



**The
Right Steps**

To A Well Behaved Dog

(17 Pages Total)

Welcome to The Right Steps!

These rules apply for all of our In Person, Online, ‘&’ Phone Training Options....

You may look at the following Facility & Training Rules below and be a tad overwhelmed, please do ‘not’ be. These Safety Rules, Training Rules, & Facility Rules are in place to provide a "Safe, Fun, Positive Class Environment & Experience for both Puppies, Dogs, & their Humans" (a priority for us) – Over 25+ years of experience created these – they allow an efficient, positive, safe, fun, training environment!

"Please remember to follow these rules, at all times, while training with us whether at our Training Facility, an Outside Class/Field Trip Class, an Online Class, **and/or** Private Training Session (In Person, by Phone or Phone/Video, or Online); this allows sessions to be a safe, fun, and enjoyable experience, for everyone – both human and puppies/dogs alike!"

'Please read with enthusiasm knowing they are in place to provide a great & positive learning environment! ~ :o) ~

The Facility & Training Rules below are in alphabetical order to allow ease of refreshing on any point at any time quickly. Please take the time to read in full.

Sincerely, Cindy C. Smith, CNWI & The Right Steps

The Right Steps Facility ‘&’ Training Misc. Rules in Detail:

Behavior – Reactivity &/or Aggression Issues - Please Note: “If you are unsure if a Group Class is appropriate for your puppy/dog or not, please contact us ‘BEFORE’ signing up and making payment for a Group Class”. Reactivity and/or Aggression is best modified/assisted with Private One on One Training with a either a Positive Reinforcement and Force Free Trainer or a Behaviorist (DVM/PHD) who specializes in aggression. *We are happy to provide you with some referrals to check out and research to help in finding the right match for you, your puppy/dog, and family – Please take the time to do your homework to find the right match.*

If you sign up and attend a Physical Group Class vs. Online Class with a Leash Reactive (excessive barking, lounging, growling, etc.) and/or Aggressive Puppy/Dog they will be pulled from the Physical Class for the safety and benefit of them, you, and other Human/Puppy/Dog Class Mates/Clients – No Refunds – from there you would be able to continue to attend without your puppy/dog and take home what you learn to work on your Training in the privacy and safety of your home, and - ‘based on availability’ - be able to join a like Private Online Face Book Group Basic Training or K9NW Class in session.

If you have a puppy/dog that cannot handle a Group Class environment to be able to focus and learn (excessive barking/whining), please sign up for Private Training and/or Group Online Classes instead, to best set them and you up for success vs. failure.

Reactive (not Aggressive) Dogs under control at all times by their Human Handler are allowed in our K9 Nose Work Classes only, as only one Dog Works at a time – these Classes are geared to set up these said Dogs for success, not failure. **NO** bite history (again reactive under control Dogs/not aggressive Dogs).

Trainer decision is final and is case by case. We have the right to refuse service to anyone at any time.

Best Daily Tools: Management, Training, Humane and Safe Equipment, Safe Age Appropriate Physical Exercise, Quality Mental Stimulation, **and** Quality Veterinarian Care – Find a balance daily that works for you, your puppy/dog and family.

Blinds/Barriers: 5 Foot Tall x 5 Foot Wide Blinds/Barriers are available and will be used as need to help with Group Classes to separate dogs/handlers in their seated locations. These blinds give a visual break to aide fearful, excited, and/or overly barky puppies/dogs. They are a benefit to give puppies/dogs a chance to relax and focus, as well as their Handlers.

Cell Phones: OFF during all Group Training Classes and Private Training Sessions. Please turn Cell Phones completely off, no texting, no phone calls, no web surfing. Cell phones on are extremely disruptive to Class, Students, and Trainer. **“Please give your puppy/dog 100% of your attention and allow other Clients the same opportunity as well as your Trainer”.**

If you have a special one time need/serious situation at home/work and need to leave your phone on vibrate please let us know as soon as you come in. Example: seriously ill family member/dying or you are a Doctor whose patient is about to give birth or on Call, or a Veterinarian on Call. If you get the call and need to leave class, please refer to your homework that was e-mailed out to you, so you may stay up with the class.

Certification of Completion for Physical Group Basic and Advanced Training Class Requirements: Puppy/Dog must complete/attend on time a minimum of 5 out of 6 Weeks **and** attend/be present for Week #6 to receive a Certification of Class Completion. Sports Dogs, K9NW, and For Fun Classes do not receive a Certification of Completion, as they are only for the Basic Training and Advanced Training Classes. **No Puppy/Dog in Class at Graduation Week = No Certificate.**

Certification of Completion for Online Group Basic and Advanced Training Class Requirements: Owner must provide Videos or at a minimum a detailed write up or their Puppy/Dog a minimum of 5 out of 6 Weeks **and** provide Videos or at a minimum a detailed write up by the end of Week #6 to receive a Certification of Class Completion. Sports Dogs, K9NW, and For Fun Classes do not receive a Certification of Completion, as they are only for the Basic Training and Advanced Training Classes. **No Puppy/Dog in Class Homework Videos or Detailed Write Ups = No Certificate.**

***Children age 10 years and older:** **“ONE Maximum – Same House Hold - Well behaved child age 10 years and older accompanied by their Parent and/or Legal Guardian** is allowed and encouraged to attend

Group Training Classes with their Same Household Parent or Legal Adult Guardian (at all times, as minors are unable to attend without adult supervision!)”. *Children do NOT pick up Puppies/Dogs in Class – Adults ONLY may pick up and carry Puppies/Dogs for Puppy/Dog Safety!*

One Parent &/or Legal Guardian must be present during Class. Minors may not attend alone. Adults have priority seating over children.

Children attending ages 10 and over must be well behaved and not disruptive to the puppy classes, other students, and trainer (examples but not limited to: no running, no yelling, interrupting the trainer while talking/giving a class demo, standing or lying on chairs, out-talking the trainer/other Clients, up and down up and down in chairs, in/out/in/out of the training facility, etc.) for their safety, safety of puppies, and clients in class, **&** as well as out of respect for the other paying clients there for "puppy/dog training". **One** warning will be provided. Children unable to comply will not be allowed to attend group classes, trainer decision is final.

