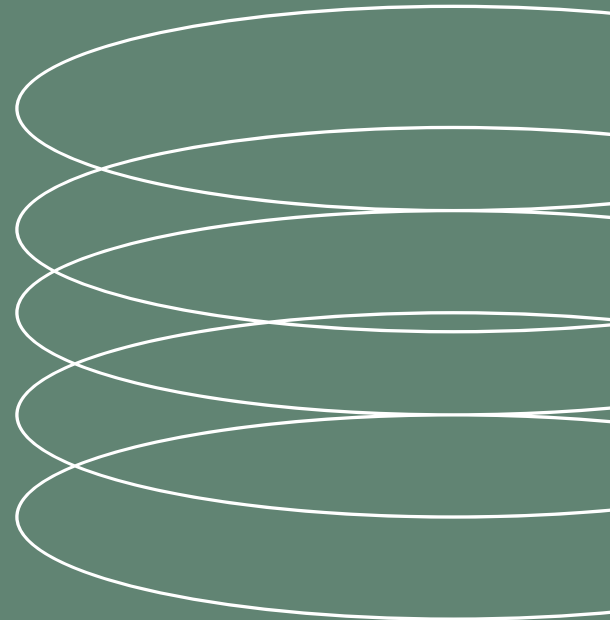




# The Dog Boarding Business-in-a-Box Toolkit



TOOLS TO HELP YOU GET STARTED  
AFTER READING [HOW TO START A  
HOME DOG BOARDING BUSINESS IN  
RETIREMENT](#)





# The Author

## HELLO THERE! I'M ELAINE

Starting a new side gig can feel exciting—until you realize how much you need to figure out:

- What paperwork do I need?
- What do I say to new clients?
- How do I keep track of bookings and payments?
- What if there's an emergency?

It's easy to feel overwhelmed before you even begin.

That's why I created this toolkit—so you can skip the setup stress and get straight to doing what you love.

### How It Works

No software. No apps. No subscriptions.

Just clear, helpful templates you can print and use today.

Whether you're boarding one dog or building up a schedule, this toolkit helps you:

- Stay prepared
- Look professional
- Focus on the dogs—not the paperwork

**MORE ABOUT ME ON [WOOFLEWATCHERSDOG CARE.COM](https://wooflewatchersdogcare.com)**

Welcome to a New Chapter—One with Purpose, Pups, and Possibility

## The Dog Boarding Business-in-a-Box Toolkit

The Ultimate Printable Pack to Start and Run Your Home Dog Boarding Side Gig with Confidence after downloading and reading the free eBook: [How To Start a Home Dog Boarding Business in Retirement](#). [Download Free eBook Here](#) This toolkit is for retirees and anyone else who wants a side gig without complicated tech.

- Start smart and organized
- Avoid tech headaches
- Deliver a professional experience that builds trust

**Just download, print, and go.**

### What's Included

#### Tips & Tricks

Dog Proofing Your Home: A Safety Guide  
Emergency Prep for Dog Boarders  
Seasonal Dog Care Tips  
How To Introduce Dogs for the First time

#### Client Communication Pack

Templates for every step of the boarding experience:

- Initial Inquiry Response
- Meet & Greet Confirmation
- Booking Confirmation + What to Bring
- Mid-Stay Photo Update
- Behavior Concern Message
- Pick-Up Day Reminder
- Post-Stay Thank You + Review Request

#### Dog Boarding Service Agreement

A ready-to-use agreement that covers policies, services, and liability—easy to customize and print.

#### Dog Boarding Rate Sheet

A fillable pricing template for your nightly rate, add-ons, and payment terms. Looks clear and professional.

#### Dog Information Intake Form

Capture key details about each guest: food, meds, behavior, emergency contact, and more.

#### Appointment Sheets & Finance Trackers

- Daily Appointment Sheet
- Weekly Appointment Sheet
- Monthly Income Tracker
- Monthly Budget Tracker
- Yearly Income Overview

# Tips and Tricks for a successful dog boarding experience



Confidently care for your first guest and feel  
the joy of doing something meaningful.



