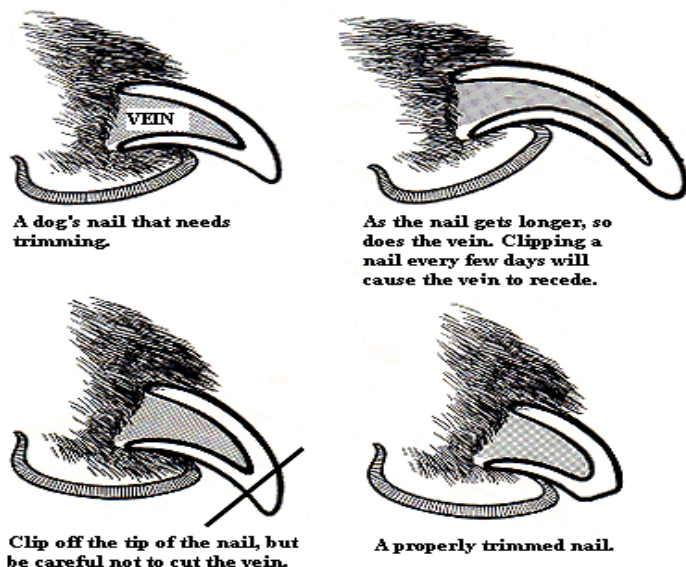
IMPORTANT THINGS TO REMEMBER:

- Clipping a puppy's nails can start out as a traumatic experience. Doing one nail at a time, and being very gentle, will help ease their fears.
- Let your puppy examine the tool. Many times it is the actual clipper, or the sound it makes when clipping, that frightens them. The more he can explore, the happier he will be.
- If you happen to cut the nail too short, it will bleed and can cause discomfort for the puppy.
 - It is best to have one (or more) of the following items on hand when clipping nails:
 - Cotton ball
 - A towel
 - Nail bleeding stoppers (such as QuikStop, styptic pencils containing silver nitrate, etc. – all of which can be purchased at your local pet store)
- A bleeding nail tends to stop after about 5 minutes. Apply pressure to the nail and one or more of the above-mentioned items, and that will speed up the clotting process.
 - It is not uncommon to trim a puppy's nail a little too far to the point of bleeding. Do not panic if this happens. The more upset your puppy sees you get, the more anxious he will become. Stay calm and follow one of the above-mentioned techniques to get the nail to stop bleeding.

HOW TO PROPERLY CLIP YOUR PUPPY'S NAILS

- Start out by letting the puppy examine the clippers.
- Regardless of what type of nail clippers you are using, be sure to only cut off a little of the nail at a time.
 - Clipping a nail every few days will cause the vein to recede.
- Clip one nail and one paw at a time. If your puppy becomes restless, finish the other paws later.

If you are clipping black nails, follow the same procedure. Remember to talk to your puppy and praise him throughout the entire nail clipping process. Do not hesitate to ask someone for help if your puppy does not sit still. If at any time you are uneasy about cutting your puppy's nails or your puppy becomes fearful of the experience, contact your Area Coordinator and let them know right away.



TYPES OF NAIL CLIPPERS



3.7 PAW CARE: Check your puppy's pads and in between the toes daily for cuts, abrasions, or irritations. Touch each toe and nail gently with one hand, and steady the paw with the other hand. This will help teach him to accept having his toenails trimmed. By touching his paws on a daily basis, you will also get him used to having his paws wiped when they are wet or dirty.

3.8 STAND FOR EXAM: Have your puppy stand in front of you, place one hand under his chest/belly, and hold him in position. Softly say his name and "stand". Gently brush your puppy with your other hand, talking quietly to him. If you teach this to your puppy from the first day, he will always "stand for exam" on command.

3.9 TEETH: Dogs can accumulate plaque on their teeth just like humans. Plaque is yellow or brown against the gums and is made of proteins from saliva and bacteria, which can rapidly multiply and invade the gums around the teeth. If plaque is not removed, gingivitis will result, which can spread to the bone around the teeth and cause bone loss or periodontal disease. Over time, dental disease can impact a dog's heart, kidney, liver, lungs, and bladder. You can brush your puppy's teeth once or twice a week. As a result, he will be well accustomed to having his teeth brushed so dental care can continue when he moves on as a guide dog.

- Start introducing teeth cleaning by spending a couple minutes each day gently touching your puppy's muzzle, mouth, lifting his lips, and touching the outside of his teeth and gums. This will help get him used to the new experience that awaits him.
- Once you have spent several days touching his mouth, you can begin brushing his teeth with the toothpaste for dogs. **Never use human toothpaste**, as it can be harmful and make your puppy sick.
 - Place a small amount of dog toothpaste on a soft-bristled toothbrush (these items can be purchased in any pet store). Be sure to push the paste down into the bristles so your puppy does not lick it all off before you can get the brush onto his teeth.
 - Hold the brush at a 45-degree angle against the gum line and gently brush from the gum line to the tip of the tooth in a circular motion.
 - Start by cleaning the outside surfaces of your puppy's teeth and gums. Over time, you should be able to slowly work towards the back of his mouth. This will take time though, because your puppy will need to become comfortable enough where he will allow you to lift his lips and hold his head steady for a few short minutes.
 - Be careful not to let your puppy bite on your fingers or the toothbrush.
 - Your puppy will lose all of his baby teeth and replace them with adult teeth during his year with you. By that time, he will be used to having his teeth cleaned.
 - If an adult tooth is emerging where a puppy tooth is still present, or you notice any broken teeth, bring it to the attention of your veterinarian and your Area Coordinator.



* The yellow and brown buildup against the gums is plaque.



* Brushing your puppy's teeth should not be a struggle.

4. HEALTH CARE

Your area coordinator should be called immediately to discuss any medical and/or behavioral concerns. They will be able to advise you on the steps to be taken and keep our veterinarians in the loop.

4.1 PUPPY MEDICAL EMERGENCIES

If your puppy **suffers a significant trauma (hit by car, bleeding profusely, etc.) or has a medical emergency (severe abdominal pain, difficulty breathing, etc.)** call your **veterinarian** or an **emergency veterinary center** and have your dog seen as soon as possible. Have the pup stabilized and given essential treatment, but make sure that a Seeing Eye veterinarian is contacted as soon as possible at **The Seeing Eye (1-973-539-4425)**. The attending veterinarian must make this phone call. This **contact must be made to approve the treatment plan and medical cost**. After hours (8:30 am to 5 pm Monday - Friday) you will hear a recorded message. Press "0" at any time during this message and you will be transferred to the answering service. If calling from a rotary phone the call will be transferred to the answering service at the end of the message. The answering service will forward the call to the person on call or will take the name and number of the caller and have someone call back. **Please keep the phone line open.**

If treatment will cost more than \$150, The Seeing Eye must approve it. Many emergency care facilities require payment at the time of service and will not bill The Seeing Eye. If the cost of treatment has been approved, you may submit the bill to The Seeing Eye for reimbursement.

Many medical problems can wait until the next day. **If you are unsure about your puppy's condition**, call your area coordinator, check the health section of your manual, or check with your veterinarian. If you do need additional assistance please call The Seeing Eye at **1-973-539-4425** and ask for **Puppy Development**. **Normal business hours are 8:30 am to 5 pm Monday – Friday.**

Always inform your **Area Coordinator** about any medical problems your puppy is experiencing. **Please remember that The Seeing Eye must approve any medical treatment over \$150. This pertains to regular veterinary visits as well as emergency care.**

4.2 MEDICAL EMERGENCIES AND FIRST AID

Emergencies happen, but because they are unexpected, people and animals tend to become frightened or excited. The most important thing you can do in an emergency is remain calm. Your brain and common sense are going to be your best resources when an emergency occurs. If at all possible, make a conscious effort to calm yourself down for a few seconds before acting on the emergency. Being calm will allow you to assist your puppy more effectively.

In an emergency, always try to call ahead to your veterinarian or emergency hospital before taking your puppy there. This will allow you to ensure the doctor will be available and for the staff to have enough time to prepare for your puppy's arrival. If the emergency hospital is a different facility from your normal veterinarian office, learn the route in advance.

You should be able to tell by looking at your puppy if he is in good health, ailing slightly, or is coming down with something really serious. Loss of appetite and refusal to eat can be symptoms of illness. The puppy's

expression could be an indication of illness. His lower eyelid may hang down slightly, or his lids could be partially or completely closed. His coat may have a rough, dry appearance and texture.

Mucus and traces of blood in his stool are signs that the puppy is not well. A potbelly in an otherwise skinny puppy can be a sign of disease. Lack of interest is another sign. If the puppy is hiding in dark places, he might be ill.

The temperature of the puppy's nose is not an indication of the pup's health. Any discharge from his nose or eyes should trigger a visit to your veterinarian.

Items to have in a canine ***first aid kit*** are:

- Rectal thermometer
- Alcohol
- Cotton
- Tweezers
- Vaseline
- Pepto-Bismol
- Bacitracin ointment
- Witch hazel
- Gauze pads
- Hydrogen peroxide
- Bandage material
- Flea & tick spray
- A copy of your puppy's medical card
- A blank veterinarian form
- Your veterinarian's phone number and an emergency veterinarian's phone number
- Your Area Coordinator's phone number and The Seeing Eye's phone number
- Your club leader's phone number

Below is a guide in basic initial care of your puppy in certain common medical situations. It is certainly not complete, and every case may not fit into an exact category listed here. The main goals in first aid and dealing with a medical emergency are to avoid injury to yourself, to avoid making any injuries (known or unknown) worse, and to administer treatment until veterinary care can be given.

Abrasions/Lacerations/Wounds

For small scrapes and cuts, you can treat them as you would your own. Your puppy may need to be muzzled depending on how painful the wound is. Clean the wound out thoroughly with soap and water or saline followed by an antiseptic solution (such as betadine) until it is healed. If the wound is not healing rapidly, becomes warm, red, or swollen, contact your veterinarian.

For wounds that are deeper or bleeding a lot, more aggressive treatment will be necessary. Muzzle the dog and clean the wound. If the wound is very dirty, you can flush dirt and debris out using the running water in the bathtub or under the garden hose. Copious flushing of the wound, whether superficial or deep, will help rinse away bacteria as well as dirt and debris, making infection less likely. Wounds that are bleeding heavily

can be controlled with direct pressure. Bandage the wound if possible or necessary and contact your veterinarian.

** If the wound is the result of an animal bite, wear gloves when treating it as the saliva in a fresh wound can still transmit rabies! Your veterinarian should be notified after any animal bite, as your dog may require a rabies booster even if he is up to date on his vaccines!*

Bandages

In first aid, bandages are generally used to either help control bleeding, or to keep a wound clean until further medical care is administered. Applying a bandage is not always necessary. If there is not excessive bleeding and you can get prompt veterinary attention, a bandage may not be needed. Always apply pressure to the wound to help with clotting. See the guidelines in the fracture section for details on whether to bandage or not. It is a bit of an art in figuring out how to make a bandage. Usually, the biggest problem (aside from the dogs trying to pull them off) is getting the bandage to stay in place. Because “Band-Aids” do not adhere well to a dog’s fur, we often need to fully wrap a wounded area. How the bandages are applied depends on where the wound is located, but the basic principles remain the same. The wounded area should first be covered with clean gauze squares or a non-adherent dressing. The next layer should be a padding layer. This can be done with more overlaying gauze squares, or by wrapping some roll cotton or cast padding around the wounded area. The next step is to overlie the area with roll gauze to provide some pressure to help hold everything in place. Finally, adhesive tape is used to keep the bandage in place until you can get the dog to the vet.

The following are some guidelines for bandaging some common areas on the body. Each will start with how to make a bandage given a full array of bandaging material. This can be used in non-emergency situations or instances where a previously applied bandage may have fallen off, or when veterinary attention may be delayed. After the description, some ideas on how you can create a makeshift bandage in a situation where you may not have bandaging materials readily available, or there is no time to apply a “proper” bandage.

- 1) **LEGS** – For a “proper” leg bandage, anchoring “stirrups” can be made by placing two pieces of tape on the dog’s leg that extends from where the bandage will be to several inches below the toes. Place gauze or non-adherent dressing over the wound. Next wrap around the whole leg from below the injured area to above it with soft padding such as cast padding or cotton. Wrap in the same pattern using gauze from a roll. Keep the tail end of the tape unwrapped. After the gauze overwrap is applied, flip the ends of the tape over, and tape them to the gauze. The whole bandage can then be covered with tape. It is important to watch the leg below the bandage. If the foot begins to swell, the bandage is too tight and should either be loosened or removed.

In an emergency situation, a “Band-Aid” may be fashioned with some gauze or cloth and some tape or string. Cover the wound with the gauze and tape the bandage on by wrapping the tape around the leg. A sock may be placed over the foot and leg for extra protection.

- 2) **CHEST** – Start by placing the gauze squares over the injured area. Using soft padding (cast padding or roll cotton), wrap around the whole chest. It is helpful to wrap over the wounded area first to help hold the gauze in place. Wrap forward on the chest until you get to the front legs. The front legs can be used as an anchor to hold the bandage in place. Continue to wrap around both front legs in a modified figure eight pattern. Begin by having the bandage behind one of the front legs (the left, for example). Bring the bandage up over the dogs back and back down in front of

the right leg. Take the bandage behind the right leg then under his belly to behind the left leg so you are back where you started. Repeat this one more time. Apply another layer similarly with gauze, then a tape layer can then be added.

A basic bandage can be made by covering the wound with gauze or a clean cloth. The gauze can then be adhered by wrapping tape all the way around the chest. You can gain added protection by applying an ACE bandage around the chest or by tying cloth around the chest. Putting a t-shirt on the dog will not add pressure, but could protect the bandage from being scratched or bitten off by the dog. A chest bandage that is too tight can impede breathing, so watch your dog's breathing carefully. If he is having difficulty, loosen or remove the bandage.

- 3) **EARS** and **HEAD** – For wounds directly on the ear, bandaging can help keep the ear from flopping around and bleeding more. The ear needs to lay flat on the head so that it is “inside-out.” Wrap the gauze around the whole head, covering the affected ear several times to hold the ear in place. Continue wrapping the head, alternating the material so that on one wrap it goes in front of the good ear (which was left hanging normally), then behind the ear on the next go-round. Do this pattern with the soft padding, then the gauze. The whole area can then be covered with tape. For wounds on the head, the same method as for a chest bandage can be used, using the ears as anchors.

A simpler, but quicker method is to place gauze over the injured area, then tape the ear to the head by wrapping the tape completely around the head. Do not cover the entrance to the ear canal. A stocking or sock with toes cut out can then be slid over the head so that it covers both ears. Covering the injured area, then slipping a sock or stocking over the head can be used in wounds not involving the ears.

All bandages should be kept clean and dry. A wet bandage needs to be replaced immediately. A plastic bag placed over a foot bandage is helpful in keeping the bandage dry when you are walking the dog. Tape can be used to secure the bag. Do not use rubber bands to secure the bag, it can cut off blood supply! Be sure to remove the bag once the walk is over. Any wound requiring a bandage should be followed up by a visit to the veterinarian as soon as possible.

Bee stings/insect reactions

If your puppy is stung by a bee, look for swelling or signs of allergic reaction. Apply an ice pack and call your veterinarian. Signs of an allergic reaction include difficulty breathing, hives, or swollen facial features.