If a child is no longer able to attend due to disrupting the class parents will be notified in writing via e-mail, it is the parent's sole responsibility to make arrangements for child care at home so they may come and train the puppy in the "puppy and/or dog" class. No refunds.

Please understand Clients are here to train puppies/dogs and need to be able to hear the Trainer and focus on their puppies/dogs Training. Likewise the Trainer as well needs to be able to focus on paying puppy/dog students/humans and not supervise/babysit Clients children". With people like puppies/dogs it is all about the positive experience. “Sincere Thanks”.

ONLY said Minor Children above of your Same Household/Immediate Family of Puppy Legal Guardian/Owner may attend Classes and Private Training, as they are covered by your Signed Liability Release. *Please do NOT bring Minors/Children that are not yours to Class, as they will be unable to attend.*

For Children age 9 years and younger and/or childcare issues we do offer Private Lessons by appointment for both puppies and dogs and their families. Standard **Private Lesson Fee** applies.

Class Announcements, Changes, Adjustments, &/or Cancellations are provided by E-mail: Before coming to each Class each week, it is Client’s responsibility to check their e-mail (not phone) for any updates to classes or cancellations (for example if Trainer is out sick suddenly), if a Field Trip has been cancelled due to being rained out or excessive heat, or if a Class starting date has been adjusted to a new date. Homework, additional reading assignments, etc. are provided by e-mail. It is student’s sole responsibility to check for and to read, to keep up with the class. We provide the Tools, it is up to you to use and apply them. We thank you in advance for your due diligence and for helping us keeping your Classes running smoothly and efficiently for all. No Refunds/No Transfers.

Class & Training Instruction: You are paying for our Professional Advice and Instruction. Whether in Classes or Private Training we do our best to our professionally ability to include you in the Training process and give instructions because we truly care and want you and your puppy, dog, family to succeed in the Training process. We can only offer our professional advice and wisdom, we cannot and will not force you follow though – this is on you and your family if you want to ultimately succeed. We provide the tools, it is up to you to use and apply them. *We need you to be open, want to learn with us, and have fun in the process with your Best Friend. We offer Positive Reinforcement and Force Free Training Options only.* Only you can do your homework and put in the time, energy, and consistency to make Training work both inside and outside of

Class and Training with us. There is no magic wand. Please take the time to enjoy the journey and the training process, as time flies quickly by. ***Best Daily Tools:*** *Management, Training, Humane and Safe Equipment, Age Appropriate Safe Physical Exercise, Quality Mental Stimulation, and Quality Veterinarian Care – Find a balance daily that works for you, your puppy/dog and family.*

Classes (Puppy or Dog) - We require 1 Adult Handler per Puppy or Dog in Class: If you have multiple Puppies/Dogs in one Class, you must have/need 1 Adult Handler per Puppy/Dog in Class.

Class Sign Ups/Online Session Notes: Please always read the “**Session Notes**” for specific details about the Class you are signing up for. **The Online “Session Notes” are in a LIGHT YELLOW BOX at the bottom of every Class Details Page** (at the top of the page there is even highlighted in YELLOW reminder referring you to the bottom of the page for those very specific details). These are **IMPORTANT** details specific to that Class - Lecture Times (as may be different than your Class times, as other Classes can be combined for ONE Lecture), Days No Classes (Holidays/Days Off/etc.), an Estimated Week #6 Class Graduation Date), **and** a reminder to make sure you allow Flexibility in your Schedule in case of a Class wrapping up later than planned (due to Trainer Illness/Out Sick, Injury, Emergency, Act of God beyond our control for example but not limited to – where we add a week/weeks immediately on to the end until you Graduate/Complete 6 Weeks as a Group).

Class Set Up: LEAVE IT WHERE IT IS PLEASE – DON’T move Chairs/Etc.! The Class is set up for each Class very carefully and planned out – Please DO **NOT** move chairs or blinds. Leave it where you found it, it/they are there for a reason. If you need help, please ask, we will then adjust or deny as the Class/Puppies/Dogs require to be set up for success not failure! **Never** use the Trainer’s Equipment or other Class Mates. **If you need something please ask.** If you forgot your Stuffed Kong Toy or Bully Stick for down time or Treats, please go over and shop at VIP Pets BEFORE Class starts. **Human Drinks** are allowed that are sealed/have solid lids. Do **NOT** sit them on my stuff! **If you ruin it or break it – you replace it in a timely matter – 7 days or less.** Keep your drink secured with you, with your Stuff. If you spill it – you report to us instantly and please clean it up immediately. **Dog Water** – We have water provided inside the Restroom for the Dogs. If you bring your own – you are immediately responsible for cleaning up all spilled water please. **Questions in Class – Please ask first!**

Collars & Leashes – Dog Equipment: Buckle Collars, Flat Collars, Front Clip Harnesses (example: Blue-9 Balance Harnesses, Sense-Ation or Sense-Ation by Soft Touch Concepts or Freedom Harness), Gentle Leader Head Halters, Regular Harnesses (that hook on up on top of the dog), & Alpine Outfitter’s Adjustable Urban Trail Harnesses (they have both a front and back clip) are all okay. 4, 5, or 6 foot leather, nylon, or cotton leashes are okay (quality leather leashes are recommended for puppies/dogs who are past the chewing stage for comfort of owner’s hands).

For puppies/dogs that are big time pullers &/or for owners with physical limitations: Positive anti-pull devices are recommended. **Examples:** Blue-9 Balance Harness (available online), **or** the Freedom Harness (available online) both a Front and a Back Clip Harness or Double Rein Option **or** Gentle Leader Head Halters (available at local Pet Stores or Online and come with an Instructional DVD).

For Toy to Small Breed Puppies/Dogs that are pullers, it is not recommended normally by Veterinarians that they be walked on collars as can do damage to their necks/trachea. Instead choose a regular harness or positive anti-pull device while training for safety versus a collar.

Please keep a hold of your leash at all times 'IN YOUR HAND' (not foot/feet).

No Choke Chains. **No** Prong Collars or Harnesses. **No** Shock, Slip, **or** Chain Martingale Collars.

No Flexi-Leashes (**No** Retractable Leashes) / **No** Cable Leashes

No Chain Type Leashes (as can break teeth and are hard on owner's hands to control Dogs)

No Citronella Barking Collars in Class.

No wrapping leashes around puppies/dogs waist in a quick fix for pulling or harsh equipment.