# 1. DOG PROOFING YOUR HOME: A SAFETY GUIDE


## ESSENTIAL DOG-PROOFING TIPS

- Secure electrical cords with cord covers or hide behind furniture.
- Remove or relocate any toxic plants.
- Keep trash cans closed or out of reach.
- Store medications and cleaners in locked cabinets or high shelves.
- Block off staircases, balconies, and off-limits rooms with baby gates.
- Pick up small items that could be choking hazards like coins, toys, and buttons.

## COMMON HOUSEHOLD HAZARDS FOR DOGS

- Electrical cords (chewing risk)
- Toxic plants like lilies, tulips, azaleas, and daffodils. Consult the ASPCA's complete list of toxic plants. <https://www.asPCA.org/pet-care/animal-poison-control/dogs-plant-list>
- Small objects (choking hazard)
- Trash with food scraps or dangerous items
- Cleaning supplies under sinks
- Human medications (ibuprofen, acetaminophen, etc.)
- Open windows or doors (escape or fall risk)

## POISONOUS ITEMS TO WATCH OUT FOR

- Human medications: cold medicine, aspirin, prescriptions
  - Foods: chocolate, grapes, onions, yeast dough, raisins Consult the ASPCA's complete list of toxic foods: <https://www.asPCA.org/pet-care/animal-poison-control/people-foods-avoid-feeding-your-pets>
  - Insecticides: rat poison, flea treatments, sprays
  - Cleaners: bleach, detergents, disinfectants
  - Chemicals: antifreeze, paint, glue, turpentine
  - Tobacco: including cigarettes and nicotine gum
- 



## 2. EMERGENCY PREP FOR DOG BOARDERS

### DOG FIRST AID KIT: WHAT TO INCLUDE

Gauze pads and adhesive tape – For minor cuts or wounds

Antiseptic wipes or spray – Pet-safe for cleaning injuries

Tweezers – To remove ticks or splinters

Digital thermometer – Monitor for fever

Hydrogen peroxide (3%) – To induce vomiting (ask vet first)

Benadryl (plain diphenhydramine) – For allergic reactions (get vet-approved dosage)

Styptic powder or cornstarch – Stops nail bleeding

Latex gloves – To protect yourself while treating injuries

Muzzle or towel – Dogs may bite when hurt

Vet and emergency numbers – Printed and in your kit

### EVACUATION PLAN: BE PREPARED


Designate safe exit routes – Primary and backup exits

Prepare a go-bag – Leash, collapsible bowl, 1-2 meals, vet info

Save owner contacts – Printed and saved for quick access

Include dogs in your home plan – Practice crate or leash readiness

Have a backup person – Someone who can care for dogs if you have a health emergency





## 3. TIPS FOR BOARDING PUPPIES VS. SENIOR DOGS

### YOUNG PUPPIES (UNDER 1 YEAR)

DOGS AT DIFFERENT LIFE STAGES HAVE DIFFERENT NEEDS—AND UNDERSTANDING THOSE DIFFERENCES HELPS YOU GIVE THE BEST CARE POSSIBLE.

HIGH ENERGY, CURIOUS MINDS, AND STILL LEARNING THE ROPES!  
STICK TO A CONSISTENT SCHEDULE.

PUPPIES THRIVE ON ROUTINE. STICK TO THE OWNER'S FEEDING, POTTY, AND SLEEP TIMES AS CLOSELY AS POSSIBLE.


EXPECT ACCIDENTS AND CHEWING. PUPPIES ARE STILL LEARNING! KEEP THEIR AREA SAFE AND REMOVE ANYTHING YOU DON'T WANT CHEWED. USE BABY GATES OR A PLAYPEN TO LIMIT FREEDOM WHEN UNSUPERVISED.

GIVE LOTS OF ATTENTION AND REDIRECT GENTLY.

PUPPIES NEED PLAY, SHORT TRAINING MOMENTS, AND AFFECTION—BUT ALSO NAPS! WATCH FOR SIGNS OF OVERSTIMULATION AND LET THEM REST WHEN NEEDED.

