

Pet Sitter Preparation Checklist

Your Complete Guide to Preparing for Professional Pet Sitting

Brought to you by **Kitten Sittin'** | Landenberg, PA
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Leaving your pets in someone else's care can feel overwhelming, but proper preparation makes all the difference. This comprehensive checklist ensures your pet sitter has everything they need to provide exceptional care while you're away. Whether you're leaving for a day or a week, following these steps will give you peace of mind and help your pets feel comfortable and safe.

Before the Sitter Arrives

Schedule a Meet and Greet

The most important step is scheduling a meet-and-greet session before your first pet sitting appointment. This allows your pet to become familiar with their sitter in your presence, reducing anxiety when you're away. During this meeting, you can walk through your home, demonstrate routines, and answer any questions the sitter might have.

Prepare Your Home

Make sure your home is ready for the pet sitter's visits. Leave a spare key in a secure location or provide a lockbox code. Ensure all doors and windows lock properly, and test your home security system if you have one. Clear pathways to pet supplies so the sitter can easily access food, medications, and cleaning supplies.

Stock Up on Supplies

Before you leave, ensure you have more than enough pet supplies to last the entire duration of your absence, plus a few extra days as a buffer. Running out of food, litter,

or medication can create unnecessary stress for both your pet and the sitter.

Essential Information to Provide

Pet Information Sheet

Create a detailed information sheet for each pet that includes:

Basic Information

- Pet's full name, age, breed, and weight
- Microchip number and registration details
- Personality traits, likes, and dislikes
- Any behavioral quirks or fears

Medical Information

- Current medications with dosages and administration times
- Known allergies or medical conditions
- Veterinarian contact information
- Location of medical records
- Recent health concerns or changes

Feeding Instructions

- Type and brand of food
- Exact portion sizes and feeding times
- Treat allowances and preferences
- Food storage location
- Special dietary restrictions

Daily Routine

- Typical wake-up and bedtime
- Exercise and playtime preferences

- Favorite toys and activities
- Bathroom schedule for dogs
- Litter box locations for cats

Emergency Contacts

Compile a comprehensive list of emergency contacts and post it in a visible location, such as on the refrigerator. Include:

- Your contact information and travel itinerary
- Backup emergency contact (friend or family member)
- Primary veterinarian with phone number and address
- Emergency veterinary clinic (24-hour facility)
- Poison control hotline (ASPCA: 888-426-4435)
- Pet insurance information if applicable
- Neighbor or building manager contact

Home Access and Security

Provide clear instructions for entering and securing your home:

- Key location or lockbox code
 - Alarm system code and instructions
 - Garage door opener location if applicable
 - Which doors to use for entry and exit
 - How to secure doors and windows when leaving
 - Location of circuit breaker and water shut-off valve
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Preparing Your Cat for a Pet Sitter

Create a Comfortable Environment

Cats are creatures of habit and can become stressed by changes in routine. Maintain their normal environment as much as possible. Leave familiar bedding, favorite toys, and scratching posts in their usual locations. Consider using a Feliway diffuser to help reduce anxiety.

Litter Box Preparation

Ensure you have enough clean litter boxes (one per cat, plus one extra is ideal). Show your sitter where litter boxes are located and where extra litter is stored. Demonstrate your preferred scooping technique and disposal method.

Feeding Station Setup

Set up your cat's feeding area with clearly labeled food containers. If your cat requires measured portions, leave a measuring cup with the food. Show the sitter where to find treats and explain any feeding restrictions.

Hiding Spots and Safe Spaces

Cats often hide when they're nervous about a new person in their home. Show your sitter your cat's favorite hiding spots and explain whether the cat should be coaxed out or left alone. Provide guidance on how to approach your cat to minimize stress.

Medication Administration Tips

If your cat requires medication, demonstrate the technique during the meet-and-greet. Leave pills in a pill organizer labeled with days and times. Show the sitter how to use pill pockets or other administration methods your cat responds to.

Preparing Your Dog for a Pet Sitter

Leash and Walking Equipment

Gather all walking equipment in one easily accessible location. This includes leashes, harnesses or collars, waste bags, and any training tools you use. If your dog pulls on walks, explain your training approach and demonstrate proper leash handling.

Exercise and Play Preferences

Dogs have varying energy levels and exercise needs. Clearly communicate your dog's exercise routine, including walk duration, frequency, and preferred routes. Share information about favorite parks, dog-friendly areas, and any places to avoid.

Feeding and Treat Guidelines

Dogs can have sensitive stomachs, so maintaining their regular diet is crucial. Provide exact feeding times and portions. Explain any food sensitivities or allergies. If you allow treats, specify which ones and how many per day.

Behavioral Information

Share important behavioral information with your sitter, including how your dog interacts with other dogs, reactions to strangers, and any triggers that cause anxiety or aggression. Explain commands your dog knows and how to use them effectively.

Bathroom Routine

Establish a clear bathroom routine for your sitter to follow. Explain your dog's signals when they need to go outside. If your dog uses pee pads indoors, show the sitter where they're located and how often to change them.