No Poop Bag Dispensers and Poop Bags attached to your Leashes, while you are in Class and/or Private Training Mode with your Instructor. On your own time – your call. I personally and professionally prefer mine in my Pup Republic Treat Pouch – It has 2 spaces for Pooper Rolls.

Coming/Going-To/From Facility: **Please do not wait or stand in front of other Businesses to the left or right of the Training Facility.** Please wait in/by your car with them until time to potty pups/dogs and come into class. Please avoid standing with barking pups/dogs in front of other open businesses, as it can be very disruptive and unfair to their business and Clients. Wait quietly directly in front of our Training Facility or in your Vehicle until we open. If pups/dogs are barking please wait by your car or further out into parking lot until pups/dog quieted, then enter when your class time arrives and is time to enter facility. We try hard to respect the other businesses and their clients to promote good will and a good relationship. **We thank you kindly in advance.** **ALWAYS PICK UP AFTER YOUR PUPS/DOGS & NO MARKING ON MANMADE OBJECTS!**

Come Watch a Class - Please Make an Appointment:** If you are unsure if we are a right fit for you or your puppy/dog, we invite and encourage you to please contact us to make an appointment to come and watch (without your puppy or dog) a Wk#2-#6 Group Class currently in session, before joining/signing up, to ensure we are the right fit for you and your puppy or dog. ☺ **Thank you for taking the time!** Please understand we want you to want to train with us and be excited and open to positive training methods! We train utilizing methods based on Positive Reinforcement and Force Free Methods, not pain, dominance, force, or fear! We love working with our Human and Animal Clients alike. You have one Trainer = Cindy C. Smith, CNWI with small class size for a personalized experience! *If you do not take the time to make an appointment and come watch a Class in advance, then sign up/pay, and change your mind after = **NO Refunds.

***One Time Scheduled Spectator vs. Family vs. Auditor:** A Scheduled Spectator = Handler/No Dog, coming to watch One Class of a current Class Session, to see if Class is good fit for you and your dog = No Charge - **By Appointment is welcomed.** A Signed Liability Release required - Week #2 through #6 Current Classes in action with puppies/dogs being trained, not a Week #1 Introduction Lecture. Live in Family Members/Life Partners may attend Group Classes, as a family working with their family puppy/dog no charge. Special one-time Guests need to be approved in advance, not the day of! You may not bring Children to Class that are not yours. **Auditors (no dog/no live in same immediate household family member in Class) are not free - Auditing Fee applies per Class you watch. Questions? Please contact Cindy. - Coronavirus (COVID-19) Rules apply.**

Comfort Zones of Puppies/Dogs in Class: While one of the goals of this class is to socialize puppies/dogs – other puppies/dogs equal good and happy things from their Handler, it is important to realize that each

puppy/dog will have to find its own 'comfort zone'. We all need to be aware of how our puppy/dog is responding to a particular situation, or how other puppies/dogs are responding to ours.

In classes and elsewhere as you travel about, ALWAYS, ALWAYS, ALWAYS be willing to remove your puppy/dog from situations they/you are uncomfortable with. **It's all about POSITIVE experiences!** Please pay attention to your puppy/dog, its body language, and be supportive if your puppy/dog is fearful or unsure both during class time as well as play time.

If you have an excited &/or rambunctious puppy/dog please do not let it rudely blast into the space of another puppy/dog that may not appreciate wild greetings &/or be scared (it can make them more afraid &/or reactive). Avoid letting your puppy/dog stare at other puppies/dogs, as it may be taken as a perceived threat.

Please keep a hold of your leash at all times IN YOUR HAND (not foot/feet).

Do not let your puppy/dog into the space of a puppy/dog that is chewing on a Chew Toy or Stuffed Toy for example; as they may resource guard it to protect what is theirs. Please respect other puppies/dogs comfort zones whether standing/sitting/lying down with their owners by their chair or out on the Training Floor working.

Again the goal is always about positive interactions, positive experiences, and promoting calm behavior and focus on their owners and nice puppy/dog-puppy/dog greetings, instead of wild out of control greetings. Keep it safe for all.

We want to take the opportunity to practice nice behavior, capture it, and reward.

'Complimentary' Optional Socialization Sessions in our Group Surviving Puppyhood Baby Puppy Classes only are "Complimentary and Optional" for appropriately playing puppies who paid for and attended the 45 minute Class time prior that session. Play Sessions (whether off or on leash depending on the class) are not required, they are however encouraged. Sessions are all about POSITIVE exposure ☺ Sessions are not puppies pounding on each other in off leash play.

Please Note: Clients are paying only for the Group Class 45 Minute Time/Space not the 'complimentary' on or off-leash playtime. To attend the Socialization Time, you must have first attended Class that Week.

Please understand the goal of the optional/complimentary socialization puppy time (playtime &/or meet and greet time) on or off leash is to provide the 'bulk' of the puppies in the class with a 'positive' experience. "The goal is to set the puppies up for success, not failure."

When warranted we will and do pull a puppy from the play session for the good of that puppy (so it does not have a chance to practice undesirable &/or aggressive behavior) and for the good of the other puppies in class (so they are only receiving positive, fun, appropriate, and safe play and interactions).

We do not promote wild, aggressive, or rough play &/or on leash greetings in class or playtime.

In the rare instances that the puppies in class as a whole are not a good match up for play time (whether due to size or play styles for example), instead on leash fun time will be provided to build puppies confidence and assist in bonding with their family, in it's place.

Trainer decision is final. No refunds. Safety is a priority and the positive experience by the Group by majority. Bully Puppies and/or Aggressive Puppies are not allowed the opportunity to teach to other puppies.

Exercise Pens up and latched closed to divide the Play Sessions: For Safety please do **not** step over **or** open up to walk through. This rule is in place both for your safety and for the puppies safety as well (we do not want to chance you tripping and falling/stepping on a puppy, hurting yourself, or letting a excited puppy the chance to shoot through an open gate and onto a shy puppy to give it a scary experience). *If you need out or need potty clean up mop or products, please just get the Trainer's attention and we will come and assist you. Safety is the key.*

Feeding Meals around your Class Time, Pre-Exercise before Class, & Pre-Potty at Home: To prevent your puppy/dog from being a slug and sleeping through class, it may help to feed him no closer than 4-6 hours prior to class (unless otherwise advised by your Veterinarian), and to give him ample 'down time' a few hours before class starts (please contact us for any health concerns).