Bleeding Toenails

Pack the nail either with a styptic pencil or styptic powder (available in pet stores). This may sting! Keep the dog quiet for a few hours to allow a good clot to form. If you don't have styptic powder, you can try packing the nail with some common household items: baking soda, a bar of soap, or deodorant. With the bar of soap or solid deodorant (not gel), you would simply scrape the nail along the item and pack it into the wound.

Car accidents

If your puppy is hit by a car, make a loop of gauze bandage or similar material. Slip it over his muzzle and tie it to prevent him from biting you (see “Tying the mouth shut” in this section). Slide a board under him. If

you do not have a board, use a blanket to make a stretcher. Talk calmly to the puppy and try to keep him quiet. Get your puppy to a veterinarian immediately.

Carsickness

Signs of carsickness can include excessive salivation, vomiting, yawning, whining, and uneasiness. Motion sickness often can be overcome through conditioning. Start by sitting with your puppy in the car, and then take progressively longer trips. At first, just travel the length of the driveway, and then go to the corner, then around the block, etc. If conditioning doesn't work, your veterinarian might prescribe an antihistamine to help prevent vomiting.

Cuts

Apply peroxide and wash the area thoroughly with an antiseptic soap. Apply an antibiotic cream such as Bacitracin or Triple Antibiotic Ointment. If the cut is deep, apply a pressure bandage and take your puppy to the veterinarian as soon as possible, in case the wound requires stitching.

Diarrhea

The cause of diarrhea can often be difficult to determine, but it can be a common problem in puppies. Your puppy could have gotten into something like garbage or food, he could have a bacterial infection, or an infectious virus. Usually there is no need to worry unless he shows other signs of illness or the diarrhea continues for more than two days.

Treatment on your end is always the same: feed him nothing for the first 12 hours (for a young puppy) or 24 hours for an older puppy (8 months or more) after his first episode. As long as your puppy is not vomiting, he should still be allowed water. You can also give him Pepto-Bismol (liquid – one to two tablespoons, two to four times a day, or tablets in the adult dosage).

If your puppy has loose stools but appears energetic and happy, switch to a mixture of 75% boiled rice and 25% boiled ground beef or chicken with fat skimmed or low fat cottage cheese, in the usual quantity he is accustomed to eating. At first, give this in place of regular dry food. As his stools return to normal, gradually mix in dry food and reduce the rice and beef, chicken, or cottage cheese, until your puppy is back on his own food. Be sure he has access to plenty of fresh water, as diarrhea can make a puppy very dehydrated.

Always contact your veterinarian if your puppy's temperature exceeds 120°, if he vomits along with the diarrhea for more than half a day and cannot keep water down, if there is a lot of blood in the stool, if he is depressed, or if the diarrhea lasts for more than two days. Remember, your puppy may be straining to eliminate when he is having diarrhea, so some droplets of blood may appear in his stool. Only be concerned if there is a large amount of blood.

Drowning

Pick up your puppy by his hind legs and hold him upside down to drain the water out. Give artificial respiration until he resumes regular breathing. If it is a small puppy, you can give mouth-to-mouth resuscitation by cupping your hands around his muzzle and blowing into his mouth and nostrils. Take the pup to your veterinarian to guard against his developing a lung inflammation or pneumonia.

Electric shock

Pups that are allowed to chew on electric cords may get a shock. Remove the plug from the outlet immediately. If the puppy has stopped breathing, give artificial respiration (mouth to nose). Place both hands around the muzzle to seal the lips and then blow into the nose, covering it with your lips. Call your veterinarian immediately.

Fractures/Splints

Signs of a fracture can include sudden pain with an inability to support weight, swelling in the area of the fracture, movement in the leg where there shouldn't be, protrusion of the bone through the skin (open fracture), or asymmetry with the opposite leg (the two legs which are normally identical, are no longer). If you suspect a fracture, you can attempt to make a splint, or just slide the dog onto a blanket, board, or into a crate and get the dog to a veterinarian immediately.

The advantage of a splint is it can help protect the dog from further injury. The disadvantage is that an incorrectly applied splint can actually cause further damage. The other disadvantage is that attempts to apply the splint can delay life-saving treatment. When deciding on whether to attempt a splint you need to consider the following:

- 1) The dog's overall condition. If your dog was just hit by a car or had some other major trauma, the resultant internal injuries can be life threatening, while the fracture is not. If your dog is unconscious, semi-conscious, has pale gums, is bleeding, or is having trouble breathing, do not waste time trying to apply a splint. Get to a veterinarian immediately.
- 2) Your location. If you are at a remote location where the dog will have to be transported over bumpy terrain or there will be a significant delay in getting to the veterinarian, it may be wise to apply a splint to prevent further trauma. Again, the dog's overall condition will determine on whether this should be attempted. If veterinary attention is rapidly available, and since more damage can be caused by applying the splint, it is best to forgo the splint and get the dog directly to the vet.
- 3) The location of the fracture. When splinting a leg, it is necessary to immobilize the joint both above and below the fracture. If this is not done, the pulling in the injured area can create more trauma. Therefore, do not attempt to splint a fracture that is above the knee or elbow.
- 4) The type of fracture. In an open fracture, where there is bone protruding through the wound, it is very helpful to protect the exposed bone and soft tissue. Even if you cannot apply a full splint, keeping the area moist by soaking some gauze squares in saline solution and covering the exposed area can be beneficial.
- 5) Ease of application. If the dog is struggling or protesting too much, it is safer to not apply the splint and just keep the dog still until he can be brought to the vet.

If you do decide to attempt a splint, remember broken bones are painful, so muzzle the dog first. If there is exposed bone, soak some gauze squares in saline solution and cover the exposed area. Start the splint as you would a bandage by applying a layer of cotton or cast padding. A splint can be made with rolled newspaper, sticks or dowels, or whatever rigid materials you can find. Tie or tape the splint on as the next layer. The whole splint can then be wrapped for further stability. The dog should then be immediately brought to the veterinarian.

Heat stroke

The best way to combat heatstroke is to avoid situations that may predispose your puppy to it! A good rule of thumb is that if it is too hot for you, it is too hot for your puppy. In extremely hot weather, avoid long walks. Exercise your puppy early in the morning or later in the evening when it is cooler. Keep your puppy out of direct sunlight. Always provide extra water to help avoid dehydration.

During warm weather, the inside of your car can reach 120° in a matter of minutes, even if you are parked in the shade. This can mean real trouble if your puppy is left in the car, even with the windows rolled down. Dogs and cats cannot perspire and can only dispel heat by panting and through their pads. Puppies left in hot cars even briefly can suffer from heat exhaustion, heat stroke, brain damage, and can even die. Do not think that just because you will be gone “just a minute” that your puppy will be safe while you are gone. Even an air conditioned car with the motor off is not healthy for your pet.

Symptoms of heat stroke can include excessive panting, staring, mental confusion, salivation, vomiting, and diarrhea, progressing to a wobbly gait, pale gums, and collapse. If your puppy does develop heat stroke, submerge him in a bathtub of cool water, being careful to keep his head above the water. Give him a cool water enema, if possible. You can also apply ice packs to the groin area. To restore electrolytes, you can offer him some Pedialyte. If you are in an area where no bathtub is available, hose the dog with cool water or pour cool water on him with a bucket. ***Never use freezing cold water or ice!*** Be certain to cool his head. It is helpful to monitor your puppy’s temperature with a rectal thermometer. If his temperature goes below 102° you can stop aggressive treatment, but continue to keep him cool. If he shows signs more severe than, increased panting, a visit to your veterinarian is necessary to make sure he does not go into shock. If you suspect your puppy may have experienced heatstroke, **contact your veterinarian immediately.**

Insect Bites/Allergic Reactions

Signs of a severe reaction include panting, salivation, vomiting, difficulty breathing, collapse, and death. ***If your dog has been vaccinated that same day or bitten by an insect and is showing these signs, take him to your vet immediately!***

Less severe and fortunately more common signs of an allergic reaction include swelling of the face and eyes, pawing at the face, or hives anywhere on the dog’s body. It is best to take the dog to a veterinarian as they have injectable medications that can work faster. If you are unable to get to the vet, you can give your dog Benadryl (Diphenhydramine is the generic name) at a dosage of 1 milligram per pound of dog. For example, a 25-pound dog would get 25mg. A 45-pound dog would require 45mg, so 50mg would do. When you buy the medication, make sure it is just the single ingredient; there are many combination formulas out there!

Moving an Injured Dog

Dogs that are unconscious or that have sustained significant trauma often have to be carried to their destinations. The key here is to move the dog as smoothly as possible to avoid worsening the injuries. If the dog is conscious, muzzle it to help ensure your safety. Lay a blanket or board on the ground and slide the dog onto it. It is helpful to tie the dog down to avoid him jumping or falling off. The blanket or board can then be carried. Several people are usually needed to do this. Remember that the basic rules of lifting heavy objects apply here!

Muzzling a Dog

Dogs that have been injured may bite in response to pain. It does not matter if they have never bitten anyone before. The first step in helping your dog is to keep yourself safe. If there is any question that a dog is in pain or may bite, it is always safest to muzzle a dog before attempting treatment. Dogs that are vomiting, choking, or have trauma to the mouth or nose should never be muzzled.

You can buy a muzzle in a store, or you can make one yourself using a length of gauze, cord, stockings, or a scarf. Make a loop and slide it over the dog's snout so that he cannot open his mouth. Tie a knot under the dog's chin, then take the two ends, pull them around the neck and tie them behind the ears. This often takes two people as the dog may try to pull the muzzle off.

Poison Ingestion

Try to find out what the poison is; that is the most important thing you can do. Save the container, even if it is in pieces. Find the label so that you can provide accurate information about the contents. Sometimes knowing the name of the product or even having a partial list of ingredients can be helpful. If you end up going to the vet, bring the container with you. Knowing how much of the product (number of pills, how much of a bottle, etc.) is also very helpful. If your dog ingests a poison, suspected poison, or medication, ***contact your veterinarian or emergency clinic immediately.*** Sometimes you may be asked to call poison control:

* NJ Poison Control – (800) 764-7661 (*free call, human poison control hotline with some data on animals*)

* ASPCA National Animal Poison Control Center – (888) 4ANI-HELP or (888) 426-4435 (*significant cost per case, have a credit card ready, animal only poison control hotline*)

* *Also refer to the section on puppy-proofing, which contains a list of common household poisons and toxins.*

Seizures

Although seizures can be very frightening for someone to observe, they are rarely damaging. If your puppy begins to have a seizure, do not attempt to interfere or to touch him. Supervise him without handling him until the seizure passes. Stay calm and call your veterinarian for further instructions. Make sure your puppy cannot fall down stairs or into water, and try to take note of how long the episode lasts so you can tell your veterinarian and Area Coordinator.

Swallowing objects / objects lodged in mouth or throat / choking

Always watch your puppy to make sure that he does not pick up inedible objects while playing. Puppies have been known to swallow all sorts of things, like rocks, small balls or toys, socks, and bones. If you think your pup has swallowed something sharp, feed him bread or rice to help pass it. Watch carefully to make sure that the object has been passed, as it could become lodged in his intestine and require major surgery.

If something is lodged in your pup's mouth and he is not struggling with you, talk calmly to him so he will know you are trying to help, and try to remove the object. Make sure your hands are dry so they will not slip. Remove it quickly; don't push the object further down into his throat. Do not reach into your puppy's mouth if he is struggling and making it difficult to safely remove the object; he may bite you.

If something is lodged in your dog's throat and is obstructing his airway, you can perform a modified **Heimlich maneuver**. Stand behind your dog so his head is facing away from you and wrap your arms around his belly behind the last rib. Place your fists at the V formed by your dog's ribcage and give several quick compressions on the abdomen. This should cause a burst of air to dislodge the object.

If the dog is unconscious, you can extend his head and neck, pull out his tongue and search for the object. Use a washcloth to hold on to the tongue and avoid being accidentally bitten. If he is unconscious, you can also lay him on his side and give several compressions with both hands behind the last rib. Even if you successfully dislodge an item on which your dog is choking, a visit to the veterinarian is warranted to check for residual damage to his throat.

Temperature

A dog's normal temperature is 100.5 ° – 102.5 ° F, but may be slightly higher if he is excited. To take his temperature, shake the rectal thermometer down, then dip the end in Vaseline and insert it into the rectum, leaving it there for at least three minutes. Remove the thermometer and wipe it clean with a tissue so it is easier to read. Shake down after reading it and clean it with cotton dipped in alcohol.

If you have a digital thermometer, this will work as well and will take much less time. This can be helpful if your puppy moves a lot while trying to get his temperature. Follow the same directions above with this type of thermometer.

Tick removal

If you discover a tick on your puppy, spray the tick with flea and tick spray (e.g. Frontline Spray). After 10 minutes, grasp the tick as close to the dog's skin as possible with gloved fingers or tweezers and slowly pull the tick off using steady pressure. If the head remains embedded and is not easily located, do not try to dig it out. The body will eventually wall it off as it would a splinter. Keep your eye on the area to make sure no infection occurs. If it does, take the dog to the veterinarian.

Tying the mouth shut

When puppies are in a great deal of pain, they are apt to bite you unwittingly. To prevent being bitten in such cases, as when giving first-aid to a puppy hit by a car, wrap a strip of cloth around the puppy's nose. Tie it under the chin and then in back of the ears. This will look like a figure 8. If you have any questions, contact your club leader or area coordinator. Do not muzzle a dog that has facial trauma.

Vomiting

Vomiting could be a sign that your puppy has swallowed something that does not agree with him (grass, cigarette butts, leaves, twigs, garbage, etc). Your puppy may wretch and bring up a yellowish substance, which is fairly normal when something does not agree with him. He may also vomit bile (a yellowish-brown substance that comes from his stomach) when he is over hungry. If this is the case, you can give him a little bit of his kibble to help settle his stomach.

If he vomits continually or for more than three hours, vomits blood, or seems very depressed, contact your veterinarian. Withhold food and all oral medications until he seems settled and is no longer vomiting. When you clean up the mess, always check it for foreign material. This may give you an idea as to what he chewed or swallowed, and if any action is needed. Always save the remains of any chewed package or plants for poison control information if you need to call (see our section on Poison Ingestion).

Keep your puppy healthy! Take the proactive approach and prevent health problems from developing if possible. Avoid situations where your puppy could swallow poisons or foreign objects through careful and constant supervision. Keep your puppy under control and on leash to prevent him from being hit by a car. Prevention works much better than any treatment. Be sure to listen to advice from your veterinarian, because proper care of your puppy is important.

a. WHAT TO REPORT TO YOUR AREA COORDINATOR:

Always report the following observations to your Area Coordinator (call your vet if necessary):

- ~ Excessive urination, small amount of urine, unusually colored (dark, cloudy, bloody) or excessively smelly urine, dribbling of urine, or urinary incontinence while sleeping.
- ~ Difficulty with housebreaking your puppy
- ~ Vaginal discharge other than a yellow to white mucous, which is common and could signify vaginitis. If your puppy is not symptomatic, keep the area clean with a baby wipe.
- ~ Diarrhea, unusual stool, parasites in/on stool
- ~ Poor food or water intake
- ~ Vomiting
- ~ External parasites: fleas, ticks, lice
- ~ Hair loss, bald spots, or excessive shedding
- ~ “Hot spots”, sores, or cuts
- ~ Lumps in the skin
- ~ Injuries or accidents
- ~ Lameness of any kind
- ~ Depression or lack of energy
- ~ Squinting, swollen, red or runny eyes
- ~ Persistent shaking or tilting of head
- ~ Runny nose with colored discharge
- ~ Ears that are red, have a discharge, or an odor
- ~ Coughing
- ~ Excessive sneezing
- ~ Abnormal or changed behavior

If your puppy ever experiences a medical emergency or requires medical treatment, **ALWAYS** contact your Area Coordinator as soon as possible after contacting your veterinarian first. Remember, if medical treatment will exceed \$150, have your veterinarian contact The Seeing Eye before proceeding. In event of a true medical emergency, stabilizing treatment is approved, but any care after that must be discussed with The Seeing Eye veterinarians. Follow-up with your Area Coordinator about any situation with your puppy.

