



VISITING GROUP GUIDELINES

Visiting Groups

Thank you for your interest in visiting with the patients here at Children's Hospital. Due to infection control, safety, and the privacy of our patients and families, visiting groups are not allowed to personally distribute gifts or provide bedside activities directly to our patients.

Visiting groups will be able to provide activities, special events, and/or crafts in a group setting once the application process has been completed, submitted, and approved by the child life department.

All applications must be submitted at least 30 days prior to the date of the activity/event requested.

Important Notes to take into consideration before requesting an Application:

- All visitors must be 18 years of age and have current vaccinations including annual flu vaccination
- Groups must be kept small so as not to overwhelm the patients and families (less than 10)
- Dates/Times will vary according to staff availability
- Please consider our patient's safety. Any guests/visitors that are not feeling well, please do not attend
- Food items are not allowed
- No religious or political clothing should be worn by visitors, nor items distributed to patient and their families
- Please discuss any costumes or clothing concerns prior to the event

Performance Guidelines:

- All performances should run 60 – 90 minutes
- Performances are subject to room availability and group requirements
- Please discuss any set-up time needed prior to the event
- Themes of performances should be sensitive to children and the hospital setting. References to religion, politics, death, and violence are inappropriate and not welcome
- Performances may not use any items that are inappropriate or could be potentially harmful i.e..knives, fireworks, candles, toy guns, etc...
- All performances must be approved through the Child Life Department

Arts & Crafts Activity Guidelines:

- All activities should last about 60 – 90 minutes
- Groups need to provide a minimum of 2 activities. Please take into consideration that our patients range in age and development from birth – 21
- Please plan for a variety and number of children and families. Typical attendance ranges from 5 – 25 patients and families
- Groups must provide all the materials needed to complete the activity.
- Please be detailed and specific on the application as to the activities your organization/group will be providing



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Media Coverage Guidelines:

- Due to the privacy and safety of all our patients and families, consents must be obtained prior to the taking of any photos or videos.
- If you are aware of any potential media/news coverage you must inform us prior to the visit.

Proper Dress Guidelines:

- Please ensure that everyone in your group is dressed appropriately (no tank tops/low cut shirts, flip flops, short skirts or shorts, ripped clothing, or logo t-shirts with inappropriate language)

Confidentiality:

- Due to HIPAA (the Health Insurance Portability and Accountability Act), all patients' information is private and confidential
- Please do not ask questions such as "Why are you here?", "What happened to you?", etc.
- Please remember that children will sometimes share information, do not share their information with anyone
- You are not allowed to share any personal information with our patients and families. Do not friend them on social media, ask for their phone number, or email address

Interacting with Patients:

- We want you to enjoy your time with our patients
- Get on their level. Sit with them, don't stand over them
- Ask fun and engaging questions such as "What are your favorite things to do?", "What is your favorite color?" etc.
- Please don't make promises you can't follow through on. When leaving/saying good-bye tell the child that you enjoyed your visit or thank them for spending time with you

Visit Procedures:

- Upon arrival, a hospital representative will meet you in the lobby unless other arrangements have been made prior to your visit
- If, on the day of your visit, you are going to be late or need to cancel please contact Child Life immediately so that we can notify the patients of a change in plans
- If you are going to be more than 30 minutes late we will be required to cancel the event due to event space availability

If you are interested in providing an activity or event please contact Child Life at 504-896-9350 for an application