For high energy puppies/dogs allow them time to have ample exercise, mental stimulation, play time, and a nice nap during the day prior and of to attending your Class, so you have a more relaxed and focused puppy/dog to work with.

Also give him a chance to relieve himself at home. Most puppies are excited in a new environment and find it difficult to get down to business.

For Special Needs Dogs with Medical and/or Diet Issues and/or Restrictions – Please speak with your Veterinarian for Medical Advice.

Front Door Capture Area Safety: When you come or go to or from the Training Facility, you will find a safety capture area by the front door. **One puppy or dog and family only in the area at one time** (for those with more than one puppy/dog in class, please divide up your entrance).

Both the front door and inside safety gate are NOT to be open at the same time for safety for all! Unless your Trainer has left front and/or back doors open for air flow as weather is appropriate. This normal safety system is in place to protect the puppies/dogs inside from escaping while other puppy or dog is entering or leaving the Facility.

Please keep entrances and exits from and to the Training Facility safe for all. Again, please never have both open at the same time for safety! Unless your Trainer has left front and/or roll up door open for air flow as weather is appropriate.

Exception: There is an emergency (example a building fire) and everyone needed to get out quickly in an orderly, safe, fast fashion.

Other than taking a puppy/dog outside to go potty when/if needed, please do **not** go in and out/in and in/out the door during class or play, as door activity is very disruptive to the class and could be potentially unsafe. Please remain inside and focus/have fun with your puppy/dog and family for the duration of Class from beginning to end in your designated work area. Please be prompt and on time, to avoid disrupting the Class.

FRONT GLASS DOOR AND GLASS WINDOWS - SAFETY PLEASE: Please control your puppies/dogs with your properly fitted Training Equipment and leash or long lines at all times. **PLEASE DO NOT ALLOW YOUR PUPPY OR DOG TO JUMP ON THE GLASS DOOR AND/OR WINDOWS AT ANY TIME - We sincerely thank you in advance. Seriously please understand** if you simply are aware

of your surroundings, pay attention, and keep them away from the Glass this should be a non-issue and easily to avoid damage and/or breakage. **However** - *If you, your puppy/dog, someone with you breaks them – you – are responsible for payment in full for replacing them, as well as any Veterinarian and/or Medical Bills incurred due to your error).*

Humans: 1 Adult Human Minimum – 2 Humans Maximum – Same Household per Puppy/Dog each Week. **Please do not attend Classes or Private Training if you are sick, ill, and/or contagious or have a fever.** *We do offer Online Classes and Phone Consultation Sessions by Appointment for those interested – Standard Phone Consultation Fee Applies.*

Litter Box – Inside - for Puppies 16 weeks and Under Only: We provide an Inside Litter Box to give young puppies, which do not have all their vaccines yet, a safe place to go potty (pee or poop).

Pee in Litter Box: If puppies pee, you leave it; do not have to clean it out.

Poop in Litter Box: Need to remove. Pick it up with a bag and throw away in trash can that is provided with a lid. If smears on the litter box just need to wipe it clean with Clorox or Lysol Wipes.

Scattered Litter: It is YOUR responsibility to immediately please pick up and put back in the Litter Box if your puppy scatters dog litter out onto the floor/outside of the Litter Box. **Do not leave for someone to step and slip on!**

Assistance: If need help balancing cleaning/picking up and puppy please just ask us for assistance, no worries, as we realize it can be hard to balance clean up and puppies at the same time.

K9 Nose Work Classes, Sniff & Gos, & Seminars/Workshops – Rules and Structure: In addition to these rules, K9 Nose Work Classes have their own additional rules/procedures that are provided via E-mail and/or Handouts and are carefully discussed at your Week #1 Human Lecture/No Pups or No Dogs.

Make Up Lessons for Group Classes: **There are no free make up group classes available.** All of our classes are small sized to allow for a more personalized experience and classes of the same type are on different number of rotation weeks. If a Client misses a week(s) they would refer to their Week #1 Homework Packet of all 6 Weeks Homework. You may also sign into a “Basics Training Online Class” Private Face Book Group during your 6 Weeks to see videos of what we are working on.

Please note: We do offer a one time 45 minute Make Up session as a [Private Lesson](#) for \$50.00 by appointment at the Training Facility (Wednesday, Thursday, or Friday Morning or Afternoon by appointment. Offered by appointment only- limited availability).

Phone Consultation Sessions – By Appointment – Standard Phone Consultation Fee Applies.

No Marking/Leg Lifting: For marking Puppies/Dogs please watch/pay attention that they do not leg lift and/or mark on the walls, equipment, or any other areas. Please pay attention as some male dogs (and even females) are prone to leg lifting/marking behavior (even some younger puppies/dogs have been know to do so). **No marking on the agility equipment (\$5.00 cash special clean up fee).** *If it happens, please let us know right*

away, so you can quickly, properly, and thoroughly clean it up or we may have to take home to properly clean. Thank You.

Off Limit Areas/Trainer use only: Training Floor & Restroom are the only appropriate Human/Dog Client Areas. The Front Office, Roll Up Door, Hall Storage/Crating Areas, and/or Upstairs is Off Limits – As these areas are our Storage Section, Nose Work Storage, & Agility Equipment Storage Area closed off behind exercise pens, bathroom storage cupboards, microwave, refrigerator, and Trainer's Dogs in Crates, are all for Trainer use only. **Please do not disturb. If you do not own it, please do not use it. Always respect our and our Dogs property and privacy. Questions? Always ask first please, do not assume! You break it you buy it.**

If Trainer has her dog(s) in crate(s) in the back of the Training Facility please respect their space (safe zones) and do not allow your puppies/dogs, children, or people within 6+ feet of their personal crate/space, so they do not feel threatened or trapped, please give them a chance to rest when not working. Please be respectful.

If unsure please ask the Trainer. Again safety is the priority here. Please just respect our and our Dogs property and privacy.