Suggested References:

American Animal Hospital Association. The American Animal Hospital Association Encyclopedia of Dog Health and Care. New York: William Morrow, 1994.

Hoffman, Matthew, ed. Dogs: The Ultimate Care Guide. Emmanus: Rodale Press, Inc, 1998.

Siegal, Mordecai, ed. UC Davis Book of Dogs: A Complete Medical Reference Guide for Dogs and Puppies. New York: Harper Collins, 1995.

4.3 DISEASES AND PARASITES

Most of our pups remain in good health during the months they are growing up in their foster homes. The illnesses that do occur are minor. However, you should be aware of the kinds of diseases to which puppies are subject and should know their symptoms. Prompt action can often be decisive in forestalling serious consequences.

Canine Influenza

Canine influenza virus (the dog flu) is highly contagious and extremely serious; all dogs are susceptible to the infection and have no naturally acquired or vaccine-induced immunity when first exposed to this virus. There are various strains of the virus, and constant mutations of the strains make this a big concern among dog owners. It is spread by respiratory secretions and contaminated objects, such as food and water bowls, collars and leashes, toys and bedding. It is also spread by people who move between an infected and uninfected dog. The virus remains alive and able to infect for about 48 hours on surfaces, approximately 24 hours on clothing, and up to 12 hours on our hands.

Dogs are most contagious during the first two to four days during the incubation period, at which time they do not typically show signs of illness. Most dogs will have a milder form of the flu and recover without any problems, but some may develop severe pneumonia as a result. This is not a seasonal virus; infections can occur year-round.

A majority of dogs infected by this virus will have a persistent cough lasting 10 to 21 days, regardless of antibiotic and cough suppressant treatment, as well as nasal discharge and a low-grade fever. As a result of these symptoms, the canine influenza virus is often misdiagnosed as kennel cough. Always take precautionary measures when dealing with your puppy and coughing.

Your veterinarian can confirm the infection through serologic testing. Unfortunately, death can occur with the most severe form of this infection, so be sure to document all symptoms and take your sick puppy to the vet immediately.

Here are a few simple steps you can take to keep your puppy safe from this serious infection:

- If your puppy has been boarded (either at The Seeing Eye or a boarding kennel), refrain from taking him to puppy club meetings and events for at least three weeks.
- Do not take your family dog to dog parks. Seeing Eye puppies are not allowed there, but by bringing your family pet, they pose a risk of bringing it home to your puppy.
- Do not put your family dog in doggie day care. Seeing Eye puppies should always be with you or left home for short periods of time. Again, if you bring your family pet to doggie day care, they pose a risk of bringing it home to your puppy.
- Do not have gathering of a large group of puppies in your home for play dates, especially if you are unsure about their vaccination history.
- If you are to receive a new puppy, let your Area Coordinator know if any of your family pets have been kenneled and if it has been less than two weeks since they were boarded.
- Any dog with symptoms (fever, lethargy, coughing, nasal discharge) should stay home from any group activities until 10 days after complete recovery. Have any dogs with symptoms seen by your veterinarian immediately. When contacting your vet to make the appointment, tell them what signs your dog has. They may want to take special precautions for a potential contagious disease, like an end of day appointment.
- Don't share water or food dishes and toys among dogs that are not within the same home.
- Avoid contact with non-Seeing Eye dogs in public places.

- Dogs should not participate in public events where there are likely to be a lot of other non-Seeing Eye dogs.
- Avoid boarding if possible. *Always try to use puppy sitters from your club or neighboring clubs!*

Coccidia are common microscopic protozoan parasites that are picked up orally from the environment. Infection can result in diarrhea that can sometimes contain blood.

Distemper

The symptoms of distemper in its initial phase may be difficult to differentiate from other disease conditions. Most noticeable are elevated temperature, lack of appetite, and evidence of depression. When such symptoms develop, get the puppy to your veterinarian. Don't wait until there is evidence of a discharge from his eyes and nose, severe diarrhea, pneumonia, or convulsions. The quicker a veterinarian initiates treatment, the greater the chance of recovery. Pups that recover from distemper usually are considered to be permanently immune.

External parasites (Fleas/Ticks/Lice/Mites) & Mosquitos

There are dozens of products on the market that will kill fleas, mites, and lice. Some may even kill ticks, but there are special preparations for ticks alone. The important thing is to use them regularly. They come as aerosol sprays, powders, soaps, shampoos, and liquids that can be rubbed into the coat. Liquids, aerosols, and even the shampoos may be flammable and are dangerous if someone is smoking or if there is a stove or heater operating when they are in use. Be sure to follow all directions on the product. Use rubber gloves when applying chemicals.

The Seeing Eye provides puppy raising families with a preventative for fleas and ticks which should be used year round. It is imperative that you give your puppy these preventative medications every month. The provided flea and tick medication eliminates the need to use any other kind of flea or tick application on the pup. The Seeing Eye advises the use of this preventative medication on your personal pets, which can be purchased from your local veterinarian at your own expense.

Fleas and ticks are dangerous disease carriers, and they can make your puppy's life miserable. Some of the same diseases that affect your puppy can also affect you! Fleas can transmit tapeworms and cause itchy allergic reactions, which can lead to scratching, hair loss, and infection. Fleas get their nutrition by ingesting your pet's blood, and a large infestation can cause anemia in a puppy.

FLEAS – biting insects that live on blood sucked from their hosts. Adult fleas spend most of their time on the dog or cat, but most of the flea's life cycle (egg, larval and pupal stages) is spent in the environment. It's estimated that for every adult flea seen, there are 200 immature fleas at various stages in the environment. Thus, if one dog or cat in a household has fleas, all the dogs and cats, and the entire household, will have fleas. Flea eggs drop into bedding, furniture, carpet and grass. Adult fleas develop in 21 days to six months, depending on temperature and humidity. Since a single adult pair of fleas can produce an infestation of more than 6,000 eggs, larvae, and adults in only four weeks, you have no time to waste if your pup has fleas.

- Their effects are familiar to us all: scratching, skin irritation, and self-induced skin infections are most common. Besides being an annoyance, they can transmit tapeworms. A more severe variant of skin disease, flea allergy dermatitis, is found in dogs that become allergic to flea saliva. These unfortunate puppies itch severely, lose hair, and inflict injuries on themselves, usually around the rump or groin area, necessitating veterinary care.
- Fleas may be hard to find. Not finding fleas in your puppy's coat does not rule out flea allergy dermatitis. Flea excrement or "dirt" (small black specks of digested blood) on the skin means they're there.
- Treatment should involve both the internal (house, car) and external environments. There are a variety of sprays, powders, shampoos, dips, and rub-on products for your pup that have varying

degrees of effectiveness. Your veterinarian will advise which he currently has the most success with or, depending on the severity of infestation, which is most suitable. For the household, you may turn to aerosol or pump residual sprays, fogging devices (flea-bombs) or a professional exterminator. Be sure to use a product containing an insect growth regulator. Frequent, thorough vacuuming is very important, especially in the area where your puppy sleeps. Discard your vacuum cleaner bags so fleas can't hatch in them.

- There also are outdoor sprays. These are liquid concentrates which, when diluted with water, may be applied using a commercial sprayer or garden hose spray attachment. Prevention is the least expensive and easiest method of flea control. Early in summer, before populations have a chance to build, take precautions to ensure a flea-free year.

TICKS – another dangerous disease carrier that can make your puppy's life miserable.

- Ticks can carry the organisms that cause Lyme disease, Ehrlichiosis, Rocky Mountain Spotted Fever, Anaplasmosis, and Babesiosis.
- A single tick can transmit multiple diseases.
- While the aforementioned diseases are not directly spread from animals to humans, humans in contact with the same environment as their pets are at risk for picking up the disease-carrying ticks.

MOSQUITOS – Let's not forget those pesky mosquitos that carry disease also. Some of the most common places for mosquitos to multiply are in the standing water in old tires, buckets, wheel barrels, rain gutters, swimming pool covers, as well as high grassy, weedy and overgrown areas. Keeping standing water out of your yard will help control the mosquito population and will keep the entire family more comfortable!

Always remember to get approval from The Seeing Eye to use other products along with the provided flea and tick medication. Thoroughly read the label so you use the recommended amount. Do not let the chemical come in contact with the eyes, mouth, or inner ear of either you or your puppy. Once you are finished, thoroughly wash your hands, towels, and all surfaces (tubs, containers, etc.) that have come in contact with the solution.

Helpful tips on environmental control and protecting people and pets from ticks can be found on the CDC website: <http://www.cdc.gov/ticks/avoid/index.html>

Gastric Torsion in Dogs/Bloat

Torsion (twisting) of the stomach is a life-endangering swelling of the stomach with gas. The stomach is usually found to be severely dilated and congested, and often rotates. It can occur suddenly after eating, even though the dog may be completely healthy. When the stomach twists, it blocks both the entrance and exit from the stomach, so any gas produced cannot escape. The trapped gas is what creates the swelling.

If your dog is beginning to bloat, he may first appear breathless and his abdomen will be large. He may stand, lie still, or move cautiously. He may also pass feces and gas, and may attempt to vomit, which is usually unsuccessful. A dog can die within one to two hours once the stomach twists and gas begins to build up. The dog must be taken to the veterinarian immediately.

Giardia

This protozoan parasite is a very tiny creature visible only under a microscope. It may cause diarrhea in your puppy, however Giardia cysts may also be present in normal formed stools. If suspected, its presence can be difficult to diagnose, your veterinarian may have to run several tests on stool samples taken from your puppy on different days. Treatment is straightforward. Your veterinarian will prescribe appropriate medication.

Heartworm

Heartworm is a blood parasite carried by mosquitoes. It can cause a potentially fatal disease and is a serious problem in this part of the country. The Seeing Eye provides puppy-raising families with a heartworm preventative medication for year round use on Seeing Eye puppies. It should be started at 8 weeks old and given monthly without interruption until the puppy returns to The Seeing Eye. Increase the dosage according to the labeled directions as the puppy's weight increases. The Seeing Eye advises the use of this medication year round for all of your pet dogs as part of a complete wellness program for your Seeing Eye puppy. Heartworm preventative medication for your pet dogs can be purchased from your local veterinarian at your own expense.

Hepatitis

This is a virus infection that affects the liver tissue primarily. In the initial stage, symptoms are almost identical to those of distemper. They include a sudden rise and fall in temperature, impaired appetite, and depression. There may be a discharge from the eyes and nose. There may be some pain with pressure over the abdomen, and vomiting. You also may observe some enlargement of the tonsils and intense redness of the mucous membranes of the mouth cavity.

There is a vaccination that will prevent the disease. It generally is given in conjunction with the distemper vaccine. Remember that the virus of distemper (and hepatitis) is passed through urine and can be contagious to other animals. Middle-aged dogs usually are not seriously affected, but puppies and older dogs can die from this viral infection.

Hyperactivity

Hyperactivity can be caused by lack of exercise and caloric excess. An amphetamine is used to diagnose this. Activity will increase in a normal dog, but decrease in a hyperactive dog. Several ways to treat this are to increase your puppy's exercise by getting him another dog to play with or walking one to two miles a day. You could also feed him low protein and/or a low calorie diet, but you must get permission from The Seeing Eye veterinarians before switching his food. You could practice quiet training; only reward with mild praise when he is quiet and give him a time-out (isolate him) when he becomes rambunctious. Medical treatment for true hyperactivity is dextroamphetamine, levoamphetamine, or methylphenidate (Ritalin). Do not confuse normal puppy play and rowdiness with hyperactivity.

Kennel cough

Kennel cough is a common name for infectious tracheobronchitis of dogs. Its most common sign is a harsh, dry cough which, when severe enough, can produce gagging. It can be caused by a variety of organisms, some viruses (such as parainfluenza) and some bacteria. Our pups are vaccinated when they leave The Seeing Eye and given a booster (check your inoculation card for date).

Leptospirosis

This acute infectious disease of dogs is spread through contact of the mouth or nasal mucous membranes with the urine of an infected animal. Within five to 15 days after exposure, the disease begins with a sudden rise of body temperature, weakness, refusal to eat, and vomiting. These symptoms are similar to those of the initial phase of distemper or hepatitis. However, within a day or two, there usually is a sharp drop in temperature, labored breathing, and some evidence of stiffness, particularly in the hind legs. If you look in your pup's mouth, you may see some dry patches and bleeding. Stools may be very firm and blood-tinged. Urination is frequent.

Early and adequate use of certain antibiotics can be of value in easing the severity of symptoms and possible fatality. Vaccinations will help prevent this disease.

Lyme Disease

The Seeing Eye does not recommend the Lyme vaccine. Instead, we recommend preventing tick bites which will help prevent multiple other tick borne diseases in the dog (see the section on external parasite).

It must be understood that the provided flea and tick medication is not a repellent so some ticks can be found on the dogs. In heavily tick-laden areas, we recommend using a flea and tick spray in conjunction with the monthly flea and tick preventative medication; they can be used together safely. Also, Preventic collars, if used properly, are a good product to prevent ticks, but it is important that the product be used as directed. The excess portion of the collar must be cut off and there should be no chance the dog, or other pets in the household, will get the collar off and ingest it.

Most dogs that are exposed to Lyme do not develop the disease. Testing positive for Lyme *does not* indicate infection, but *merely exposure*. Once the body is exposed to an antigen like Lyme, the body forms antibodies against it to prevent infection. The test for Lyme simply tests for antibodies against Lyme. A positive titer does not indicate infection but only exposure. Most of the time a dog who is exposed clears the organism by its natural immune response without developing the disease. Treatment of a dog with a positive Lyme titer is only indicated if a dog has clinical signs.

If a dog does get Lyme disease after exposure, the most common form of Lyme disease in the dog manifests itself by fever, lethargy and lameness. This form generally responds very rapidly and favorably to antibiotic treatment and is not life threatening. A much rarer, and more serious, form of the disease is the Lyme nephropathy which is associated with antibody/antigen complexes getting deposited in the kidneys and causing severe kidney disease. Again, this form is **rare**. Because the Lyme nephritis is caused by immune complexes, it is thought that dogs that develop this condition may have a predisposition to immune-mediated disease. Of the cases of the Lyme nephritis, many have been vaccinated and it is thought by many veterinarians that the vaccine may be a trigger to the Lyme nephritis in those dogs predisposed to immune-mediated diseases.

Vaccination for Lyme is controversial, because 1) exposure to Lyme does not necessarily lead to disease, 2) the most common form of the disease is easily treated, and 3) vaccination does not protect against (and may actually be a trigger for) the **rare** more severe form of the disease. As a result, we do not recommend vaccination.