WHY IT MATTERS:

PUPPIES ARE FORMING LIFELONG HABITS. YOUR CALM, CONSISTENT CARE HELPS SET THEM UP FOR SUCCESS—AND SHOWS OWNERS YOU'RE KNOWLEDGEABLE AND TRUSTWORTHY.





## SENIOR DOGS (AGE 7+)

GENTLE SOULS WHO NEED COMFORT, QUIET, AND PATIENCE.

GIVE EXTRA TIME AND SPACE.

OLDER DOGS MAY MOVE SLOWER, NEED HELP WITH STAIRS, OR TIRE EASILY. BE PATIENT AND GENTLE IN YOUR HANDLING.


STICK TO THEIR FAMILIAR COMFORTS.

SENIOR DOGS THRIVE WITH ROUTINE, FAMILIAR FOOD, AND THEIR OWN BED OR BLANKET FROM HOME. SUDDEN CHANGES CAN CAUSE STRESS OR UPSET STOMACHS.

WATCH FOR SIGNS OF DISCOMFORT. LIMPING, HEAVY PANTING, OR CHANGES IN APPETITE CAN MEAN PAIN. MAKE SURE THEY'RE EATING, DRINKING, AND ELIMINATING NORMALLY. ASK FOR EMERGENCY INSTRUCTIONS AHEAD OF TIME.

WHY IT MATTERS:

SENIOR DOGS ARE OFTEN TREATED LIKE FAMILY MEMBERS BY THEIR OWNERS. YOUR CAREFUL, RESPECTFUL CARE BUILDS INCREDIBLE TRUST AND TURNS FIRST-TIME CLIENTS INTO LIFELONG FANS.



## 4. SEASONAL DOG CARE TIPS

### SUMMER DOG CARE TIPS

- PROVIDE PLENTY OF COOL, FRESH WATER. REFILL OFTEN AFTER WALKS OR PLAYTIME.
  - AVOID MIDDAY WALKS—STICK TO EARLY MORNING OR EVENING TO PREVENT HEATSTROKE.
  - OFFER SHADE AND AIRFLOW. USE FANS, COOL MATS, OR DAMP TOWELS TO KEEP DOGS COMFORTABLE.
- 

### WINTER DOG CARE TIPS

- LIMIT TIME OUTSIDE IN FREEZING TEMPERATURES. WATCH FOR SHIVERING OR PAW LIFTING.
- WIPE PAWS, BELLY, AND LEGS AFTER WALKS TO REMOVE SNOW, SALT, AND CHEMICALS.
- CREATE A COZY INDOOR SPACE WITH BLANKETS AND A WARM, DRAFT-FREE SLEEPING AREA.



## 5. INTRODUCING DOGS FOR THE FIRST TIME

### DOGS ARE TERRITORIAL BY NATURE

Dogs, like people, can feel protective of their space and their favorite humans. If you already have a resident dog or are caring for a guest dog, don't be surprised if they act cautious or even a little possessive when a new boarder arrives.

This isn't bad behavior—it's normal dog psychology. Your goal isn't to stop this behavior entirely but to manage it calmly and fairly until everyone adjusts.


### THE FIRST MEET-AND-GREET

Before any face-to-face meeting, allow the dogs to get used to each other's scent.

Don't rush the introduction. Some dogs will be curious right away, while others need a little time. Avoid giving too much attention to one dog over the other—equal attention helps reduce jealousy

### START WITH SEPARATION

Keep them in separate areas at first. The best way to have a meet and greet is outside in the yard on a leash or another neutral setting. If inside use baby gates, crates, or separate rooms. This reduces tension and lets them get familiar from a safe distance.





## KEEP ROUTINES AND RESOURCES SEPARATE

Each dog should have their own food and water bowls, toys, and resting areas. Feeding should be done separately to avoid resource guarding.

If one dog is clearly dominant (especially your resident dog), respect that hierarchy while keeping things fair. For example, feed your dog in their usual spot, and let the guest dog eat in another room.