On Leash Required: Puppies and dogs are required to be on leash (not lose or unattached from owner or off leash) and attached to owners at **all** times whether inside the Training Facility, in the Parking Lot, or at an Offsite Group Class or Private Lesson in public for safety. With special approval Long Lines may be used in outside setting (example a park) to stay safe (puppy, dog, and general public) while working with long distance recalls and stays, and to respect CA Leash Laws. Owners purposely disregarding and not following these safety requirements will be immediately be excused from current and future Lessons/Classes, no refunds.

“The only Off Leash exception is inside the Training Facility – with Instructor Approval - is during the designated off leash play sessions for young puppies or Classes geared for specifically for off leash time, example: Agility for Fun Classes, K9 Nosework Classes, again during designated times only”.

If in doubt whether inside the Training Facility or Offsite, please ask before unleashing always for safety, for not only your puppy/dog, but for others (people, puppies/dogs) in class/when outside the general public (people and other animals). **Dogs should always be attached to leash, held in your hand (not your feet!).**

Online Group Classes & Private Consultations/Lessons: We now have Online Group Class Options - Same great Training and Instruction, just Online vs. Face to Face. Great for reactive or aggressive Puppies/Dogs, Dogs in Heat, Excessively Barky Dogs, Dogs that cannot handle the weather of ongoing K9NW Classes, are too distracted in Class environments and work better at home, Humans prefer, etc. Same rules and policies apply.

Parking: Please park in designated locations for parking – Do NOT Block Roll UP Garage Doors of Businesses. designated parking spaces and is a very large lot, parking is plentiful. Please do not blocking the Road/Drive Way, to allow for safe coming/going. **Disability Spaces are clearly marked and are only for those who have Disability Plates &/or Hanging Tags.** Drive the correct direction in the Parking Lot – SLOWY!!!!

Perfume/Cologne/Smoke: Please **avoid** wearing perfume/cologne &/or smoking prior to/& in Training Classes and/or Private Training Sessions, due to other Clients (human and dogs) **and/or** your Trainers severe allergies and/or asthma. **Asthma/Allergies can be very serious not only for your Trainer/Instructor, but for other Human/Dog Classmates!**

Phone Consultations – Both by Phone **and** Phone Video via Duo: Available by Appointment – Standard Phone Consultation Fee Applies.

Potty Accidents Inside Training Facility: It is owner's responsibility to quickly and thoroughly clean up all potty accidents (both urine and poop). Please do not panic, it is completely normal and it happens with puppies (often in puppy classes, especially for young puppies &/or new puppies to classes), you just clean it up. Please ask us if you need assistance as we realize it can be hard to clean up messes and balance puppies at the same time, no worries.

Pee Accidents: Need to be cleaned up by mopping until urine has been cleaned up.

Poop &/or Vomit Accidents: Need to first be picked up with a pooper bag, then cleaned with paper towels and spray if runny/smears, then floor sanitized with a Lysol or Clorox Wipes, and mopped last.

Clean Up Disposal: A trash can with a lid is provided inside to dispose of all smelly waste. There is also an outside Poop Waste Trash Can designated for the outside potty area.

Potty Breaks Outside of the Training Facility: Please try and pick outer areas in the parking lot or surrounding area for potty breaks, **away from** businesses/cars/sidewalks, manmade surfaces/planted plants.

Please ALWAYS pick up all poop, diarrhea, or vomit waste outside of the class room. If messy and hits pavement or sidewalk, please ask for water to rinse with, so no chance of someone stepping in and tracking on shoes. Please do not let puppies/dogs pee, poop, mark on the sidewalks, sides of buildings, cars, man-made surfaces, etc. **See a poop that is not yours? Please adopt & pick up.**

Puppies/Dogs & Humans on Site at Facility &/or Off-Site K9NW or Training Classes: **The ONLY** Puppies/Dogs/Humans that are allowed on site (Facility & Parking Lot) or Off-Site during Group Classes are the Puppies/Dogs/Humans in paid Class Spaces. **All other Dogs** should be left at home. This is a liability issue. All Humans on site inside or outside must sign a Liability Waiver, know, and follow the Rules. Please bring **ONLY** your paid Class Puppy/Dog and give them your 100% undivided attention/focus. If you bring non-Class Paid for Dogs, you will be ask to immediately take them home **and** no refunds for the missed Class.

Refunds for Group Classes: Fees are due at time of signing up for your Class in full. If you have a Coupon, but have not provided your Coupon at that time or Discount Code, there are no after the fact Credits/Refunds. Please read the details/specifics of the Coupon carefully before applying the Discount Code and making your purchase – All Coupon Sales Final.

No refunds will be given for cancellations received 30 calendar days or less of your Week #1 Class or for no-shows whether a Physical Class or an Online Class. Notification of cancellation must be received **in writing** at least minimum of 31 calendar days or more before your first Week #1 Class to receive a full refund **minus** a

\$50.00 processing fee. All requests for refunds or credits may take up to 30 days. If you attend an earlier Week #1 Lecture of an earlier starting Class whether in person or online, in advance of the Class you signed up for, the future paid for space is yours, **NO** Refunds as you have officially started the Program.

Clients are purchasing a specific class space and time. The no refund or not transferable class policy applies whether client or puppy/dog is or is not present for class. No refunds will be given for drops/no-shows. Class payments are not transferable to other Classes or Private Training. **No** exceptions. Private Training is not transferable to Classes. No refunds for no shows whether Physical Classes or Online Classes.

Please choose your class type, date, and time carefully with your schedule. As we offer small class sizes to allow for a more personalized experience, there are no refunds and classes are not transferable to other Classes or Private Training. For Clients who miss a week &/or weeks of classes the homework is e-mailed to them so they may keep up with the class by practicing at home.

If you start a Class and change your mind there are NO refunds – Please do not ask as we will say no.

If you are unsure if we are a right match, we invite you to please contact us to make an appointment to come and watch (without your puppy or dog) a group class currently in session, before joining/signing up, to ensure we are the right fit for you and your puppy or dog. Thank you for taking the time, in advance.

Refunds – Private Training – In Person or by Phone: Fees are due at time of booking your Private Training Session in full. If you have a Coupon, but have not provided your Coupon at that time or Discount Code, there are no after the fact Credits/Refunds. Please read the details/specifics of the Coupon carefully before applying the Discount Code and making your purchase – All Coupon Sales Final.

Cancellation or reschedule requests must be made in writing a minimum of 72 hours or more to receive a refund minus a \$50.00 processing fee. Refunds will be processed and sent out within the next 30 days. Requests must be sent in writing.