Parvovirus

Parvovirus is a highly infectious virus disease of the dog. It causes severe vomiting and diarrhea, often with tinges of blood. A high temperature and rapid dehydration are common, and about 20 percent of affected puppies may die, even with appropriate treatment. Parvovirus hits suddenly, and veterinary care is essential. This usually involves intense supportive therapy with intravenous fluids and other drugs. Antibiotics are used to prevent secondary bacterial infection.

The virus is spread primarily through contact with the stools of infected dogs, where it can live for three to four weeks. It also can be carried on peoples' skin, clothing, or shoes. The incubation period is three to 12 days. The virus is extremely resistant to detergents, alcohol, and temperature extremes. It can be killed by a 1:30 solution of bleach in water (1 part liquid bleach, like Clorox, to 30 parts water). There is an effective vaccine, which should be given to a puppy as part of its regular vaccine schedule.

Rabies

This viral infection is transmitted through the bite of affected animals, and may affect many species, including humans. Since the disease is transmittable to man, its control is a public health problem. Therefore, dog populations are subject to regulatory measures involving movement restrictions, quarantine, and vaccination programs.

It is extremely important that all Seeing Eye puppies be vaccinated against rabies when they are three months of age. Your veterinarian will give you a rabies vaccination certificate at that time. For all puppy raisers, please send the rabies certificate to The Seeing Eye.

Worms

Most puppies are born with **roundworms**. Symptoms, if any, vary with the degree of infection but can include vomiting.

- Hookworms can cause anemia and/or diarrhea in puppies depending upon the severity of the infection.
 - The provided heartworm preventative medication helps to treat and control both roundworm and hookworm infections. The Seeing Eye dispenses this medication to all puppies. It should be given monthly without interruption until the puppy is returned to The Seeing Eye.
- Whipworms may cause weight loss and diarrhea.
- Tapeworms are another common parasite. Unlike the previously mentioned parasites, tapeworms are not picked up directly from the environment, but require an intermediate host. Some tapeworms live part of their life cycle within the flea and others live part of their lives in the rabbit or rodent. A dog must eat either the flea or the rodent to become infected with tapeworm.
 - Segments of tapeworm are eliminated with the dog's stools. You can see small, rectangular segments that look like grains of rice on the stool. Tapeworms require a specific medication that differs from medicines used to treat round, hook and whipworms.

At each office visit, take a fresh stool sample (or one that has been refrigerated but not for greater than 12 hrs.) to the veterinarian, who will prepare slides and check them under a microscope. This procedure is called a fecal exam and is used to detect the common parasites mentioned above.

Summary

Your puppy's major health problems are problems for your veterinarian to handle. It is your job to:

- Have booster vaccinations given as required by the schedule provided.
- Recognize signs of illness.
- Give first-aid when necessary.
- Give other pills and medicines the veterinarian may prescribe.
- Keep poisons away from your pup. Puppy-proof your home; use childproof locks on doors and drawers where poisons, medicines and cleaning agents are kept. If your puppy accidentally swallows something poisonous, try to find out what it is and call your veterinarian immediately.

4.4 HOW TO GIVE MEDICATIONS

Many times during your life with your puppy, your veterinarian will prescribe medications. This information will help you give them to your puppy.

Liquids

Usually the veterinarian will give you a small vial holding an ounce or so of liquid. Have your puppy sit and pull out his cheek to make a pouch. Put the vial into this pouch and the medicine will drain into his throat. He will have to swallow. Be sure to keep his head vertical to the floor.

Pills

Have the puppy sit. Grasp his upper jaw with your left hand and press his lips against his teeth until he opens his mouth. Use your longest finger to force the pill far enough down his throat, on the middle of his tongue, that he has to swallow it. Hold his mouth closed for a moment and stroke his throat from the outside until you are sure the pill has gone down. Large pills can be moistened with vegetable oil for easier swallowing. If he manages to spit it out, repeat the above procedure.

4.5 WEIGHT AND BODY CONDITION

Your pup should always have an hourglass shape. If your puppy is looking underweight or overweight, you can adjust the food accordingly by either adding or subtracting $\frac{1}{4}$ cup of food per day (not per meal) until your dog is an appropriate weight. Assess your puppy's body condition weekly during the first 6 months. After 6 months, assess it every 2 weeks. Remember not to give your puppy too many treats.

Fun Fact: 25 small Iams puppy biscuits = 1 cup of Iams puppy food.



Your puppy just returned to The Seeing Eye for its formal training; what a bittersweet time. You say your good-byes and wish your puppy well. You check the training schedule that you received when your puppy returned and know that soon you should be receiving a postcard telling you that your puppy has passed its physical. You check the mailbox every day, but no news. What could the problem be?

One of the major reasons that your puppy has not completed the physical could be its weight. We are finding that more of our puppies are coming in overweight. If your puppy is overweight it will have to be put on a strict diet until it is considered healthy enough to be given anesthesia.

We realize that no one wants the puppy they raised to have to endure more stress than usual by being stuck in the kennel and waiting to lose weight. Below we have listed some tips that can help you keep your puppy at the perfect body condition.



❖ **Determine if your puppy is overweight:**

You can often see the signs of obesity in a puppy, but sometimes it sneaks up on you. Gradual weight gain is not as noticeable when you see your puppy on a daily basis. A friend, your club leader or your coordinator may notice a weight change. We have attached a body condition chart for you to visualize the proper body condition.



➤ **Assessing your puppy's weight:**

- ✓ Running your hands along your puppy's ribcage, you should be able to feel the ribs. The inability to feel the ribs is a sign of an overweight puppy.
- ✓ Look at your puppy from the side; you should be able to see the upward tuck of the abdomen. An overweight puppy will have very little or no tuck.
- ✓ View your puppy from above; there should be a moderate narrowing at the waist just past the ribcage. A straight or bulging line from the ribcage to the hips indicates an overweight puppy.
- ✓ If you feel that your puppy is overweight or on the verge of becoming overweight work out a plan with your coordinator to get your puppy back in shape.



➤ **Useful tips while your puppy is losing weight:**

- ✓ Develop a plan with your coordinator and stick with it.
- ✓ Make everyone in the family and neighborhood aware that your puppy is on a weight control program.
- ✓ Do not over feed the amount recommended by your coordinator.
- ✓ Feed your overweight puppy separately from other pets in the home.
- ✓ Reward your puppy with cuddles, playing games or going for walks rather than with a treat.
- ✓ Regular moderate exercise to improve your puppy's health and well-being and help control its weight.
- ✓ Weight loss for your puppy is not a matter of willpower for the puppy. You, however, need to remember that food is not love!

➤ **Potential ramifications of obesity:**

- ✓ Osteoarthritis
- ✓ Decreased life expectancy
- ✓ Insulin resistance
- ✓ Hypertension
- ✓ Respiratory disease and exercise intolerance
- ✓ Increased risk of orthopedic injury (esp. cranial cruciate rupture)
- ✓ Kidney Disease

Keep in mind that it's easier to prevent your puppy from getting overweight in the first place than to embark on a weight loss regiment. If your puppy is only slightly overweight, it may be sufficient to cut out high calorie snacks while increasing physical activity and possibly feeding a little less at mealtimes. Puppies don't need will power to lose weight; they just need a raiser willing to monitor their food and exercise.

BODY CONDITION CHART

Thin Dog



- Ribs, lumbar vertebrae, and pelvic bones easily visible
- No palpable fat
- Obvious waist and abdominal tuck
- Prominent pelvic bones

Underweight Dog



- Ribs easily palpable
- Minimal fat covering
- Waist easily noted when viewing from above
- Abdominal tuck evident

Ideal Dog



- Ribs palpable but not visible
- Waist observed behind ribs when viewed from above
- Abdomen tucked up when viewed from side

Overweight Dog



- Ribs palpable with slight excess of fat covering
- Waist discernible when viewed from above but not prominent
- Abdominal tuck apparent

4.6 FEMALES IN SEASON

Typically, a female will come in season twice a year. This varies individually among puppies and will still be considered normal. The first heat will probably occur during her stay with you. You will know she is in season when you see swelling in the vaginal area and a brown stain on a tissue when pressed against the area. It can last from 18 to 38 days. If she is staying in your home during this time, be sure to keep her apart from other dogs until she is completely out of season. Call your Area Coordinator to let her know that your puppy is in season.

It is better for a puppy to be in a home environment than in a kennel, so if you normally keep your female home during her season, please continue to do so. However, if you are unable to keep her at home while she is in season, please contact your Area Coordinator and she may be boarded at The Seeing Eye. Either way, notify your Area Coordinator that she has come into season and when it started.

Here is the procedure for boarding your female at The Seeing Eye:

- 1) Call your Area Coordinator when she comes into season and let her know whether she will remain with you or not.
- 2) If she will be coming to The Seeing Eye to be boarded, let the Area Coordinator know exactly when the season started, what she is eating, and how much per meal.
- 3) Your Area Coordinator will work out arrangements for you to either come to The Seeing Eye to drop your puppy off, or a volunteer relay driver will meet you somewhere between your house and The Seeing Eye.
- 4) Your puppy must be up-to-date with all inoculations and current with her monthly doses of flea and tick preventative and heartworm preventative medication.
- 5) A mutual day, time, and location will be arranged for the return of your puppy when she is no longer in season.
- 6) Her collar and tags should remain at home, but the medical card should accompany your puppy.
- 7) No dog will be boarded if they are showing any symptoms of illness (i.e. runny nose, coughing, diarrhea, vomiting, fleas, etc).
- 8) Your puppy will not be able to attend club meetings or events until two weeks ***after*** she left The Seeing Eye's kennel.

**** NOTE: None of The Seeing Eye's puppies should be spayed or neutered. Many of our dogs are used in our own breeding program and it is vitally important that all puppies in any given litter remain intact.***

More information on female dogs in season:

Female dogs experience their first breeding cycle between 7 and 12 months of age. This is when a puppy will have her first heat, or estrus (categorized by distinct periods of time); however, sexual maturity varies between individuals as well as breeds.

Canine estrus, or heat, is categorized by distinct periods of time:

- **Proestrus:** The first stage of a heat cycle which lasts from 5 – 9 days and is distinguished by swelling of the vagina and a dark, bloody discharge. Spots of blood usually can be seen on her bedding and she will frequently lick her vulva to clean herself. During this stage, males show an interest in the female but she will be unreceptive to them.
- **Estrus:** This is the active breeding phase and usually lasts another 7 – 9 days. The vaginal discharge lightens to a faint pink to straw color during this receptive period, during which the female will allow breeding to take place. She may be more excitable and try to escape at this time.
- **Diestrus:** The time that the female dog is no longer receptive to the male. The canine heat cycle can last an average of 21 – 28 days.

Most dogs come into season every 6 – 7 months but this varies by dog. Periodically, a dog can have repeat seasons close together or a dry season where there is very little discharge.

~ *Behavior Changes:* Prior to coming into heat, the female may exhibit certain behavioral changes. She may be more excitable, active, or nervous, urinate more frequently, or have accidents in the home. Some females exhibit a nesting behavior, spend more time in their crate, shred bedding or resort to destructive chewing. At club meetings or outings, male dogs may show more interest than usual in the female.

~ *Precautions:* Female dogs in season should not attend club meetings or outings, and should not be walked in the neighborhood where she might attract neighborhood male dogs. Please do not leave a female dog in season in a fenced yard or on a tie out in the yard. She should be leash walked in the yard at all times.

~ *Indoors:* Female dogs in season may be confined to a room with an easily washed floor, kept on a leash, or **crated**. Pet stores sell sanitary pants for cleanliness. Most dogs will clean themselves so it is not necessary to leave the sanitary pants on while crated. Puppies may also shred and ingest pieces of sanitary pads, so use them when you can supervise.

~ *False Pregnancy:* Some females may experience a false pregnancy 6 – 10 weeks following estrus. Some exhibit only subtle changes in appetite with a slight swelling of the abdomen. Other dogs “adopt” and mother objects like stuffed animals or other puppy substitutes. Treatment is rarely necessary for this condition as it usually resolves itself in time. If there is extreme loss of appetite, fever, listlessness, abnormal discharge, etc. be sure to check with your vet to rule out infection.

4.7 HEALTH CARD

- Your puppy is placed in your home with a Health Card from The Seeing Eye.
- Please take the health care with you and your puppy to your veterinarian for each scheduled visit.
- Follow the advised schedule and give all shots exactly as printed on the card.
- If your veterinarian has any concerns or questions about the inoculation schedule, please have them call The Seeing Eye directly to discuss.
- **The 1 year 13-week inoculation must be given on the date listed, not before!**
- No changes should be made, and we DO NOT use the Lymes vaccine (see Lyme Disease for further explanation).

5. CLUB RESPONSIBILITIES, LEADERSHIP AND FORMS

5.1 CLUB STRUCTURE

Puppy Development has a long rich history. We have come through many phases adjusting to the needs of the dogs, families and society. Each change is done with serious thought and consideration for all involved.

The Seeing Eye, Inc.

Many departments contribute to the wellbeing of our puppies, families and needs of our graduates. We all work together to make this wonderful experience happen.

Area Coordinator

Your area coordinator is your main contact with The Seeing Eye. Your area coordinator is responsible for assisting you in all aspects of your puppy raising experience from the first contact when applying to the final pick up of your puppy for its formal training.

Club Leader/Co-Leader

A club leader is a valuable essential component to the success of a club and works closely with the area coordinator. Leadership is a process by which a person influences others to accomplish an objective and directs the members in a way that makes it more unified and consistent. Leaders carry out this process by applying their leadership attributes, such as beliefs, values, ethics, character, knowledge, and skills.

Puppy Educator

A puppy educator works in conjunction with the leader and area coordinator to assist in the basic training techniques of your puppy.

Club Officers

Each club is encouraged to have youth officers where possible. In some cases you may vote on or appoint another adult as a mentor for the office. This would be beneficial for the president and treasury positions.

Committees/Members

An opportunity will be made available for all members to be part of a committee at one time or another. It could be for a specific event, newsletter, mailing list, trips, hospitality, photography, equipment and a host of other things.

We sincerely hope you enjoy your puppy raising experience and the camaraderie of your club.

5.2 PUPPY CLUB FUNDRAISING AND DONATIONS

Fundraising may be done by individual clubs to help with club expenses. Fundraising is permitted for services or goods rendered i.e. car wash, yard cleaning or the sale of items such as entertainment books, poinsettia sales, dog biscuits etc.

To uphold the integrity of The Seeing Eye, Inc., it is not permissible to have a donation container to solicit funds without a service or goods being rendered. This could be perceived by the public as the equivalent of blind individuals soliciting donations on the corner with a tin cup.

Clubs that do speaking engagements for schools and civic groups are sometimes offered a check. A check may be written to the local club, however if the donor wants a receipt for the donation, for IRS purposes, the check must be made out to The Seeing Eye, Inc. In the memo section the organization can earmark the donation for the Puppy Development Department. The donation helps with all aspects of funds needed for puppies in the program i.e. food, medications, vet fees etc.

If there is a donation of \$1,000.00 or more from one individual or organization, the check must be made out to The Seeing Eye, Inc. It can be earmarked for the Puppy Development Department to assist all raisers.

5.3 NO-CONTACT POLICY

- For the privacy of our Graduates, do not attempt to “find” the dog you raised.