## MONITOR PLAY AND BODY LANGUAGE


Some dogs hit it off right away, but many take a few days to settle in. Supervise their play to make sure it doesn't get too rough, and watch for signs of stress like growling, stiff posture, or avoidance.

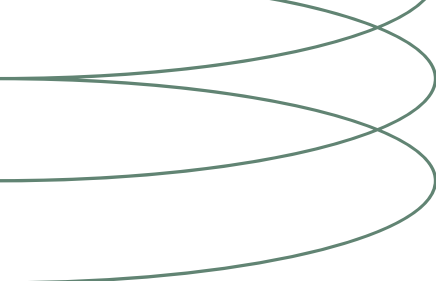
Don't feel the need to intervene at every little disagreement—dogs communicate through body language. However, if things escalate, calmly separate them and give both dogs a break.

## NEVER LEAVE NEW DOGS ALONE TOGETHER AT FIRST

Until you're sure the dogs are getting along, it's best to keep them separated when you're not supervising. Crates, baby gates, or closed doors work great for this.

As their comfort level grows, you can extend their time together.





## PATIENCE IS THE KEY

Building a peaceful pack—even temporarily—takes time, patience, and consistency. Use praise, treats, and calm correction to guide their behavior. Remember: the goal isn't perfection—it's safety and comfort for all dogs (and peace of mind for you!).

## FINAL TIP

Think of introducing a new dog like introducing a new roommate. There might be a little sniffing, side-eye, or awkward silence at first—but with kindness and boundaries, a great friendship might just blossom.



# Client Communication Pack

Templates for every step of the boarding experience:

- Initial Inquiry Response
- Meet & Greet Confirmation
- Booking Confirmation + What to Bring
- Photo & Text Update During Stay
- Behavior Concern Message
- Pick-Up Day Reminder
- Post-Stay Thank You + Review Request





## INITIAL INQUIRY RESPONSE

Hi [Client Name],

Thanks so much for reaching out! I offer home-based dog boarding in a calm, friendly setting where pups are treated like family. I'd love to learn more about your dog and answer any questions you have.

Would you be open to a quick phone call and a meet & greet to see if we're a good fit?

## MEET & GREET CONFIRMATION MESSAGE

Hi [Client Name],

I'm looking forward to meeting you and [Dog's Name]!

Let's plan for [Day/Time] at [Address]. Please bring your pup's leash and any questions you have. This is a casual visit so we can get to know each other and see how your dog settles in.

See you soon!


## BOOKING CONFIRMATION AND WHAT TO BRING

Hi [Client Name],

Thank you for booking your stay with us! Here's a quick checklist of what to bring when dropping off [Dog's Name]:

- Enough food for their stay
- Food/water bowl
- Bed, blanket, or toy with familiar scent
- Leash and collar
- Any medications + instructions
- Vet contact and emergency info

Drop-off is at [Time] on [Day], and pick-up will be at [Time] on [Return Day]. Let me know if you have any questions!





## PHOTO AND TEXT UPDATE EXAMPLE DURING STAY

Just wanted to let you know [Dog's Name] is doing great! We had a nice walk this morning and now he/she is napping on their bed. 🐾 [brief description of any happy activity and photo]

I'll send another update soon, but feel free to check in any time!

## BEHAVIOR CONCERN MESSAGE

Hi [Client Name],

I wanted to check in about [Dog's Name]. Everything's okay, but I've noticed [brief description—e.g., excessive barking, trouble settling, not eating]. I'll continue keeping a close eye, but wanted to keep you in the loop.

Let me know if there's anything you'd like me to try that usually helps!

## PICK-UP DAY REMINDER

Hi [Client Name],

Just a reminder that pick-up is scheduled for [Time] on [Day]. [Dog's Name] has had a great stay and we'll be all packed and ready to go!

Let me know if you're running early or need to adjust the time.





## POST-STAY THANK YOU & REVIEW REQUEST

Hi [Client Name],

Thank you so much for trusting me to care for [Dog's Name]! I truly enjoyed having them here.

