



VISITING GROUP GUIDELINES

Visiting Groups

Thank you for your interest in volunteering your time to visit patients at Children's Hospital. Your visit can bring a much welcomed and fun distraction to our young patients during their stay. Please review the following Visiting Group Guidelines and Application.

All visits are arranged and approved by the Public Affairs Department. For additional information, call (504) 896-9373.

Visit times are as follows:

Monday–Friday: 10—11:30 a.m. and 2—3:30 p.m.

Thursday & Friday: 6—7:30 p.m.

Saturday: 10:30 a.m.—noon and 1:30—3 p.m.

(There will be no room-to-room visits on Saturdays.)

We can accept visitors and/or visiting groups that will provide the following experiences for our patients:

- Concerts or other performances
- Dance
- Theater / Drama
- Puppetry
- Magic
- Arts / Crafts
- Game or Activity Fair

Applications cannot be received less than two (2) weeks prior to your intended visit. Presentation, content and materials must be available for review.

All performances should be between 60 and 90 minutes running time.

Arrangements for formal performances or large group activities, greater than five people, are permitted if the auditorium space is available. Allow time for set-up by arriving 30 minutes prior to the time your event is scheduled to begin.

It's a requirement that all teenage visitors must be chaperoned by adult members of their group.

Prior approval is required if media coverage is anticipated. Photographs of patients for publication or news media must have prior written consent from the child's parent or guardian. Otherwise, no photographs of the patients will be permitted with the exception of an instant camera and only when the picture is given to the patient.

Themes of plays, songs and activities should be sensitive to the hospital setting. References to death, violence, and bloodshed create additional distress for our patients and are inappropriate. We do not allow presentations with religious or political content or themes. Your presentation will need to be reviewed by the Public Affairs Department prior to your arrival.

Performances and visits may not include the use of fire, candles, fireworks, knives, toy guns or other potentially harmful materials or props. Due to strict dietary requirements, **EDIBLE TREATS MAY NOT BE DISTRIBUTED.**



VISITING GROUP GUIDELINES

General Guidelines

- Visitors that feel ill cannot visit the patients.
- Guests under the age of 14 years are not allowed to do hands-on activities or visit patients.
- Please ensure that everyone in your group is dressed appropriately; that pants are not too tight, too low or too short. All tattoos must be covered with clothing. Please do not wear tank tops, low cut shirts or logo t-shirts with inappropriate slogans.

Confidentiality

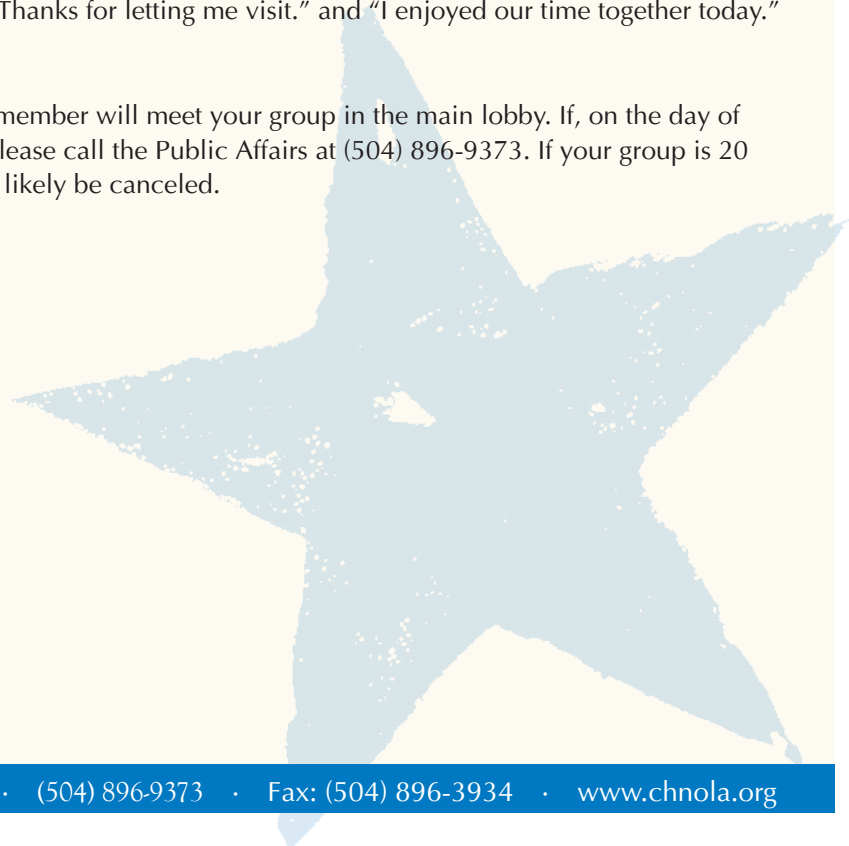
- We make a promise to all of our patients and families to keep their personal information private. Please do not ask patients questions like “Why are you here?” or “What is wrong with you?”
- While socializing with patients, it may happen that you learn their name, age or even why they are hospitalized. Please protect the privacy of our patients by not sharing this information with anyone.

Interacting with Patients

- Patients like to visit with people on their level. It is best to sit down beside a patient that is in a wheelchair rather than stand over them.
- We suggest that you ask appropriate questions to engage in conversation such as “What is your favorite color?” or “What do you like to do for fun?”
- When saying good-bye to a patient, it is important not to give them false information such as “I’ll see you later.” It is also important to NOT tell a patient to “get well”, since some of our patients do not get well. We suggest you end the conversation with “Thanks for letting me visit.” and “I enjoyed our time together today.”

Visitor Arrival Procedures

Upon your arrival to Children’s Hospital, a staff member will meet your group in the main lobby. If, on the day of your visit, you realize you are going to be late, please call the Public Affairs at (504) 896-9373. If your group is 20 minutes late without a phone call, your visit will likely be canceled.





CHILDREN'S HOSPITAL

VISITING GROUP

APPLICATION

Name of Visitor / Group: _____

Street: _____

City: _____ State: _____ Zip Code: _____

Contact Person: _____

Day Phone: (____) _____ E-mail: _____

Total number of visitors*: _____ Age range of group*: _____

*(*Must meet criteria in "Visiting Group Guidelines")*

Purpose for your visit: Playroom activity Performance Donation Room-to-Room

Please describe your visit in detail: _____

Special equipment/space needed: Auditorium Changing Room Audio-visual Equipment None

If necessary, describe special equipment: _____

Photographs / Media Coverage? Yes No Approved by: _____

Date and Time you wish to visit *(*See "Visiting Group Guidelines" for information.)*

First choice:	Date	Time	Second choice:	Date	Time
---------------	------	------	----------------	------	------

References:

Name	Phone Number
Name	Phone Number

By signing this form, you are stating that you have read "Visiting Group Guidelines" and "Toy Donation Guidelines" for Children's Hospital and affirm you/your group's willingness and agreement to adhere to these guidelines.

Signature: _____ Date: _____

Please mail or fax completed application to: **Children's Hospital**
Attn: Public Affairs Dept.
 200 Henry Clay Avenue
 New Orleans, LA 70118
 (504) 896-9373 Fax: (504) 896-3934

FOR OFFICE USE ONLY	
Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No	Date/Time Scheduled: _____ Date Received: _____
Comments: _____	