5.4 INTERNET ETIQUETTE:

- With all of the social media outlets we have now, many of our graduates use them as means of communication to other graduates and social groups. Please respect their privacy at all times.
- Be very conscious of what you write, do not say anything negative about your puppy, as certain things may be misconstrued.
 - *Remember:* Our puppies are just that, young puppies, and they all do naughty things as they are growing up. Once they mature and are trained at The Seeing Eye, they will prove to be wonderful dog guides. Your job as a puppy raiser is to prepare them for this future and remember that any misbehavior is our job to try and correct when these puppies are young.
- **There is zero tolerance for inappropriate postings.**

5.5 PAYMENT POLICIES

Flea & Tick Products:

The Seeing Eye provides the puppy-raising families with a preventative for fleas and ticks which should be used year round. This product eliminates the need to use any other kind of flea or tick application on the pup. The Seeing Eye will not pay for flea & tick products purchased elsewhere. Contact your Area Coordinator if you need additional medication. The flea and tick medication supplied by The Seeing Eye is for use on the Seeing Eye program puppies only. Although we recommend that you use it on your personal pets, we do not supply it for your personal pets.

Heartworm Preventive:

The Seeing Eye provides the puppy-raising families with heartworm preventative, which should be used year round. The Seeing Eye will not pay for heartworm preventive purchased elsewhere. Contact your Area Coordinator if you need additional medication. The heartworm preventive supplied by The Seeing Eye is for use on Seeing Eye program puppies only. Although we recommend that you use it on your personal pets, we do not supply it for your personal pets.

Food:

The Seeing Eye will only pay for dog food that is needed because the pup has been put on a special diet, which *has been approved by The Seeing Eye Veterinarians.* Any dietary change must be approved by TSE veterinarians as we need to keep a complete medical history on the pup which includes dietary.

Nail Trims:

Seeing Eye will not pay for a separate veterinarian visit to have nails clipped. We will pay if the nails are clipped during a regularly scheduled visit. Please refer to the nail clipping instructions in the manual as well as seeking assistance from your leader or another club member. Some Petco and Petsmart stores do nail clipping for service dogs and potential service dogs as a charitable donation. Other stores may also provide this service so please check with your local pet stores. Make sure you bring proper identification for your pup. Please discuss any concerns in regards to nail clipping with your coordinator.

Boarding:

Families are encouraged to find puppy sitters within their club. If all means have been exhausted, please contact your area coordinator to have your pup boarded at TSE.

If you do need to board The Seeing Eye *will not be able to reimburse you.* If a puppy goes into a boarding kennel or our kennels they must wait three weeks before going back to club meetings and/or club activities.

State Sales Tax:

The Seeing Eye is state sales tax exempt in NJ, NY and PA

5.6 THE SEEING EYE PUPPY RAISER PROMISE

THE SEEING EYE PUPPY RAISER PROMISE

Dog's Name _____

Tattoo # _____

I promise to care for my puppy according to The Seeing Eye policy.

I understand my puppy is the property of The Seeing Eye until it is matched with a blind person, who then becomes the actual owner.

I promise to make sure my puppy is current on all vaccinations and that all medical information is communicated to The Seeing Eye for its records. I understand that the puppy should be listed with *The Seeing Eye* as the official owner. The Seeing Eye agrees to pay for all authorized medical expenses.

I promise to keep my puppy on lead at all times when outside. If my puppy is in an enclosed area, I will be there to supervise him. I understand that my puppy should wear his official Seeing Eye Puppy tag while in my care.

I understand the puppies in The Seeing Eye program **do not** have legal access to public buildings.

I understand that I will be given an Identification Card, which should be used to gain special permission to enter a public building. If any business does not give permission, I will say "thank you" and try somewhere else. I also understand that we **are not** encouraged to take our puppies to food stores and restaurants.

I understand that attending the meetings is important for me and for my puppy. I promise to make a strong commitment to attend as many as possible. If I cannot attend I will make arrangements for my puppy to attend. I will work hard at giving my puppy the proper exposure (traffic and general household noise) that he needs to become a dog guide.

I understand that a representative of The Seeing Eye will visit periodically to see how the puppy is progressing and to give assistance. I will contact my area coordinator if I need assistance in any way.

I promise to provide The Seeing Eye with its requested reports in a timely manner.

I understand that The Seeing Eye has a long-standing relationship with the International Guide Dog Federation and the American assistance dog programs. If my puppy is not likely to become able to serve one of the students, The Seeing Eye may try to place the dog with a program that serves people who are disabled.

I understand that I will not be liable for the loss through illness or accident of any puppy assigned to me, nor will The Seeing Eye or its agents be responsible for any claims or liabilities arising out of or in connection with any puppy assigned to me.

I understand that if I do not take proper care of my puppy as detailed in the Puppy Raising Manual, The Seeing Eye has the right to remove the puppy from my home.

I understand that once my puppy is placed with a blind individual, I will receive my **final** communication regarding the dog.

I will respect the privacy of the dog's new owner and not contact him or her.

I understand that when the time comes for my puppy to return to The Seeing Eye, it will be difficult to let him go. However, I realize I must return him to The Seeing Eye for his formalized training, as it is his destiny to become a Seeing Eye dog.

I will adhere to all the policies and procedures of The Seeing Eye regarding the Puppy Raising Program.

I have read this agreement and accept complete and full responsibility for the puppy entrusted to my care.

Puppy Raiser's Signature

Puppy Raiser's Name PRINTED

I agree to accompany and supervise my child/children to all meetings and club activities. If I am not able to do so I will have a responsible adult accompany and supervise my child/children and give written permission for such.

I have read and agree to instruct my child/children to abide by The Seeing Eye Puppy-Raiser Promise at all times.

Parent or Guardian Signature

Authorized Signature, The Seeing Eye, Inc

Date

I understand that my photo or my child's photo may be used for publicity purposes relating to the Puppy Raising Program.

(If you do not wish to have your/your child's photo used, please notify The Seeing Eye public relations office in writing.)

5.7 PARENTAL PERMISSION FORM

PARENTAL PERMISSION FORM

For youth of driving age

Please print clearly puppy raiser's name

Date of birth

Please print clearly name of club and county

My child possesses a valid driver's license and hereby has my permission to drive to and from club meetings and activities. I will not hold The Seeing Eye, club leaders or coordinators liable or responsible for my child. In my absence I hereby give permission for the child named above to receive emergency medical treatment.

Print parent/guardian name

Signature of parent/guardian

Date

During the meeting and/or activity I may be reached at:

Best phone number I can be reached at: _____

If I cannot be reached in the event of an emergency, the following person is authorized to act in my behalf:

Name _____ Phone _____

Signature _____

Relationship to child _____

Physician's name _____ Phone _____

Other comments _____

Signature of parent/legal guardian _____

THE SEEING EYE, INC.
PARENTAL PERMISSION FORM

_____ has my permission to participate in the
(Please clearly print name of child)

_____ club's
(Please clearly print name of club)

(Regular meeting or activity. If activity please state specific activity.)

Date of regular meeting and/or club activity _____

Adult responsible for my child is:

(Please clearly print name of person who is assuming responsibility of child)

During the activity I may be reached at:

Address _____

Best phone number I can be reached at: _____

If I cannot be reached in the event of an emergency, the following person is
authorized to act in my behalf:

Name _____ Phone _____

Relationship to child _____

Physician's name _____ Phone _____

Other comments _____

Signature of parent/legal guardian _____

***In my absence I hereby give permission for the child named above to receive
emergency medical treatment.***

Signature of adult assuming responsibility:

I hereby assume responsibility for the above-named child during the stated activity.

5.8 VETERINARIAN FORMS

The form can be found, and printed, from our website. As you need more, do not hesitate to print them.

VETERINARIAN FORMS

- This form is given to you when you receive your puppy. They are also readily available at The Seeing Eye's website:
 - Go to <http://www.seeingeeye.org>, select Raise a Puppy, click For Current Puppy Raisers on the left, then log in by entering your user name and password. On the left hand side of the screen, click on Vet & Kennel Forms, and then click on Attending Veterinarian Visit Form in the middle of the screen. The form, as well as directions on how to use it, will be available to you once it downloads.
- This form has a place to indicate who should be paid: Veterinarian/Puppy Raiser.
- This form also has a spot for veterinarians who like to donate their services to indicate how much of the bill is donated.
- Your responsibility is to make sure that your veterinarian understands that this puppy is owned by The Seeing Eye and that ***any treatment over \$150 MUST be approved by one of our veterinarian's.***
- Your veterinarian can always call The Seeing Eye veterinarians for questions or recommendations for treatment of your puppy.

5.10 THE SEEING EYE PUPPY DEVELOPMENT FAMILY REPRESENTATIVE FORM

Current Puppy Raiser(s):
Puppy Raiser's Date of Birth:

Representative's Name and email address:
(Must be only one adult)

Puppy's Name: _____ Area Coordinator: _____

Home Address:

Secondary Address: (summer home, college address)
(College students, please make sure we have your home address and your college address. Please let your area coordinators know when you will be at which address with your puppy.)

Phone Number:

Cell Phone Number:

Email Address:

Please check the following that apply:

- Are you willing to take a dog with special needs? Yes ___ No ___
 Are there other dogs in home? Yes ___ No ___
 Are there other pets in home? Yes ___ No ___ What are they?
 Are you willing to take an older puppy that had been in a prior home? Yes ___ No ___
 Do you want to receive your puppy food reimbursement check? Yes ___ No ___

FAMILY MEMBERS: *(please list all current family members residing in your home.)*
 Number of People in your household ___

Name of Family Member	Relationship to Puppy Raiser	Gender & DOB	Email Address	Cell Phone Number

5.11 CLUB BY-LAWS

Bylaws of a Seeing Eye Puppy Club

Name

The name of the club shall be:

_____.

Purpose

The purpose of this club is to support its members in their role as puppy raisers for The Seeing Eye, Inc. through club meetings, exposure activities, training sessions, demonstrations and other activities.

Policies

The fiscal year starts on October 1st in conjunction with The Seeing Eye, Inc. fiscal year.

The club will meet regularly every _____(day of the week) at _____ (time) at _____ (location) to train Seeing Eye puppies and conduct business. **in the event the meeting place changes during the year, ample notice will be given to members and to The Seeing Eye, Inc.*

The club members will participate in additional puppy training sessions or exposure activities as voted on by the eligible voting members.

Youth members under the age of 18 must be accompanied to and throughout any meeting or activity by their parent and/or guardian. If a parent and/or guardian on the rare occasion cannot accompany their child, the parent will find another adult to accept responsibility for their child and complete a permission slip which will be given to the leader to retain for the club records.

Leadership

The leader/s of the club has been approved by The Seeing Eye, Inc. and acts as a facilitator for the club working in close communication with the area coordinator. A club leader is a valuable essential component to the success of a club. As a representative of The Seeing Eye, Inc., the puppy club leader will serve as an ambassador in supporting the mission of The Seeing Eye, Inc., as well as the purpose and the policies of the Seeing Eye Puppy club.

Membership

Without regard to race, color, sex, disability, religion, age, sexual orientation or national origin, any individual nine years or older as of January 1st of the current year may become a member of this club.

To become a member, a person must be interviewed by an employee of The Seeing Eye, Inc., and have an approved application.

(Optional) Annual dues of _____ (state the amount, ex: \$12.00) will be collected from each family in October. The dues are to be used to cover club expenses such as facilities, supplies and other overhead.

(Optional) Families entering the club during the calendar year will be assessed _____ (state the amount, ex: \$1.00) per month remaining in the fiscal year.

An **active member** is a current puppy raiser, a member of a family raising a puppy, a new applicant expecting a puppy, or a veteran family that has raised a puppy and is actively waiting for another puppy. All active members must attend 70% of the club meetings and activities in order to have voting privileges.

An **associate member** is an individual who supports the club and is not currently raising a puppy. An associate member is not required to attend 70% of the meeting or activities and does not have voting privileges. If they do attend 70% and contribute to the clubs functions they may be considered to vote.

Members are expected to bring their puppies to all appropriate monthly meetings and club activities. If a puppy raiser cannot attend a meeting or activity they shall make every effort to have another member bring their puppy.

Voting (chose one option)

Active members who are in good standing and have attended 70% of the meetings and/or activities are eligible to vote on club business.

One vote per puppy

Officers, Elections and Duties

The elected officers of this club shall be: President, Vice President, Secretary and Treasurer. (Optional officers: Corresponding Secretary, Recorder, Historian).

The officers shall be elected annually in September and shall begin their term of office in October. Youth members will hold office positions. In the event there are no youth to hold the office, an adult active member may be elected to fill the position.

The President and Vice President must have been a member of the club, in good standing, and have been or are currently a named puppy raiser on record with The Seeing Eye, Inc. for at least one year prior to election. Other officers must have been members of the club, in good standing, for three months and be registered or have been registered as puppy raisers on record with The Seeing Eye, Inc. An adult may be appointed or voted on to assist in mentoring the youth president and vice president.

(Club Option) Officers may not hold the same office for more than two consecutive terms.

President and Vice President may not be members of the same family.

All active members present at the September meeting shall form the nominating committee and proceed to elect the new slate of officers. Only those members who are eligible and willing to serve shall be accepted as nominees.

Optional offices may be appointed by the active members of the club.

The President shall conduct meetings.

The Vice President will call the roll at each meeting, tally any votes taken during a meeting and will stand in for the President at meetings when necessary. The Vice President will succeed to the presidency if such a vacancy occurs during the year of office.

The Treasurer will collect and record annual dues, activity fees and record and report club finances at monthly meetings. In the event the treasurer is a youth member, they will work in conjunction with an adult.

The Secretary will record and report minutes at each meeting. The Secretary will also send appropriate correspondence after club activities.

Should the Secretary or Treasurer be unable to complete their term, a special election will be held to fill the position or it may be filled by the Vice President.

Committees

Special committees, as suggested by the leader, may be appointed by the President and will serve only as long as needed (i.e. activity, website, clean-up, etc).

Activities

A club activity is official only if voted so by a majority of the current puppy raisers. When voting for activities there shall be **one vote per puppy**.

The club’s funds may be used during an official club activity to help meet expenses for one puppy raiser per family and (optional) one adult if the puppy raiser is a youth member, providing the family has participated in 70% of the club’s functions throughout the year and paid their yearly dues, if applicable.

The club’s funds may be used during an official club activity to help meet expenses for one **associate member** who is accompanying a puppy to the event and has paid club dues (where applicable) and actively participated in fund raising, puppy sitting and 70% of the club meetings and activities.

The club’s funds will not pay for an associate member who does not attend 70% of the meetings and activities, does not participate in fund raising and does not pay yearly club dues.

For prepaid activities, members that sign up for an activity but do not attend will be expected to reimburse the club the amount the club has expended on their behalf.

Fund Raising and Treasury Guidelines

The club will follow The Seeing Eye, Inc. guidelines for fund raising under compliance of 501C regulations. All bank accounts will be set up through Morris Plains TD Bank and must require two authorized signatures.

Dissolution

In the event the club disbands, the leader will notify the area coordinator for their county. Prior to dissolution, debts and obligations will be paid. The remaining assets shall be assigned to The Seeing Eye, Inc.

Amendments

Suggestions for amendments should be put in writing and submitted to the club leader prior to the fiscal year end. The club leader will review the suggested amendments with the area coordinator. As the club supports the work of The Seeing Eye, Inc., our bylaws may not be amended to contradict The Seeing Eye, Inc. policies.