If you were happy with their stay, I'd really appreciate a quick review or a few words I can share with future clients.

Looking forward to seeing you both again soon!



# Services and Information Templates

- Dog Boarding Service Agreement
- Dog Boarding Rate Sheet
- Dog Information Intake Form





# DOG BOARDING SERVICE AGREEMENT TEMPLATE

## Dog Boarding Service Agreement

### 1. Services Offered

A free Meet & Greet is required before boarding to ensure compatibility between your dog, the environment and other dogs.

Services Offered:

- Overnight Boarding & Daycare at our premises
- Pick-Up & Drop-Off Service (optional)
- Drop-In Visits at client's home (Address: \_\_\_\_\_)
- Included services: feeding, walks, playtime, oral medication administration

### 2. Rates & Payment

Boarding Rates Per Night Per Dog:

- Regular Rate: \$\_\_\_\_\_
- Puppy Rate (under 1 year old): \$\_\_\_\_\_
- Holiday Rate: \$\_\_\_\_\_

Extended Stay Charges:


- If pick-up is \_\_\_ hours later than drop-off, a \_\_\_% additional charge applies.
- If pick-up is over \_\_\_hours later than drop-off, a \_\_\_% additional charge applies.

Other Services:

- Pick-Up & Drop-Off Service: \$\_\_\_ each way
- Drop-In Visits:
  - Regular Rate: 30 minutes - \$\_\_\_ | 60 minutes - \$\_\_\_
  - Holiday Rate: 30 minutes - \$\_\_\_ | 60 minutes - \$\_\_\_
  - Additional Pets: \$\_\_\_per extra pet

Payment & Deposits:

- Accepted Payment Methods: \_\_\_\_\_

- 
- Deposit: \_\_\_% due at booking, balance due on drop-off day
- 



### 3. Cancellation & Refund Policy

- Cancellations made by noon the day before the stay starts will receive full refund.
- Cancellations made after this deadline:
  - First 7 cancelled days: \_\_\_\_% refund
  - Any days beyond 7 days: \_\_\_\_% refund

### 4. Dog Requirements & Owner Responsibilities

To ensure the safety and well-being of all dogs, owners must provide:

- Proof of up-to-date vaccinations (Rabies - 3 years, DHPP - 3 years, Bordetella - 1 year)
- Flea & tick prevention confirmation
- Essential supplies, including food, leash, bed, and medication (if applicable)
- A friendly, non-aggressive dog that gets along well with other dogs and people


### 5. Health & Emergency Care

- Owners confirm their pet is in good health.
- In the event of an emergency, I have permission to seek medical care from the vet listed on the attached form. If unavailable, an emergency vet or hospital will be used.
- The owner agrees to cover all medical expenses incurred during their dog's stay.

### 6. Liability & Waivers

- While every effort is made to ensure the safety and well-being of all dogs, (Service Provider Name) is not responsible for minor injuries (e.g., scratches from play).
- Owners are financially responsible for any damage caused by their dog to property or other dogs.
- If emergency medical treatment is required, the owner agrees to cover all associated costs.

### 7. Drop-Off & Pick-Up Policies

- Drop-off and pick-up times must be prearranged at booking.
  - If a dog is picked up \_\_\_\_\_ later than the original drop-off time, an additional \_\_\_\_% of the nightly rate will be charged.
  - If a dog is picked up more than \_\_\_\_ hours later than the original drop-off time, an additional \_\_\_\_% of the nightly rate will be charged.
- 

8. Aggression & Behavior Policy

- \_\_\_\_\_ reserves the right to refuse service if a dog shows signs of reactivity, aggression, or does not get along with others.
- If a dog becomes aggressive after drop-off, the owner (or emergency contact) must pick up the dog immediately.

9. Agreement & Signatures

By signing below, I acknowledge that I have read, understood, and agree to the terms outlined in this agreement. I confirm that my dog meets all requirements and that I am financially responsible for any medical care or damages incurred during their stay.