Private Training Cancellations, Rescheduling, and/or No Shows, 72 hours or under, will forfeit their **Full Paid Lesson Fee**, as you have left us no time to fill your purchased Appointment Time with another paying Client. To book a future appointment, again, the payment fee will be due in full in advance.

Restroom Inside our Business = NO PUBLIC RESTROOM AVAILBLE: The Right Steps is open by appointment only to Clients, as writing on front door states. **Our Private Business is unavailable to walk-ins.**

There is no public restroom available. Paying Clients by appointment only may enter the Building by with a completed and signed Liability Release.

ONLY Toilet Paper goes in Toilet (NO other items)!!!! If you clog irresponsibly, it is your responsibility to pay for the Plumber and Repairs.

The front door and inside/outside of the bathroom door is labeled clearly “no public restroom”. Please refer any questions to Cindy directly. Thank you in advance for your understanding.

Rough handling, of puppies/dogs will not be tolerated whether by adult, teenager, or child at any time: This includes but is not limited to: slapping or hitting your puppy, alpha rollovers, and rough scruff holds/shakes, collar/leash jerking corrections, or hanging by collar!

As this is a positive puppy/dog training class, there is a "zero" tolerance policy to any and all rough handling of puppies/dogs in class. Owners will receive a polite, but immediate reminder to please handle their puppy/dog with more positive methods and respect in class and play.

If rough handling occurs a second time, the owners and puppies will be ask to immediately leave the training facility and will not be allowed to continue any remaining classes. Homework will be e-mailed to the puppy owner for any remaining classes; however "NO" refunds will be given. This policy is not negotiable.

Please understand, rough handling is not only uncomfortable and dangerous for the puppy/dog being handled, but uncomfortable for the other Students and Trainer as well. If you are feeling frustrated with your puppy/dog, please address the issue with the Trainer before frustration mounts; other training options such as Private Lessons to work on issues beyond the scope of the Group Training Class are available (Standard Private Lesson fee applies).

We understand puppies/dogs, like small children and teenagers can be frustrating; we are here to assist you and your puppy/dog in surviving the experience so you may enjoy a quality lifelong relationship. Our goal is to create and promote a fun, positive, and quality learning experience both for puppies/dogs and owners/families in classes. ***If you are struggling please bring it to our attention a.s.a.p. so we may help!***

Shoes: It is advisable to wear **CLEAN/NO MUD/NO DIRT** Closed Toed Shoes, with soles that provide good, stable traction to classes! Please wear safe footwear and devices like Yaktrax to prevent slips/falls! Please understand thongs and other opened toed shoes are truly not appropriate foot wear for Training Dogs safely (you risk slipping/falling/dogs stepping on your feet). **Please avoid** open toed shoes, sandals, thongs, high heels, etc. that can cause you to slip or fall. If you wear inappropriate foot wear, **you** do so at your own risk, liability, and acknowledgement of said fact. **Please Note: Proper Foot Wear is required for our K9 Nose Work & Agility Classes!** Clients showing up to a K9NW or Agility for Fun Class in open toed shoes will be unable to participate for safety – No Refunds. Safety is our priority.

SHOES MUST BE CLEAN BEFORE ENTERING: **Reminder Please** – as the old saying goes “your Mother does not live here” – **you need to come in with clean shoes please, do not track dirt/mud unnecessarily into the Facility.**

Sick Puppies: **Bring to our attention A.S.A.P. – do not wait.** Please do **NOT** bring sick puppies/dogs to class as they can be highly contagious to other puppies/dogs. Signs of a sick puppy/dog (but not limited to): not eating, not drinking, vomiting, blood in vomit, diarrhea, blood in diarrhea, lethargic, coughing/hacking (sounds like a barking seal), sneezing, reverse sneezing, grumbly and sensitive to the touch, to name a few. Kennel Cough, Canine Flu, Parvo, Distemper, Lepto, Giardia, Coccidia are all **HIGHLY** contagious. **Puppies cannot come back to a class to continue until The Right Steps receives written and signed verification from your Veterinarian on their Letter Head, that puppy is safe/no longer contagious and may return to an Inside Group Class.** We take the health of our puppy/dog students and our own dogs very seriously. **You** may attend class and audit no puppy/dog, so you may apply at home once puppy/dog is healthy, if nothing contagious can track into facility. **You may attend/watch class without your puppy/dog, and apply training at home.** There are no free make ups.

Sick Humans: Please do **not** attend Classes or Private Training if you or family members are sick, ill, and/or contagious – Please help everyone to stay healthy. ***Please stay home – or you will be asked to***

immediately leave and remain home until no longer contagious. We do offer Online Group Classes and Phone Consultation Sessions by Appointment for those interested – Standard Phone Consultation Fee Applies.

Spay and Neuter/Heat Cycles: Although we support spaying and neutering your puppy/dog, please refer to your individual Veterinarian on the best time to spay or neuter your pet. Please understand the general rule from Veterinarians for puppies with no complications is no running/playing type activity is 10 to 14 full days. Veterinarians generally allow puppies to attend class after a minimum of one week (day #8 or after) after spaying or neutering, and attend the play sessions after 14 days for those in the Surviving Puppyhood Class – as long as no complications. For the safety of the puppies please strictly follow your Veterinarians directions.

Please Note: Dogs in Heat **CANNOT** participate in classes while in season – **No Refunds.**

It is **your** responsibility to schedule you puppy's spay or neuter best so that it does **not** impact your scheduled class. For their safety puppies spayed/neutered under the advised time by your Veterinarian will not be allowed to attend class or play time. Owners may come to class without their puppies and watch the session, to apply training at home, for the time they missed coming to Class with their Puppy/Dog.

If your Puppy/Dog goes into heat during your Training Class they will need to remain home until the heat cycle has fully passed. You may attend their Class and audit without them and apply Training at home.

Puppies/Dogs in heat are unable to attend classes. Owner is responsible for avoiding heat cycles.

Special Coupons/Offers offered by The Right Steps: **No Refunds – Purchase Final. No Transfers. No Free Make Ups.** Please read the coupon/offer carefully before signing up and making payment. Sign up carefully for the Class or Private – In Person or Online - which you will be able to attend. Coupons not provided at the time of signing up and making payment is void, and may not be applied after the fact.