Leader signature *Date*

Coordinator signature *Date*

6. MISCELLANEOUS

6.1 TERMINOLOGY

Aggressive with dogs: This dog might allow some dogs to be close to it, but will attack others. A good guide must allow all dogs to approach it.

Aggressive with people: This is usually unassociated with protectiveness of a bold dog but the aggressiveness can sometimes stem from a suspiciousness of strangers. The suspiciousness can sometimes escalate under stress to an aggressive desire to chase someone away.

Assertive vs. aggressive: Assertive is making a decision; aggressive is displaying threatening body language.

Destructive: This is the dog that is so oral that it will destroy objects even when not left alone.

Distractible: A distractible dog is one that has a high instinct level, such as the chase instinct, scavenging instinct, scent instinct, etc. All dogs have these instincts, but if they are not controllable through discipline they would jeopardize a blind person's safety by not concentrating on their work.

Emotional urination: This urination is exhibited when a dog is overly excited, fearful, or submissive when approached. Most dogs outgrow this tendency by the end of the training period. Those that cannot be desensitized might exhibit this behavior while working.

Emptying irregularity: Young dogs often do not have a regular park-time schedule; however, if a dog continuously empties at will despite the environment it would be embarrassing and inappropriate as a guide.

Excitable in crowds (applause): Most dogs react to applause but can be desensitized. Those that have a flight or vocal response are difficult to handle socially.

Fear of gratings: Gratings and manhole covers "sound" like a hole to a dog. Many dogs will avoid them. They must be brave enough to cross them if they are unavoidable.

Fear of slippery floors: Most dogs outgrow their fear of slippery floors through positive exposure. Those who cannot could be hazardous to a blind person's well-being.

Fear of stairs: The dog is afraid to approach stairs or once on the staircase rushes to get off them.

Fear of thunder: Many dogs are uncomfortable with thunder, but those that panic or cannot concentrate are not good guide material.

Fear of traffic: Some dogs come in for training with a fear of cars and trucks going by. Some dogs are made fearful of traffic through the training process. A guide must respect traffic but not fear it.

High energy: A guide must have the energy to work but then must settle down and relax when the blind person is at their place of employment or in a school or visiting. If the energy level is too consistently high, the dog would be socially unacceptable.

Lack of initiative: This dog has no desire to work and has a difficult time making decisions when confronted by something such as a barricaded sidewalk. It is usually a sulky unenthusiastic dog when asked to perform a task.

Lacks confidence: This dog is generally a chicken. It can be very sweet and compliant in a known environment but lacking in confidence when confronted by a difficult task, or a strange environment. Often a good pet, but has a difficult time handling the stress of guide work.

Lacks soundness: This is a dog that has a combination of lack of confidence in itself, as well as a fear of noise and a fear of the commotion in the environment. It lacks the inner strength to maintain its composure.

Noise sensitive: This is a dog that will flee or tremble when confronted by noises it does not understand. Many dogs will startle with loud noises, but he must recover quickly enough to maintain responsibility.

Poor behavior when left alone: This is also known as “separation anxiety”. This is the dog that is very bonded to its owner and lacks the confidence to remain alone without becoming destructive and/or emptying in the house.

Protective vs. alerting: *Protective* dogs will display aggressive body language. A dog *alerting* to another person or dog would display whining, barking, excited movements, jumping, etc.

- The “noise” must be corrected. Have him “sit”, change your direction of movement, and/or refocus his energy. You must “fire” him from having to alert or protect you.
- Learn your dog’s body language. A dog will subtly alert prior to the actual noise/action. That is the time to respond in a positive way and move him along. Once he moves, say “Good boy”, then “hup hup” so he knows he does not need to address the concern.

Self-right: This dog has so much confidence in itself that it will not yield to discipline or difficult training tasks. It is a dominant dog and the dominance can sometimes be expressed towards humans and sometimes can be expressed towards other dogs. A good guide must have a certain compliance to discipline to be handled by a blind person.

Suspicious: This dog has a lack of confidence in a wary unsure way. His body carriage, head set, and look in his eye says “don’t push me” or “I’ll run” or “I’ll bark.” This type of dog most likely will resort to aggressive sounding barking when confined in an office situation or any other area where he feels he cannot run away. This can be suspiciousness of people or of other dogs.

Work irresponsibility: This is associated with distractibility but also means that even when it is not distracted, its work is not reliable enough to keep a blind person safe.

Work nervous: Work nervousness can be associated with lack of confidence, but often means that the dog appears confident until he is asked to accept the responsibility of taking care of a blind person.

6.2 DOG ATTACKS

As un-neutered male dogs mature, they are sometimes instinctually driven to obtain a “top dog” stature with other older male dogs, especially in a situation with a large quantity of dogs, such as puppy club meetings. Fortunately, serious altercations rarely happen in these settings, but once in a while a growl from another dog may elicit an aggressive response from another. By learning how to read our dog’s body language and managing those situations through training, we can hopefully prevent close encounters at puppy club.

- Dogs that are very strong or get over-stimulated when first arriving at puppy club may benefit from having a parent or adult bring him into the room.
- If your dog thinks he is “top dog” take him into the room and keep him focused on you with simple obedience exercises.
- Keep the training collar up high behind the ears, and do not stand by the entrance to the room or building with an older male dog. Doorways can also elicit a protective behavior in a dog as they simulate the entrance to a cave or den.
- Do not let your dog approach other male dogs. Keeping him in a sit or down will put him more in a submissive position and will prevent him from conveying threatening body language. Do not let two males make extended eye contact.
- If your dog growls at or reacts to another dog in the training circle, move to another location in the circle, perhaps between two females or younger puppies.
- The importance of intent: watch your dog’s intent to control unwanted behavior. If another dog approaches, put your dog in a sit or down and watch your dog’s body language for signs of dominance or aggression (growling, hackles raised, teeth bared, standing on tip toes, charging, lunging, tail stiff or erect, head or paw over the neck or back of the other dog). If you see any of these signs, act immediately by giving a verbal reprimand; “**NO**” in a low, firm voice, followed by a leash correction if necessary.
- The importance of proper timing when making a correction: it is essential what a dog misbehaves to make the correction right away. The timing of the correction must coincide with the actual behavior you want to stop. The correction is more effective if given with the first growl, than if it is given when the behavior has escalated to lunging and barking. Correction must be given for repetitive behavior. For additional control: puppy push-ups (rapid succession of sits and downs) or repetitive come and sits, removing the dog to a different location, may help bring the dog back under control.
- Remember to watch older male dogs for urine marking/leg lifting behaviors.
- Contact your Area Coordinator if you are having problems with aggression.

Fortunately, most altercations between dogs end quickly and without major harm. Unfortunately, you cannot always predict and prevent incidents of serious dog-dog aggression. You can learn how to be prepared to intervene safely to protect your dog and yourself by familiarizing yourself with various tools and techniques that have the greatest chance of stopping a dog fight with the least injuries to all involved.

ALWAYS REMAIN CALM AND COLLECTED!

DO NOT:

- Tighten up on your dog's leash, as leash confinement may encourage a defensive "fight" response rather than flight or submission. If the dog has full range of movement, he will also be able to convey non-threatening body language to the attacker. Unless your safety is an issue or you need to find something to break up the fight, it is better not to drop the leash completely.
- Yell or scream at the dogs as this heightens the state of arousal and dog's instinctual prey drive, which may serve to worsen the attack. You should remain as quiet as possible and try to make a sudden, loud noise in an attempt to startle the dog. It is better to yell for help to get someone to help you.
- Hit or beat the attacker as causing pain could cause an escalation of the attack. *"Many dog fights are noisy and alarming but quickly come to a natural conclusion without serious injury to either dog if the more dominant dog has prevailed."*

NEVER put yourself in the middle of a fight by grabbing dogs' collars to pull them apart. This puts you at risk of being bitten. Even your own dog, in this high state of arousal, can bite you.

DO:

- Remain as calm as possible and get help if you are alone and need to separate the dogs. The following techniques may be helpful in dogfight intervention.

Aversive: a tool that a dog finds offensive to the senses and generally is most effective if used to interrupt fighting dogs prior to full arousal in an altercation.

- *Try blasting them with water from a hose, super soaker, use an aversive spray such as citronella, or startle them with a loud noise such as an air horn or garbage can.*

Physical intervention with objects: A blanket, towel, or jacket can be a useful tool if thrown over each dog's head as it muffles outside stimuli, which reduces arousal. Anything that can be used as a barrier, such as an umbrella, plywood, chair with rungs, etc. may forestall or lessen an attack from an approaching dog.

Physical intervention by humans: If you need to separate the dogs and two people are present, grab the hind legs of each dog, lift and pull each dog off from behind. If you are successful in breaking the dogs apart, continue moving in a circular motion while holding the dogs' legs. This is important to ensure the dog will be focused on keeping its balance rather than turning and biting you. Quickly get your dog to safety before tying the other dog to a pole, tree, or fence. Do not release until both dogs are calm. Releasing one dog leaves the other vulnerable to attack.

IF YOUR DOG IS INJURED and you need to transport your dog to the vet; a makeshift muzzle from the leash or fabric will reduce the risk of you being bitten. An injured dog in pain is more likely to bite a person – even its owners. **IMPORTANT:** *Never muzzle a dog that is vomiting or having trouble breathing.*

IMPORTANT: If possible, obtain the name, address, phone and veterinarian's name from the owner of the other dog. Being able to establish a vaccination history is helpful. Obtain contact information from any witnesses and a copy of the report if the police have been summoned.

NOTES ON PREVENTION AND CANINE BODY LANGUAGE

As dog handlers there are simple things that we can do to manage our dogs and prevent a possible dogfight.

If approached by another dog off leash: if your dog tends to react to other dogs, calmly keep your dog walking or sit your dog and tell the other dog to move along. Teach your dog that they are not to deal with the other dog and appear as least threatening as possible.

Watch the approaching dog's body language to see if it is indicative of aggression: Staring, hackles raised, weight shift forward, lip lifting, growling, stiff or rigid posture, or stiff, high tail moving slowly, are all signs of a dominate/aggressive dog.

Do not make direct or prolonged eye contact with the dog. A deep authoritative “No” and turning sideways may stop further escalation. Diverting the dogs’ attention from each other with a command such as “cut it out” may also help. Running can quickly engage the attacker’s prey drive.

REMEMBER: Dominant dogs bite first and ask questions later. Fearful dogs make a show of growling, warning and teeth bearing.

Excerpts from the following articles were used to compile this information:

How do you stop a fight by Phyllis DeGioia, *Your Dog*, Tufts University

Break it up! By Pat Miller, *The Whole Dog Journal*

What to do if another dog attacks your dog, Meg Irizarry

6.3 SEEING EYE GUIDE DOG ETIQUETTE

IGNORE THE DOG!

Seeing Eye dogs know that when they are wearing their harness, they are on duty in working mode. This is serious business!

PLEASE:

DO NOT make eye contact with the working guide dog.

DO NOT call the guide dog by name.

DO NOT touch or pet the guide dog. If you ask to do so, please respect the answer, as most graduates will say no since this may negatively affect their guide dog's work in harness.

DO NOT whistle at the guide dog or make any other noises to get his attention.

DO NOT offer food of any kind to the guide dog.

All of the above are forms of distraction to the guide dog. Unfortunately, he knows better than to respond to you, but temptation can be hard to resist. If you create a distraction, he will have to be corrected by his master for responding.

Things You Should Know When Approaching a Seeing Eye Dog

- Say hello to the person, not the dog. Owners don't like to be ignored!
- If the dog is lying quietly at the foot of its owner, do not try and get it excited or encourage it to get up and come over to you for a pat. The dog is obeying orders.
- If you are driving a car and see a guide dog owner waiting to cross the road, please don't stop specially rather than go with the traffic or honk your horn indicating that it is safe to cross. Blind people are taught to handle "traffic flow" and can become confused if motorists pull up for them when the lights are on green.
- Remember that guide dogs, when accompanied by a visually impaired person, are legally allowed into all public buildings, including food shops, motels, hotels, theaters, and restaurants. Guide dogs are also legally allowed on all public transportation, including taxis and the cabin section of aircraft.
- If you suspect that the visually impaired person may be lost or is in need of help, please **ASK** if you can help. **DO NOT** grab the person by the arm or touch the dog.
- Keep your pet dog under control when you see a dog in harness, and **DO NOT** let the dogs socialize.
- Remember that guide dogs are working dogs. The standard of their work must be kept up by the blind person through reinforcement, practice, and encouragement while they are working together. We all know they are amazing to watch and are very appealing dogs, but the owner's life depends upon the dog's concentration while it is on duty, so it makes life a lot easier if as many people as possible understand these guidelines.

6.4 GENERAL OUTING TIPS

Here are a few tips to make your outings enjoyable with your Seeing Eye puppy:

- Relax! Stress travels down the leash, so arrive early to settle your nerves and give your puppy a chance to eliminate if necessary.
- Although this is a learning experience and exposure outing for your puppy, do not expect perfection. Remember, that is why we take our puppies out – to teach them! Have fun and allow mistakes to be educational for the both of you.
- Park your puppy before going into any buildings, and always remember to clean up after your puppy! Do not dispose of waste in an indoor receptacle, instead find a garbage receptacle outside or leave it by your car to take with you when you leave.
- Puppy dragging you? STOP and SIT, change directions or do a recall and reposition him/her next to you. Get his focus on you, and remember to praise him often. This outing is just as exciting for your puppy as it is for you and they can become exuberant!
- Puppy barking? Give a verbal “*Quiet*”. Doesn’t work? Turn him around, STOP and SIT. Do some simple obedience (rest, down, etc.) to get the focus back on you. Then turn back around and praise him.
- When you enter a building, do not stop and chat by the front doors blocking others from coming in. Be mindful that your puppy does not block the walkways inside. Keep him at your feet in a down if you are stopped, and always tuck in his tail and nose.
- If you are talking with friends and/or standing in line, where is your puppy? Sitting or in a down by your side and out of the way. Protect his tail and know where his mouth is at all times; there might be goodies (potentially harmful) on the floor! If your puppy will not settle, stop chatting and focus on your puppy. Remember, that is the number one reason you are there – to teach! Use the 3 second rule.
- *Can your puppy be petted?* Absolutely! But only if he is under control and all four paws remain on the floor. You can also have him/her sit to be greeted.
- *How is your leash?* Short, relaxed, and attached at all times to your puppy that is at your left side.
- *Can your puppy greet other dogs?* Yes, but no playing on leash, and remember to ask the other handler first, as they may not want their puppy to greet at that time.
- Watch for alert ears and be proactive! If your puppy focuses in on something, give a verbal “*Quiet*” and praise him *before* the sound comes out.
- Please leave puppy treats and toys at home. Your puppy can have lots of loving, praise, and petting instead!

6.5 HOW TO MASSAGE YOUR PUPPY

There are countless benefits for learning how to properly massage your puppy. It can improve his health by increasing circulation, and increase your awareness of any bumps, lumps, or pain in areas you might otherwise not notice. A massage reduces stress in your dog, lowers his heart rate, provides a peaceful and relaxing experience, and reduces your stress and heart rate, thus deepening your bond. It also provides extended praise for a good day's work and will help him in becoming more accustomed to being handled, specifically at the veterinarian's office.