Owner's Name: \_\_\_\_\_

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Service Provider's Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# DOG BOARDING RATE SHEET TEMPLATE

Customize this sheet with your prices and services to share with clients. Check out rates of competitors in your area and price your services accordingly. Services in large cities are usually higher than small towns and rural areas. It's a good idea to get a deposit or full payment upon confirmation of the booking, but always get full payment before the stay starts. You can offer a small discount for second dog from same family. If you pick up or drop off dogs you can charge a fee each way. Some sitters charge for medication administration. Your rates and extras are up to you and what you feel comfortable with while still making a profit.

Business Name: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Email: \_\_\_\_\_

## Standard Services:

Overnight Boarding (per night): \$\_\_\_\_\_

Daycare (per day): \$\_\_\_\_\_

Additional Dog (from same household): \$\_\_\_\_\_

## Add-On Services:

Pick-Up / Drop-Off (each way): \$\_\_\_\_\_

Medication Administration: \$\_\_\_\_\_

Other: \_\_\_\_\_ \$\_\_\_\_\_

## Booking & Payment Policy:

A \_\_\_% deposit is required at the time of booking.

Balance is due: \_\_\_ At drop-off \_\_\_ Other: \_\_\_\_\_

## Cancellations:

- Cancellations made by noon the day before the stay starts will receive full refund.
- Cancellations made after this deadline:
  - First 7 cancelled days: \_\_\_\_\_% refund
  - Any days beyond 7 days: \_\_\_\_\_% refund

Notes:

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# DOG INFORMATION INTAKE FORM

Please complete this form before your dog's stay. This helps ensure a safe and happy experience!

Owner Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Dog's Name: \_\_\_\_\_

Breed: \_\_\_\_\_

Age: \_\_\_\_\_ Weight: \_\_\_\_\_ Sex: M F

Is your dog spayed/neutered?  Yes  No

Is your dog up-to-date on vaccinations?  Yes  No

Vet Name & Phone: \_\_\_\_\_

Does your dog get along with other dogs?  Yes  No  Not Sure

Has your dog ever bitten another animal or person?  Yes  No

Daily Feeding Instructions:

\_\_\_\_\_

Any allergies, medications, or health issues?

\_\_\_\_\_

Is your dog crate-trained?  Yes  No

Allowed on furniture?  Yes  No

Preferred sleep location: \_\_\_\_\_

Any fears (thunder, fireworks, separation anxiety)?

\_\_\_\_\_

Emergency Contact (other than owner):

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

# Appointment Sheets and Financial Trackers

- Daily Appointment Sheet
- Weekly Appointment Sheet
- Monthly Income Tracker
- Monthly Budget Tracker
- Yearly Income Overview



