Break Care Plan

One family per day, two people every visit, and a backup who isn't you.

Break _____ **Dates** _____

Approved by (administrator) _____ **Date approved** _____

Campus access plan (key, code, gate) _____

My backup (not me) _____ **Phone** _____

Vet _____ **Phone** _____

Date	Family / adult	Student	Phone	Time	Done
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					☐
					☐
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					☐

Before break

- ☐ Feed and bedding for all of break, plus extra
- ☐ Waterers, heaters, and fans checked
- ☐ Pens cleaned so volunteers start fresh
- ☐ Volunteers walked through it once in person
- ☐ Care card zip-tied to every pen

Tell the building

- ☐ Front office has the plan
- ☐ Custodians have the plan
- ☐ School resource officer has the plan
- ☐ Group chat set up for visit photos

Always two people. Never a student alone on campus. Give the holiday itself to the family who lives closest.

Pen Care Card

Laminate it. Zip-tie it to the gate.

Animal(s) _____ **Pen #** _____

Feed: what, how much, when _____

Water: how to check and fill _____

Medications (exact amounts) _____

Normal looks like _____

CALL RIGHT NOW IF:

Vet _____ **Phone** _____

Backup person _____ **Phone** _____

Pen Care Card

Laminate it. Zip-tie it to the gate.

Animal(s) _____ **Pen #** _____

Feed: what, how much, when _____

Water: how to check and fill _____

Medications (exact amounts) _____

Normal looks like _____

CALL RIGHT NOW IF:

Vet _____ **Phone** _____

Backup person _____ **Phone** _____

Break Visit Log

Every visit gets a line. Text one photo to the group chat when you finish.

Location / barn _____ **Break** _____

Date	Time	Fed	Water	Temp	Anything unusual?	Initials
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		☐	☐			
		☐	☐			
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Temp: outside or barn temperature at the visit. Anything unusual: eating, drinking, limping, injuries, broken equipment.