Being relaxed and starting gently and slowly will make this a nice experience. He may be uncomfortable at first, so pet him to relax him. Try to pick a special place and time of the day; usually the best time is at night when the day is winding down. If possible, try to fit it into your daily routine, but do not get frustrated when certain days you are not as successful as others. The more you massage your puppy, the more he will begin to tolerate it.

Basic Massage Techniques include:

- Light touches in a circular motion – Tellington touch or T-touch
- Slow strokes down the dog's body – from head to tail, down the shoulder to the front paws, and at the hip to the back paws
- Acupressure – pressing straight down with your thumb
- Deeper massage – kneading the muscle
- Friction – fast strokes using your first two or three fingers

General Massage Routine:

- Relax your dog by stroking him with both hands from the back of the head to the base of the tail. Make the strokes in line of the fur. Talk quietly to your dog or have some relaxing music playing.
- The first set of massages will be along the spine. Having your dog in a standing position, locate the spine with your fingers and then feel the large band-like muscles on either side of it. With your fingertips, begin to make small circular movements on each side of the spine; first clockwise, then counter-clockwise. Start up near the shoulders and work your way to the base of the tail. Make slow circular movements without lifting your hands. Repeat this a few times.
- Next, working on the same muscle, apply gentle pressure with your thumb; one on each side. The pressure should be vertical; through the dog to his feet. Start at the neck and work down towards the tail lifting and pressing in one inch increments.
- The third massage for the back is to lift any excess skin up and roll it or knead it between your thumbs and fingers. Start again at the shoulders and work your way to the base of the tail.
- Finally, massage the rump area around the base of the tail using circular finger movements. Do this for about one minute.

- Now move to the head and neck area. Feel the base of the skull where the head joins the back of the neck. Just like humans, there are many muscles in this area and the dogs enjoy a deep massage here. Using one hand, place your fingers on one side and your thumb on the other. Massage here for a few minutes. Your dog really enjoys this!

- Next, slide your hands forward towards your dog's nose and feel the muscle above the jaw line and on either side of the face. These are the cheek muscles. Massage here for a few minutes using circular movements.
- Last, with your hand flat, begin stroking your dog's head from his nose to the top of his head, following the line of the fur (like you would normally pet him). Do this about 12 times.
- Next are the ears. Take hold of them at the base, and then gently pull from the base to the tip, rubbing the ear flap between your fingers as you go.
- The last area will be the legs. With your dog on his side, begin at the shoulder. Massage the muscle of the shoulder with a deep, slow circular movement using your fingers and hands.
- Next, gently massage the foreleg between your fingers and thumb, working your way towards the paws.
- When you reach the paws, squeeze between fingers and thumb the many muscles that lie along and between the toes. Also hold each toe and move it up and down with a gentle, vibratory movement.
- Hold the paw and gently flex, extend and inwardly rotate it to help relax the tendons around the wrist. You may not feel comfortable with this at first. Just do as much as he seems to enjoy and try for more next time.
- Locate the hip joint by flexing and extending the hind leg, and with your fingertips, massage in a circular pattern around the hip region.
- As you did with the foreleg, massage down the leg to the foot and paw. Turn your dog over and massage the other side.
- Finish the massage treatment with slow palm and finger strokes from the head down the back to the tip of the tail; then from the hip to the hind paw and shoulder to the fore paw, talking to your dog in a gentle tone for about 30 seconds. There is no need to turn your dog over to repeat these finishing strokes on the other side.

REFERENCES: *The Healing Touch* by Michael W. Fox.



6.6 EASTER BASKETS

Who can resist an Easter basket? An overflowing enticement of shining foil, candy aromas, and crinkly plastic grass are sure to invite temptation. But those same delights are equally tempting for puppies that are oblivious to the dangers these baskets may contain.

Chocolate, for example, can make your puppy extremely ill, and cleaning up after a sick puppy is probably not something you want to have interrupt your Easter plans.

Fake grass offers another danger to your puppy. If consumed, it can easily obstruct the digestive system, a condition that could require surgery to repair. Plastic eggs filled with jelly beans are a favorite of puppies, and they will chew the eggs to get to the candy inside. Sharp pieces of plastic from the eggs can perforate the intestines and cause peritonitis.

Another danger at this time of year is the Easter lily, which can cause stomach distress if eaten. So, keep those baskets and flowers stored high out of reach and be sure to crate your puppy until the egg hunts and other activities are over.



6.7 FOURTH OF JULY

- Always watch your puppy closely for stress or fear from fireworks. ***No puppies should ever attend fireworks shows!***
- Some puppies may be fearful of the booming even in their homes. Try to work with your puppy to calm him to get through the sounds. You can calm him with distraction; playing ball, doing simple obedience, etc. Do not “baby” him or coddle him; just act calm and have fun with him.
- If they aren’t reacting, that is great! Do not do anything.
- Remember, do not take your puppy to any fireworks display; leave them home with some nice music!

6.8 PICNICS

Here are a few simple reminders if you plan on having a picnic in the company of your puppy:

- Of course no people food. Also watch out for those corn cobs; they can cause an obstruction in your puppy that may require surgery.
- Styrofoam plates and plastic utensils all could pose a problem if your puppy eats it by mistake!
- Small superballs or golf balls can be found at picnics. Your puppy could easily swallow these and choke.
- Swimming pools, hot tubs, and lakes are very tempting for many puppies. Do not let your puppy jump in for a swim. A small plastic kiddie pool is recommended to help him cool off.
 - Chlorine from the pool could be very irritating for your puppy's coat, and pond or lake water can start up ear infections and fungal irritations on puppy fur.
- Fireworks and puppies do not mix!

6.9 SUMMER TIPS

Summer is a time for both you and your Seeing Eye puppy to enjoy the sunshine and the great outdoors, but along with the fun comes seasonal situations that can endanger your puppy. By taking precautions, you can decrease the chance that disaster will happen. Here are some tips for keeping your puppy safe in the summertime.

- During warm weather, the inside of your car can reach 120° in a matter of minutes, even if you are parked in the shade. This can mean real trouble if your puppy is left in the car. Dogs and cats cannot perspire and can only dispel heat by panting and through the pads of their feet. Puppies left in hot cars even briefly can suffer from heat exhaustion, heat stroke, brain damage, and can even die. Do not think that just because you will be gone "just a minute" that your puppy will be safe while you are gone. Even an air conditioned car with the motor off is not healthy for your pet.
- Avoid strenuous exercise on extremely hot days. Take walks early in the mornings or evenings, when the sun's heat is less intense.
- Try to avoid prolonged exposure to hot asphalt or sand, which can burn your puppy's paws.
- Summer is often a time when people fertilize their lawns and work in their gardens. But beware: plant food, fertilizer and insecticides can be fatal if your puppy ingests them.
- Provide plenty of water and shade for your puppy while he is enjoying the great outdoors so he can stay cool and have fun.



6.10 BEACH TIPS

Visits to the beach with your puppy are not encouraged, however if your puppy does encounter a beach, here are some tips to keep him safe:

- Dogs, especially those with short hair, light fur, and pink skin, can sunburn. Limit your puppy's exposure during the day and apply sunscreen to his ears and nose 30 minutes prior to going outside.
- Check with a lifeguard for daily water conditions. Dogs are easy targets for sea lice and jellyfish.
- Running on the sand is strenuous exercise. A dog that is out of shape can easily pull a tendon or ligament, so keep a watch on your dog's activity.
- Do not let your puppy drink the seawater; the salt will make him sick.
- Salt and other minerals in ocean water can damage your puppy's coat, so rinse him off thoroughly at the end of the day.
- Not all beaches permit dogs. Check local ordinances before heading out. Make sure to keep your dog on leash at the beach at all times.



6.11 SCHOOL

Many raisers choose to bring their puppies to school with them. As this is a great opportunity for exposure, the following guidelines must be followed for a safe and rewarding experience:

- 1) Puppies should not attend school until they have their 16-week inoculation.
- 2) Permission must be granted for the puppy to attend school – whether for a day or with a teacher for the entire year.
- 3) Teachers and students should be well informed about why the puppy will be present. You could offer to do a classroom talk or an assembly to tell about The Seeing Eye program. If you need assistance with this you could ask your club leader or Area Coordinator to help with the presentation.
- 4) While the puppy is in school with you, he must be on lead at all times.
- 5) A puppy-kit should be carried and set times arranged for him to go out for Park Time.
- 6) Students should be asked not to call out to the puppy, throw things at the puppy, tease the puppy or encourage him to jump up.
- 7) The students should be asked to speak quietly and treat the puppy with gentleness.
- 8) When the puppy walks down the halls with the teacher or student, classmates should be asked not to touch the puppy unless given permission.
- 9) When the puppy is in the cafeteria he should lay quietly on the floor next to the teacher or student and **no one should be permitted to give the puppy table food.**
- 10) While in the classroom, the puppy should lie quietly by the student's desk.

Taking a puppy to school should be a good experience for everyone, including the puppy. The puppy should not be forced to do things. If you find that your puppy is having a difficult time doing stairs, walking down the halls with crowds of people, stop and take note of the situation and see what you can do differently to make it an easy transition for the pup.

6.12 HALLOWEEN



Halloween is both a fun and scary time for people and dogs alike. Here are some tips to keep the holiday nothing short of enjoyable:

- Not all dogs like to be dressed up in a Halloween costume. If you find that your puppy does not like to be dressed up, please refrain from doing so. If he doesn't mind the costume, be sure it does not interfere with his sight or safety and is not too heavy.
- You may be as outlandish as you wish with your own costume and have fun, but try not to scare your puppy!
- Your puppy does not need to greet the Trick-or-Treaters. A good place for him would be in another room with the television on and perhaps a new toy as his treat.
- Candy and your puppy do not mix. Be sure the bowls of candy are out of his reach and dropped pieces are picked up immediately.
 - ***Chocolate can be fatal for your puppy!***
- Scary decorations, although fun for you and the family, can be potentially harmful to your puppy.
 - Candles in Jack-O-Lanterns can be knocked over, burning your puppy.
 - We have heard of a puppy consuming an entire pumpkin!
 - Glass decorations can be broken or consumed.

6.13 THANKSGIVING

- Be careful to thaw your meat well out of the reach of your puppy. Don't underestimate the willingness of your puppy when it comes to the wonderful smell of your holiday meal. In addition to the potential risk to your puppy, having to buy a new turkey on Thanksgiving morning is both inconvenient and expensive.
- Be very careful if you use string to tie your turkey or roast during cooking. This meaty bit of fiber can tangle in your puppy's intestines, around the base of their tongue, or in their teeth, causing injury that can require surgery.
- Let's face it, whatever is cooking on the stove smells good, even to our puppies. In their eagerness to explore those good smells, they can tip the handles of our pots and pans, spilling the hot contents and causing serious or severe burns. Please take a minute to check that all pot handles are pushed to the back of the stove, rather than hanging over the front, to prevent this from happening. With hot containers, please ensure that they are placed well back from the counter's edge, and out of your puppy's reach.
- After you're done cleaning up the kitchen, make sure you take the garbage out, and dispose of it in a secure place where your puppy cannot get into it. Even the best behaved, well trained puppy may be too tempted with turkey bones, the string that tied the turkey legs together, and what was left of mom's stuffing and raid the trash.
- Turkey, chicken, and other small bones can easily splinter and cause serious internal damage if swallowed. ***NEVER give them to your puppy!***

Some common holiday food items that are considered harmful to your puppy:

- ~ Avocado
- ~ Chocolate
- ~ Coffee (all forms)
- ~ Onions and onion powder
- ~ Garlic
- ~ Grapes
- ~ Raisins
- ~ Macadamia nuts
- ~ Alcoholic beverages
- ~ Salt
- ~ Fatty foods
- ~ Xylitol (artificial sweetener, often used in gum or candies)
- ~ Tea leaves
- ~ Raw yeast dough



6.14 CHRISTMAS

Puppies will be puppies, and the holidays are full of tempting things to pique their curiosities. While preparing for the holidays, be aware of the following things which can be hazardous to your puppy:

Holiday plants: Christmas Rose, Holly, Lilies, Christmas cactus, Ivy, Poinsettia, and Mistletoe are all toxic to cats and dogs.

Ribbons: Placing a ribbon about your dog's neck can cause him to choke. Ingestion can cause damage to the intestinal tract.

Christmas lights: Older forms of bubbling lights may contain methylene chloride, which is a highly toxic chemical. Lights may be more tempting to your puppy because they are more accessible. Be careful of electrical cord placement, as chewing on electrical cords can cause burns or electrocution

Fire salts: Contain chemicals that can be harmful.

Angel hair (spun glass): Can be irritating to eyes and skin, and can cause intestinal obstruction if consumed.

Christmas tree water: Stagnant tree water or water containing preservatives can cause stomach upset if ingested.

Decoration hooks: Can cause blockage and/or trauma to the gastrointestinal tract if swallowed.

Styrofoam: Can cause your puppy to choke if swallowed.

Ornaments: These can look like toys to your puppy, so keep them out of reach or restrict access to the tree so they don't pose a risk for injury.

Tinsel: Can cause choking or internal trauma if swallowed.

6.15 WINTER TIPS

- **ANTIFREEZE** – even in very tiny doses, it is lethal poison for dogs and cats. Unfortunately, because of its sweet taste, animals are attracted to it. Be sure to thoroughly clean up any spills from your vehicle.
 - Symptoms of antifreeze poisoning include incoordination, vomiting, and rapid heart and respiratory rate. If the dog happens to survive these symptoms, the next to occur is kidney failure, uremia and acidosis, to coma and death.
 - ***If your puppy even licks antifreeze, take him to the veterinary immediately!***
- Some dogs experience cracking and rawness on their pads in the winter. Usually the culprit is the salt used for de-icing roads and sidewalks. It dries the dogs' pads and causes cracking. To prevent this from happening, wash your puppy's toes and pads with warm water after walks to remove any salt residue and dry them thoroughly. Salt, antifreeze, or other chemicals could hurt your dog if ingested while licking their paws.
- Most dogs love playing in the snow and it can be great exercise, just be cautious as they could be injured when it is icy and slippery! Also, eating snow can cause vomiting and diarrhea in some dogs.
- Make sure your puppy sleeps away from any drafts. Place a warm blanket down for him to cuddle in.
- Do not bathe your puppy more than necessary. When you do give him a bath in the winter, make sure he is thoroughly dry before taking him outside so he does not get chilled. You may use a blow-dryer (***with caution!***) to speed up the drying process.
- Never leave your puppy alone in the car during the winter. Because a car holds in the cold, it acts like a refrigerator in the winter.
- We are aware that most of you walk with your puppy almost every day. If you are struggling to find a place to walk because your usual walking path is buried under mounds of snow or ice, be sure to give your puppy exercise by attending your monthly puppy club meetings and events.
- If you are heading for a warmer climate and will be sending your puppy with a puppy sitter, please remember to let your Area Coordinator know where your puppy will be.



6.16 NEW YEAR'S

Be aware of the following things which can be hazardous to your puppy during your New Year's celebration:

Balloons and confetti: These can pose an obstruction or choking hazard to your puppy if ingested. Keep a close eye on your puppy around these items or close your puppy in a safe area that is away from them.