Special Requirements: **If you** have hearing difficulties or other special physical needs that may affect you're your Training Class (**a few examples:** you have a bad back and should avoid bending over, seizures, phobias that will affect Class, PTSD, etc.) we should be advised of, please let us know privately, as we try hard not to leave anyone out and want to be proactive not reactive. For example clients with hearing difficulties, we will try and go to first after doing the class demos, to make sure they understand the exercise, then go on to assist the other students. Or in the example of a bad back, the Trainer can come up with creative training ideas that do not include bending over. **Also,** if needed you are welcome to bring with you one - Adult friend, family member, care giver, **or** assistant to help you during the class, with your puppy/dog, and training exercises. **We also offer Private Training and Online Group Training Options as well, if Physical Group Classes are not appropriate for your needs (Private Training Fees Apply). Please decide this before signing up for a Group Class.**

Smoking: Ours is a No Smoking Commercial Site - **No Smoking** inside Training Facility **or** anywhere in the complex. Please avoid smoking before coming and during your Class. **NO SMOKING.** For those with asthma and allergies can be dangerous, I am one of those people unfortunately! **No Smelly Perfumes/Lotions** as those also can endanger asthmatic people. Your Trainer is very sensitive, to her wellbeing and others, as she is both very allergic to Smoke and Asthmatic.

Technical Difficulties: **Sadly please remember the Trainer/Instructor is not psychic - If you are feeling frustrated** because your puppy/dog is either too hyper, too shy, or too barky to be able to work and focus on you and/or you do not understand what we are working on - please bring it to our attention right away (if we happen to miss it for any reason). There are things we can do to help you both out while we teach you to get and maintain your puppy's focus &/or build its confidence. We can put up a visual barrier to divide your puppy/dog from the rest of the room to help you both relax and focus. We can move you to an Online Group Class. As you are able to start to work together as a team, as puppies/dogs confidence increases, &/or barking decreases the barrier goes away (sometimes a bit at a time versus all at once). Again goal is to help set them and you up for success. It really does work. **Communication is the key whether in person, phone, or via e-mail.**

In the event that you experience ‘technical difficulties’ with your puppy/dog, please don’t wait until class to discuss them with me. Many problems have simple solutions. The whole purpose of these classes is to offer support to the puppy/dog owner! **"Please e-mail. Remember, we want to know, so we can assist you to succeed"!** **We return both phone messages and e-mails on Wednesdays, Thursdays, and Fridays between 9:00a.m.-4:00p.m.**

Please bring any concerns to our attention sooner than later. *In order for us to address any issues, we need to be made aware of your concerns or questions. We work hard to promote good relations between our Clients and The Right Steps. If we are kept in the dark, it is impossible for us to try and help our Clients to better succeed.*

For more complicated behavior issues that cannot be resolved with a quick phone call or e-mail and/or are beyond the scope of the Group Training Class, we do offer Private Lessons In-Home, at our Training Facility, and Offsite (example a park) on Wed., Thurs., & Fri. by appointment, as well as Private Phone and Private Phone Video via DUO. Private Training Fees Apply.

Vaccination, Examination, & Time in Your Home Requirements for Puppies/Dogs:

Owner given vaccinations are not recognized: For the safety of both our Clients Puppies/Dogs in our Classes and Private Training and for our own Dogs safety we **ONLY** recognize vaccinations given by a Licensed Veterinarian &/or a Licensed Veterinarian Technician (for their Veterinarian) with written proof provided. For proof of Veterinarian Vaccinations including Rabies please provide copies (we may keep) of your Veterinarian’s actual individual Receipts/Invoices (they will clearly have: Veterinarian Business Receipt/Invoice Letter Head showing their Veterinarian Business Name/Address, what was given by who and when/date, your name and Puppy/Dog’s Name, etc.) and a copy of your Puppy/Dog’s Rabies Certificate. **Please Note:** *If you do not have proof of Vaccinations given by a Licensed Veterinarian or Veterinarian Technician please sign up instead for an Online Group Class, not a Physical Group Class. **NO Refunds.***

Veterinarian Exams Required for New Puppies/Dogs to your Home by ‘your’ Veterinarian: **For New Puppies/Dogs to your home** (including Breeders who are keeping their own puppy from their litter) they must have been examined by your Veterinarian before attending their first class (this policy is in place for safety, as this allows your Veterinarian time to catch any major health issues &/or contagious health issues/risks before bringing them to class). “Veterinarian Receipt/Invoice Copy of your Veterinarian Exam is required; this needs to be a copy we may keep for our files”. Remember your Veterinarian is there for you and your Pets to help maintain the healthiest Pet possible for you, your Pet, and family. They do not work for a Breeder, Rescue Group, Shelter, etc. where you got your Puppy/Dog – They are your advocate.

New Puppies/Dogs must have been in your Home for a minimum of a full 10 Calendar Days or longer before attending the First Week Class with the Puppies/Dogs.

Fecals: New Puppies/Dogs to your Home – Test BEFORE signing up for a Class. Testing for Parasites (Worms, Giardia, Coccidia, etc.) – Puppies/Dogs testing positive for Giardia and/or Coccidia are unable to attend a Physical Group Class until they have a Negative Test and Letter from your Veterinarian they are approved to return to Classes – Proof they are no longer contagious. Once they are negative - before returning to Class please make sure the Puppy/Dog has been bathed and all bedding washed. Please understand Parasites and their eggs dropping can be contagious to others. *Puppies/Dogs that are contagious may do Online Group Classes from your Home only.*

Puppies under 16 weeks of Age: Must be current on all core vaccinations based on their age. Puppies under 16 weeks of age must be current and kept current in their vaccination schedule (7 weeks to the day and after), until all vaccinations have been given at around 16 weeks of age and Rabies when time appropriate. Proof of all Vaccinations to date and going forward as they receive the remaining vaccinations copies are required, copies we may keep on file. **Needed: #1:** Any Signed Breeder Statements, Rescue Statement or Receipts/Invoices, or Veterinarian Receipts/Invoices of core Vaccinations given before you got the puppy for vaccinations given 7 Weeks to the day or after. **#2:** Then, after you get the puppy you must provide #1, as well your own Veterinarian Receipts/Invoices of vaccines and exam with your Personal Veterinarian – copies of Invoices/Receipts we may keep for our files. **#3:** Your guarantee they will **not** be visiting Dog Parks and/or other High Risk Locations while attending your Surviving Puppyhood Baby Puppy Class, for the safety of all.