Medication and Health Management

Medication Schedule

Create a detailed medication schedule that includes:

- Medication name and purpose
- Dosage amount
- Administration time (with or without food)
- Special instructions for administration
- What to do if a dose is missed
- Side effects to watch for

Medication Storage and Organization

Use a pill organizer to pre-sort medications by day and time. Label everything clearly. Store medications in their original containers with prescription labels visible. Keep a backup supply in case your return is delayed.

Signs of Illness to Monitor

Educate your sitter about what's normal for your pet and what warning signs require veterinary attention. Common red flags include:

- Vomiting or diarrhea (especially if persistent)
- Loss of appetite for more than 24 hours
- Lethargy or unusual behavior
- Difficulty breathing
- Limping or signs of pain
- Excessive scratching or skin irritation

Veterinary Authorization

Provide written authorization for your pet sitter to seek veterinary care in an emergency. Include your credit card information or leave a check for emergency

expenses. Confirm with your veterinarian that your sitter is authorized to bring your pet in if needed.

Home Care Instructions

Plant Watering

If you'd like your sitter to water plants, clearly mark which plants need water and how often. Provide a watering can and explain any special care instructions.

Mail and Package Collection

Decide whether you want your sitter to bring in mail and packages. Show them where to place collected items. If you're expecting important deliveries, provide tracking information.

Lighting and Security

Create a lighting schedule to make your home appear occupied. Show your sitter which lights to turn on and off during visits. Explain how to adjust blinds or curtains if desired.

Trash and Recycling

If your absence spans trash collection day, ask your sitter to take bins to the curb and return them. Show them where bins are stored and which day collection occurs.

Temperature Control

Provide instructions for adjusting heating or air conditioning to keep your pet comfortable. Show your sitter how to operate the thermostat and what temperature range to maintain.

Communication and Updates

Preferred Communication Method

Establish how and when you'd like to receive updates. Most pet sitters send photos and text messages after each visit. Let your sitter know if you prefer daily check-ins or updates only if issues arise.

Availability During Your Trip

Provide your travel itinerary and let your sitter know when you'll be available to respond to messages. If you'll be in a different time zone or have limited phone access, communicate this upfront.

What to Report

Clarify what situations require immediate contact versus what can wait until the next scheduled update. Generally, health concerns, behavioral changes, or home issues should be reported promptly.

Final Preparations

Test Run

If possible, have your pet sitter visit once or twice before your actual trip. This helps your pet adjust to the new routine and allows you to refine instructions based on the sitter's questions.

Leave a Generous Supply

Always leave more food, litter, medications, and supplies than you think you'll need. Unexpected delays happen, and you don't want your sitter scrambling to purchase supplies.

Payment and Gratitude

Discuss payment terms before you leave. Many pet sitters prefer payment in advance or upon your return. Consider leaving a gratuity for exceptional service, especially during holidays or last-minute bookings.

Express Gratitude

Remember that your pet sitter is providing valuable peace of mind while you're away. A simple thank-you note or small gift shows appreciation for their care and dedication.

Quick Reference Checklist

Use this quick checklist to ensure you've covered all the essentials:

Information Provided:

- ☐ Pet information sheets completed
- ☐ Emergency contact list posted
- ☐ Veterinarian information and authorization
- ☐ Medication schedule and instructions
- ☐ Feeding schedule and portion sizes
- ☐ Home access instructions
- ☐ Alarm code and security information

Supplies Stocked:

- ☐ Pet food (extra supply)
- ☐ Treats
- ☐ Medications (organized and labeled)
- ☐ Litter or pee pads
- ☐ Waste bags
- ☐ Cleaning supplies
- ☐ First aid supplies

Home Prepared:

- ☐ Spare key provided or lockbox installed
- ☐ Pet supplies organized and accessible
- ☐ Favorite toys and bedding in place
- ☐ Litter boxes cleaned
- ☐ Food and water bowls cleaned
- ☐ Trash emptied
- ☐ Home tidied for easy navigation

Communication Established:

- ☐ Meet-and-greet completed
 - ☐ Update preferences discussed
 - ☐ Emergency protocol agreed upon
 - ☐ Payment arranged
 - ☐ Travel itinerary shared
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About Kitten Sittin'

At Kitten Sittin' , we understand that leaving your pets is never easy. That's why we've created this comprehensive checklist to help you prepare for professional pet sitting services. Our experienced, insured, and bonded pet sitters provide loving care for cats, dogs, and small animals throughout Landenberg, PA and surrounding Chester County communities.

We offer daily pet visits, extended vacation care, medication administration, and personalized attention tailored to your pet's unique needs. Every visit includes photo updates and text messages so you always know your pets are happy, safe, and well-cared for.

Ready to schedule your free meet-and-greet?

Visit www.kittensittin.net or email Hello@KittenSittin.net

This checklist is provided as a helpful guide for pet owners. Individual pet needs may vary. Consult with your veterinarian and pet sitter to create a care plan tailored to your specific situation.

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