Loud noises: New Year's is typically a noisy holiday, with loud cheering, singing, banging of pots, noisemakers, and/or fireworks. Some puppies are sensitive to noise, and many are sensitive to it in combination with other noises or commotion. Keep your puppy in a quiet, safe area, with a favorite blanket and/or special toy to help keep him calm. If your puppy is known to startle or run when frightened by noises or other stimuli, it is especially important to keep him quiet and under observation.

- If your evening is relatively quiet, but you anticipate neighbors setting off fireworks, you can turn the television up very loud or turn on a radio to help drown out the sound. Always reassure your puppy to keep him confident, but do not give in to the fear with coddling or teaching him his response is acceptable.

Alcohol: Alcoholic beverages are toxic to your puppy and should **NEVER** be given to your pet. If ingested, call your veterinarian immediately.

6.17 DOG PARKS

PLEASE DO NOT TAKE YOUR PUP TO A DOG PARK

The proliferation of public dog parks has produced benefits and pitfalls. On the surface they seem innocent enough; however, there have been numerous negative incidents in these parks over the years. Unfortunately, not all dogs are as nice and as playful as most and there have been significant fights. If a puppy gets in a fight it can result in the puppy becoming defensively aggressive in the future when confronted by an aggressive neighborhood dog while it is working with a blind person. This is terrifying and dangerous. The attack might also cause fear of other dogs and eliminate the puppy as a guide.

There are very impressionable learning times in a puppy's life that cause strong behaviors in the future and we can never be sure when these sensitive learning times are occurring. There are also health issues that can be transmitted to your puppy in such parks. Please do not allow your puppy in public dog runs.

6.18 SKUNK SPRAY TIP

There are several remedies you can try to remove the skunk odor from your puppy if he gets sprayed. You may need to try more than one.

~ Soak the coat with tomato juice and allow it to remain on the coat for thirty minutes. Then give a shampoo bath. This may need to be repeated several times to effectively eliminate the odor.

- Unfortunately, depending on how good the skunk got your puppy, this remedy may not work as well as some of the others. Because tomato juice is acidic, it combats the alkaline skunk oil and makes an awful mess. Plus, if your dog is a lighter color, the tomato juice may temporarily stain his coat (a light pink).

~ Spray WD40 on the coat (be careful you do not get it in your puppy's eyes, ears, or mouth) and work into his fur well with your hands. Rinse him off with warm water and then give him a good bath with Dawn liquid soap. Make sure you lather him up really well and scrub. Rinse him off thoroughly and towel dry.

~ You will need one quart of 3% hydrogen peroxide, a ¼ cup of baking soda, and a teaspoon of dish detergent (Dawn usually works best) mixed into a container.

- Wet your puppy and rub the mixture into his coat. Leave it on for 10 minutes and then rinse him thoroughly.
 - ***NOTE: If you have any of this solution left, discard it immediately because it becomes combustible when stored in a closed container!***

6.19 PUPPY PERSONALITIES

Different tones of voice can be used in rapid succession during the training session. Use a directive or discipline tone for commands and corrections, and then a delighted tone when your puppy does the right thing. Let him know he is doing the right thing! Timing is everything. When you praise your puppy sound like you mean it with enthusiasm and sincerity. Remember to get your puppy's attention focused on you. Give him a command and expect a response. Praise or correction (not punishment) should follow.

TOP DOG

- ~ Use a stern, in-command look, but do not challenge your puppy. Get his attention and nonchalantly look away.
- ~ Be firm, and use a directive voice. Do not plead with him! Remember, you are the boss.
- ~ Stand erect. Do not lean back. Put your head up and shoulders back.
- ~ Be in control.

THE COMIC

- ~ You may be tempted to giggle and smile with this puppy, but be serious in training. Focus on keeping his attention on you.
- ~ Use a firm, directive tone.
- ~ When trying to quiet or direct your puppy, stay calm and move slowly. Sudden body and hand movements may elicit an alert response from this excitable puppy. Puppies often respond to waving hands by jumping and nipping at them.
- ~ Stand erect. This puppy may interpret bending over him as a play gesture. Once again, if you stand up tall, you will be the one in control of the situation, not your puppy.
- ~ Think of your puppy's energy level as a scale between 1 and 10, with 1 being asleep and 10 being excited hyper-play. Never try to work seriously with a comic in energy level 9 or 10; you will both get frustrated.

EAGER BEAVER

- ~ Eye contact will not be a problem with this puppy. He does not want to miss a word you say/
- ~ Stand erect and use a directive or delighted tone of voice.
- ~ The happy eager beaver may interpret bending over him as a play gesture. Once again, if you stand up tall, you will be the one in control of the situation, not your puppy.

EASY EDDIE

- ~ You may have to work at getting him to look at you. If he does not see you, in his mind you do not exist.
- ~ Lean a bit forward.
- ~ This puppy may need a delighted tone to get and keep him moving.
- ~ Animated body language will get and keep his attention. So smile and have a happy face.

SWEET PEA

- ~ Have soft, gentle eyes and do not stare.
- ~ This puppy will crumble if spoken to in a strict, discipline tone. Do not be too harsh on him.

~ Shy submissive puppies may benefit from a lower position, especially when being greeted. The lower you go, the bigger the puppy feels.

~ Lean forward a bit, and be inviting. Smile, and have a happy face.

SHRINKING VIOLET

~ Have soft, gentle eyes and do not stare.

~ This puppy will crumble if spoken to in a strict, discipline tone. Do not be too harsh on him. He needs happy, confident tones.

~ Shy submissive puppies may benefit from a lower position, especially when being greeted. You can also approach a shy puppy sideways, and looking away with your hand extended towards him may help. The lower you go the bigger the puppy feels. Be careful not to actually lean over top of the puppy, as this will be interpreted as a dominant posture and may intimidate the puppy. He may even piddle!

~ When trying to quiet or direct your puppy, stay calm. Sudden body and hand movements may scare a shy submissive puppy. Smile, and have a happy face.

Remember... if you have fun, your puppy will have fun too!

6.20 IF YOUR DOG WAS YOUR TEACHER... YOU WOULD LEARN...

When loved ones come home, always run to greet them.

Never pass up the opportunity to go for a joyride.

Allow the experience of fresh air and the wind in your face to be pure ecstasy.

When it's in your best interest, practice obedience.

Let others know when they've invaded your territory.

Take naps and stretch before rising.

Avoid biting when a simple growl will do.

On warm days, stop to lie on your back on the grass.

No matter how often you're scolded, don't buy into the guilt thing and pout... Run right back and make friends.

Delight in the simple joy of a long walk.

Be loyal.

Never pretend to be something that you are not.

If what you want lies buried, dig until you find it.

When someone is having a bad day... be silent, sit close by and nuzzle them.

6.21 EVERY DOG HAS A NUMBER

** An article graduates used to be given...*

Once upon a time there were two dogs, a Cocker Spaniel and a German Shepherd dog, who lived next door to each other. In each of the dog's houses there also lived a man, a woman, and two teenaged children. One day the dogs were talking to each other over the fence in the back yard. The German Shepherd dog was looking very glum that day and the Cocker Spaniel asked him "what was wrong."

"Oh I don't know, I just can't figure out my pack, one day the man lets me sleep on his bed and tells me how handsome I look laying there with my head on his pillow, the very next day when I lay on his bed, he comes in the bedroom and screams his head off at me. The next thing I know he grabs me and when I growl at him he thrashes me. Yet sometimes I growl at the woman and she just leaves me alone. Says I'm becoming mean. I am confused" lamented the German Shepherd dog. "Do you ever get confused in your house?" He asked his friend.

"My goodness no" said the Spaniel. "What's your number anyway?"

"What do you mean what's my number?" asked the Shepherd.

"You know – your number. For example, my man is number one, the woman is number two, and the children are numbers three and four and I'm number five" explained the Spaniel emphasizing the number five. "Isn't that great? It's wonderful to be number five" she added, puffing herself up with pride.

The German Shepherd dog looked at the small blonde friend and envied her with such an important position in her pack. He wished that he had a number and could be just as proud as she. But instead, he lowered his head and mumbled ever-so-softly "I don't have a number, nobody ever gave me one. How did you get yours?"

"Oh, I've always had number five, ever since I came here. I hardly remember how they gave it to me, but every once in a while, when I get too excited or noisy, or whenever one of my pack thinks that I'm being naughty, they remind me of my number. Then they always tell me how wonderful I am to have a number five." The little Spaniel lowered her sultry eyelids, wiggled her whole bottom and with a self-assured twitch of her stubby tail she pranced back towards her house. As she left, she said "I hope you get a number someday." With that, the handsome Shepherd went over to lay in the shade of the big Maple tree and think about the conversation that he just had with his friend next door. He wished he could talk so he could ask his family pack for a special number too.

This little vignette is of course fiction, but the message it portrays is a prudent fact. Pack animals, such as dog and man, can only exist and flourish in a social group which has a clearly defined hierarchy and without the harmony which a hierarchy creates, the species cannot hope to perpetuate. In other words, the structure of an order of dominance in any social group ensures its survival. In the example above, the Cocker Spaniel will live out her life in peace and fulfillment providing she continues to except her number and is content with it. To her, it is not important that she is number five. It only matters that she has a number. The only exception to this would be if she were unfortunate enough to live in a household where the humans made her number

one. In that case, she would fail because she would be incapable of making decisions and being responsible for the welfare of the pack of humans. The case of her friend, the German Shepherd dog, is another matter, however. Apparently, the social structure of his household is rather loose. Sometimes he's number one in the hierarchy. Sometimes he's number five and I bet money that there are also times when he fits somewhere in between. The fact that he's allowed to lay on his master's bed doesn't necessarily mean he's number one. Nor does the fact that his master removes him from the bed make him number five. But when he growls at his woman and she walks away from him, he thinks that he is dominant over her. That's the crux of the problem and it creates a very dangerous situation for his entire pack.

As the article stated, the structure of an order of dominance in any social group ensures its survival. In order for you and your dog to realize your fullest potential, you must be number one and the dog must be number two. By doing obedience on a daily basis, this will help you to assert your dominance over your dog. In order to prevent confusion on your dog's part, you must be consistent. However, there are occasions when you are working your dog that fall into what I call grey areas. For example, when you're walking on a crowded sidewalk and you lightly brush someone – you might feel that it was the person's fault or that you weren't following properly and so you don't correct. There may be other occasions where you correct your dog for bumping you into an obstacle one day, but the next day you are in a hurry or late for work so you don't correct for the same mistake. This causes confusion on your dog's part and can eventually affect the efficiency of their work. However, when you are doing obedience everything is black and white; there are no grey areas. When you give your dog a command, the dog will either obey the command or ignore it. If the dog ignores it you can correct them and make them carry out the command. For example, when you say "sit", the dog has two choices: it can either sit or it cannot sit. When you say "down", again the dog can either lay down or not. When you say "rest", the dog will either stay there and not move or the dog will move. In each case, you have given a very specific command and the dog only has two choices – either to obey or disobey. If the dog disobeys, you can show them what you wanted and make them obey the command. This reinforces in the dog's mind that you are number one and they are number two. The important thing to remember is that you must be consistent and fair with your dog. This will ensure good work on their part and will also prevent confusion.

6.22 COOPERATION

EVERYBODY knows that there are several bodies in every organization:

SOMEBODY, EVERYBODY, ANYBODY, and NOBODY

ANYBODY knew that there was work for EVERYBODY, but when the leader asked for volunteers knowing ANYBODY could do it, NOBODY did.

EVERYBODY said that SOMEBODY would do it, but NOBODY would do what SOMEBODY should have. Finally, SOMEBODY did it and when EVERYBODY saw that SOMEBODY did what ANYBODY could have, but NOBODY had, EVERYBODY pitched in and soon it was done.

6.23 ARE YOU REALLY THE SUPER BEING?

If you can start the day without caffeine,

If you can get going without pep pills,

If you can always be cheerful, ignoring aches and pains,

If you can resist complaining and boring people with your troubles,

If you can eat the same food every day and be grateful for it,

If you can understand when your loved ones are too busy to give you any time,

If you can forgive a friend's lack of consideration,

If you can overlook it when those you love take it out on you when, through no fault of yours, something goes wrong,

If you can take criticism and blame without resentment,

If you can ignore a friend's limited education and never correct him or her,

If you can resist treating a rich friend better than a poor friend,

If you can face the world without lies and deceit,

If you can conquer tension without medical help,

If you can relax without liquor,

If you can sleep without the aid of drugs,

If you can say honestly that deep in your heart you have no prejudice against creed or color, religion or politics,

Then, my friend, you are almost as good as your dog. Almost, but not quite...

Because besides not having any of your hang-ups and vices, he would – without hesitation – give up his life for you if need be!!

6.24 DOG PHILOSOPHY 101

The reason a dog has so many friends is that he wags his tail instead of his tongue. ~ Anonymous

Don't accept your dog's admiration as conclusive evidence that you are wonderful. ~ Ann Landers

If there are no dogs in Heaven, then when I die I want to go where they went. ~ Will Rogers

There is no psychiatrist in the world like a puppy licking your face. ~ Ben Williams

The average dog is a nicer person than the average person. ~ Andy Rooney

We give dogs time we can spare, space we can spare and love we can spare. And in return, dogs give us their all. It's the best deal man has ever made. ~ M. Acklam

Dogs love their friends and bite their enemies, quite unlike people, who are incapable of pure love and always have to mix love and hate. ~ Sigmund Freud

I wonder if other dogs think poodles are members of a weird religious cult. ~ Rita Rudner

A dog teaches a boy fidelity, perseverance, and to turn around three times before lying down. ~ Robert Benchley

Anybody who doesn't know what soap tastes like never washed a dog. ~ Franklin P. Jones

If I have any beliefs about immortality, it is certain dogs I have known will go to heaven, and very, very few persons. ~ James Thurber

If your dog is fat, you aren't getting enough exercise. ~ Unknown

My dog is worried about the economy because Alpo is up to \$3.00 a can. That's almost \$21.00 in dog money. ~ Joe Weinstein

Ever consider what our dogs must think of us? I mean, here we come back from a grocery store with the most amazing haul - - chicken, pork, half a cow. They must think we're the greatest hunters on Earth! ~ Anne Tyler

Women and cats will do as they please, and men and dogs should relax and get used to the idea. ~ Robert A. Heinlein

If you pick up a starving dog and make him prosperous, he will not bite you; that is the principal difference between a dog and a man. ~ Mark Twain

You can say any foolish thing to a dog, and the dog will give you a look that says, 'Wow, you're right! I never would've thought of that!' ~ Dave Barry

Dogs are not our whole life, but they make our lives whole. ~ Roger Caras

If you think dogs can't count, try putting three dog biscuits in your pocket and then give him only two of them. ~ Phil Pastoret

THANK YOU!

On The Seeing Eye's list of things to be thankful for, you and your family are at the top of our list. Opening your hearts and homes to our very special four-footed visitors, nurturing them through the first formative months of their lives is a gift you give us for which we could never thank you enough.

Every month, the fruits of your love and dedication are manifested when a blind person walks out our front door safer and more independent. You are a big part in making this happen, of which you should be very proud. We certainly are proud of you.

Over the years, we have refined our breeding and enhanced our early puppy enrichment programs, and through the hard work of our training staff, Puppy Development Area Coordinators, club leaders, and families, we now have a higher success level within puppies in the program. This is great news, since it has enabled us to breed fewer and more successful puppies.

We know that waiting is hard. We sincerely thank you for your patience and for taking the time to prepare for your new little visitor while assisting the program in other areas.