# DAILY APPOINTMENT SHEET

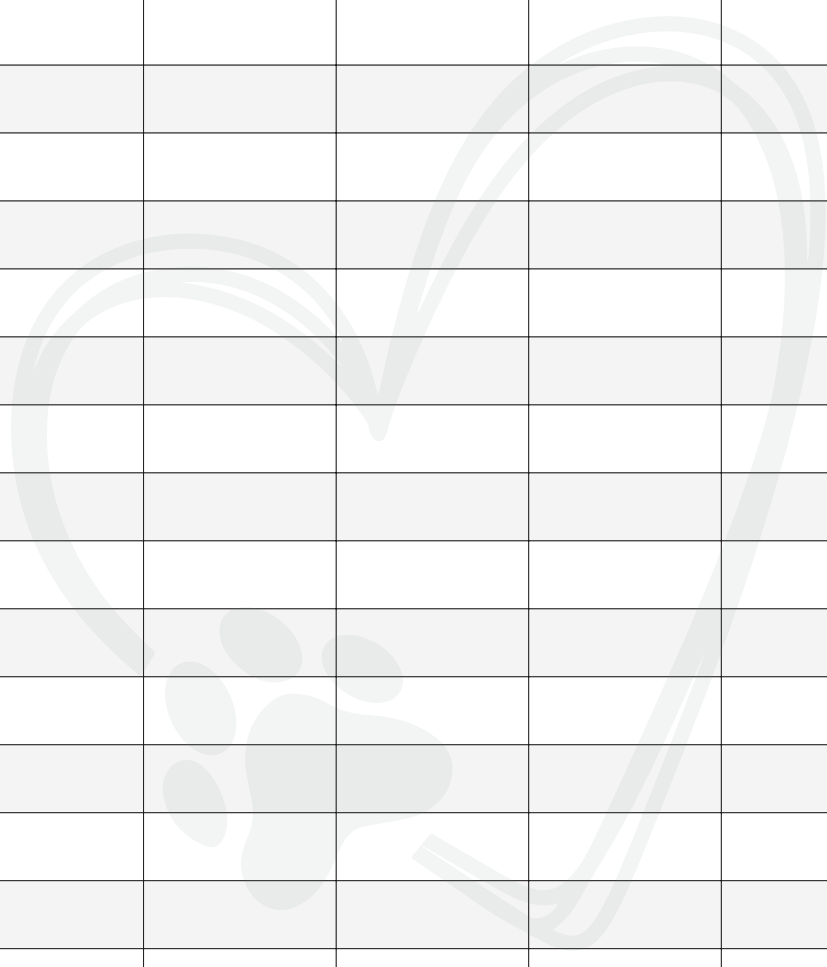
DAY OF \_\_\_\_\_

TIME		NAME	PHONE	SERVICE	COST
7 am	00				
	30				
8 am	00				
	30				
9 am	00				
	30				
10 am	00				
	30				
11 am	00				
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12 pm	00				
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1 pm	00				
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3 pm	00				
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4 pm	00				
	30				
5 pm	00				
	30				
6 pm	00				
	30				
7 pm	00				
	30				
8 pm	00				
	30				

WEEK OF \_\_\_\_\_

# WEEKLY APPOINTMENT SHEET

TIME		SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
7 am	00							
	30							
8 am	00							
	30							
9 am	00							
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6 pm	00							
	30							
7 pm	00							
	30							
8 pm	00							
	30							







# YEARLY INCOME OVERVIEW

## JANUARY

## FEBRUARY

## MARCH

Q1	GROSS INCOME	\$		GROSS INCOME	\$		GROSS INCOME	\$
	TOTAL EXPENSES	\$		TOTAL EXPENSES	\$		TOTAL EXPENSES	\$
	TAXES	\$		TAXES	\$		TAXES	\$
	<b>NET INCOME</b>	<b>\$</b>		<b>NET INCOME</b>	<b>\$</b>		<b>NET INCOME</b>	<b>\$</b>

## APRIL

## MAY

## JUNE

Q2	GROSS INCOME	\$		GROSS INCOME	\$		GROSS INCOME	\$
	TOTAL EXPENSES	\$		TOTAL EXPENSES	\$		TOTAL EXPENSES	\$
	TAXES	\$		TAXES	\$		TAXES	\$
	<b>NET INCOME</b>	<b>\$</b>		<b>NET INCOME</b>	<b>\$</b>		<b>NET INCOME</b>	<b>\$</b>

## JULY

## AUGUST

## SEPTEMBER

Q3	GROSS INCOME	\$		GROSS INCOME	\$		GROSS INCOME	\$
	TOTAL EXPENSES	\$		TOTAL EXPENSES	\$		TOTAL EXPENSES	\$
	TAXES	\$		TAXES	\$		TAXES	\$
	<b>NET INCOME</b>	<b>\$</b>		<b>NET INCOME</b>	<b>\$</b>		<b>NET INCOME</b>	<b>\$</b>

## OCTOBER

## NOVEMBER

## DECEMBER

Q4	GROSS INCOME	\$		GROSS INCOME	\$		GROSS INCOME	\$
	TOTAL EXPENSES	\$		TOTAL EXPENSES	\$		TOTAL EXPENSES	\$
	TAXES	\$		TAXES	\$		TAXES	\$
	<b>NET INCOME</b>	<b>\$</b>		<b>NET INCOME</b>	<b>\$</b>		<b>NET INCOME</b>	<b>\$</b>