Puppies & Dogs over 16 weeks of Age: Must be current on all core vaccinations including Rabies. Once Rabies vaccination has been given 6 months of age or younger, please provide a copy of the Certificate we may keep on file for your puppy. Proof of all annual core vaccinations are required (Veterinarian Receipts/Invoices), copies we may keep for our files.

Bordetella (also known as Kennel Cough) Vaccine: Although is not required, it is ‘highly’ recommended every 6 months as it can be highly contagious to other puppies/dogs, especially for high risk dogs. **Please discuss the benefits with your Veterinarian.** This is a vaccination Veterinarians, Trainers, Boarding Facilities either highly recommend or require with dogs that are around other dogs in public settings (examples but not limited to: Boarding Facilities, Doggy Day Care, Dog Parks, Groomers, Group Classes, Dog Sports, Competition Dogs, Confirmation/Show Dogs, walking out in public where there are other dogs – especially if you Travel out of the area) as they are at a higher risk level to pick up and pass on (sometimes even when showing no symptoms). Although normal healthy dogs may easily seem to heal from Kennel Cough, other puppies and dogs do not and are at a much higher risk if you expose them to your sick dog (example: young puppies, old dogs, puppies or dogs with auto immune issues as these dogs immune systems may not be able to fight them off as well as a normal healthy adult dog).

Puppies/Dogs with Kennel Cough may not attend Physical Group Classes until they are a full 7 days+ since their last sneeze, cough, medicine, and your Veterinarian is willing to provide a signed letter on their letterhead that your Puppy/Dog is no longer contagious and may return to a Physical Group Class. **Please leave Puppies/Dogs at home if other Dogs at home are contagious – same rules apply!** Please understand this can be highly contagious, even when no obvious symptoms are present. *Puppies/Dogs that are contagious may attend Classes in person without your puppy/dog and apply learning at home.*

Canine Flu Vaccine: **We highly recommend you speak to and discuss with your Veterinarian about getting this Vaccination for your Puppy/Dog** – Especially for high risk Puppies/Dogs (examples but not limited to: Boarding Facilities, Dog Parks, Doggy Day Care, Groomers, Group Classes, Dog Sports, Competition Dogs, Confirmation/Show Dogs, walking out in public where there are other dogs – especially if you Travel out of the area) as they are at a higher risk level to pick up and pass on.

Titers: For dogs over 2 years of age who are doing Titer Tests. Please discuss with us before signing up for a Physical Group Class. Rabies Titers are not appropriate as is a Government Requirement.

Special Health Concerns/Issues: Please speak with us and address well in advance before signing up for a Physical Group Class.

Sick/Ill/Contagious Puppies/Dogs: May **not attend** Physical Group Classes and/or Private Training until cleared by their Veterinarian as healthy and no longer contagious – a written letter on your Veterinarian's Letterhead and signed by your Veterinarian must be provided with a statement they are no longer contagious and are safe to return to Physical Group Classes. ***You may attend Classes without puppy/dog.***

Ongoing Training and/or K9NW Clients: Signed Physical Paperwork Copies (Class Contract, Liability Release, & K9NW Class Rules for K9NW Classes) are due January 1st of every Calendar year.

Veterinarians/Medical Advice: We are not Veterinarians – Please seek the Professional Advice of your Veterinarian and/or Emergency Veterinarian for all Medical and/or Physical Concerns for your Puppy/Dog.

Video/Photos: **No** videotaping, **No** recording, or **No** photography is allowed of Class, Students, Trainer, or Puppies/Dogs-please-to protect the privacy of our Clients and program. **If** special circumstance and you are looking to video/photo **your** puppy/family, please address with us **BEFORE** videoing/photography (no recording/videotaping), for special approval – Please ask. **If approved is for your viewing only at home;** videos and photos may **not** show up on social networking sites like but limited to Face Book, You Tube, Etc. **Thank you in advance.**

Online Videos/Photos taken and/or provided by The Right Steps for our Online Classes: Are sole property of The Right Steps Only. They may **not** be copied or shared.

Video/Photos taken by Cindy C. Smith & The Right Steps: Cindy C. Smith & The Right Steps occasionally will take videos/photos of puppies/dogs working. These photos may be used for advertising purposes (examples: our Flyers, Newsletter, Blog, Face Book, and/or Website). These are solely owned by Cindy C. Smith & The Right Steps – Copyrighted. **If you are not interested, please let us know IN ADVANCE, so we may exclude your puppy/dog from our video/photos.**

Watering Puppies/Dogs: Water may be given to your Puppies/Dogs inside the Human Restroom **ONLY** or outside – Not out on the Matted or Tiled Working Floor. Please clean up any spilled water.

Winter Weather Issues: If a Class has to be cancelled due to a winter weather safety issue, you will be notified via e-mail, and a week(s) will be added to the end of your Class Session until your Class Graduates all # of Weeks paid for. **Please allow flexibility in your schedule to allow for this.**

Repeated violations of any of the above Facility Rules may result in removal from the training site, at the discretion of The Right Steps Trainer. In such cases, **no** refunds will be given. **Please understand safety & providing our Clients (animal and human alike) with a fun and positive training environment is a priority for us! We thank you in advance for helping to make a safe and fun training environment!**

QUESTIONS? PLEASE Call or E-mail Us! We are happy to answer.

Act of God, Weather, Unforeseen Emergency, or County/State/National Government Mandate Beyond our Control: If you are enrolled in an existing and/or upcoming Physical Group Training Class and due to an Act of God, Weather, Unforeseen Emergency, Coronavirus (COVID-19), and/or County/State/National/Federal Government Mandate Beyond our Control causing our Physical Location to be closed or relocated, all Classes will be moved Online for all of their remaining sessions. **There are no refunds or transfers.** You will be provided your weekly Video instruction Online via a Private Face Book Group in lieu of Face to Face. Same great Training and Instruction, just not face to face in person. Likewise for Private Training - Physical Sessions would be transferred to Phone or Phone Video sessions. **There are no refunds or transfers.** We thank you in advance for your flexibility, understanding, Business, and support to our true longtime local Small Business.

