



GROUP EVENT AND SPECIAL GUEST GUIDELINES

Thank you for your interest in visiting our patients. In welcoming guests to our facility, we ask that you adhere to the important guidelines that follow in order to provide a positive experience for both the patients and your organization. As a hospital that cares for critically ill children, the safety and privacy of our patients always comes first.

Please review all of the following information before completing the attached form and returning it to the Hospital School & Child Life Coordinator **at least 2 weeks prior** to your intended visit. Incomplete forms will result in your request will be delayed or returned. After reading these guidelines, if you still have questions, please email us at ChildLifeSpecialEvents@umc.edu.

BEFORE YOUR VISIT

- Group events are only scheduled twice per month on a first come, first serve basis. Events occur at 10:30 a.m. or 1:45 p.m.
- Group members 16-18 years of age must be chaperoned by adult members of the visiting group. Because of infectious disease policies, we cannot have visitors under the age of 16 interacting with our patients.
- Groups of more than 20 people cannot be accommodated.
- Group events will be scheduled in our lobby or weather permitting, in our Rainbow Garden, which limits the types of events we can host. Events include, but are not limited to: Performances, Skits, Puppet Shows, Music Presentations, Sporting camps, etc. The event must be pre-approved by Child Life staff. The event must be well-planned and provide fun and entertainment for our patients. They should be long enough to make it worth the effort some patients have to go through to get out of bed with IVs, etc. Note: These children are sick and we never know how many will feel like coming to an event, but please don't let this discourage you. You can expect anywhere between 2-20 patients to attend most events. However, supplies should be available for the 125 in the hospital that day.
- It is imperative that all members of the group be FREE OF INFECTION. Anyone who has experienced symptoms of/or been exposed to someone with the flu, measles, mumps, hepatitis, chicken pox, rash, diarrhea or vomiting is asked NOT to visit. For children with weak immune systems, even a cold can be life-threatening.
- Please let the Child Life Staff know if you will be arriving by bus, which requires prior parking arrangements. Failure to do so will result in a cancellation of the event.
- Please be in the Batson Children's Hospital lobby at least 30 minutes early. If you are going to be late or need to cancel your visit, please contact Child Life immediately at 601-984-2110 or at ChildLifeSpecialEvents@umc.edu. Failure to contact us will result in a cancellation of the event.
- Dress should be business casual and appropriate for a hospital setting. No open-toed shoes are allowed.
- Patients can be very sensitive to smells. Therefore, it is important that when you are near patients, you do not smell of tobacco products, strong perfumes, or body odor.
- If your group plans to bring items (toys, books, art supplies, etc.) to distribute or leave behind for our patients, please contact the Office of Development at 601-984-1101 prior to your visit.



INFORMATION FORM FOR GROUP EVENTS AND SPECIAL GUESTS

Name of Group/Individual: _____

Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Contact Person: _____ **E-mail Address:** _____

Daytime Phone Number: _____ **Number in Group:** _____ **Ages:** _____

Preferred Date/ time of visit: (See Guidelines for available times)

1st choice: _____ **2nd choice:** _____

Date/Time

Date/Time

Please describe your Group Event: _____

For office use only:

Scheduled by: _____ **Date/Time:** _____

Notes:



As a representative of

(Name of Group/Person)

(I affirm that the entire group has read the requirements for groups and entertainers visiting Children's Hospital and affirm the group's willingness to adhere to these guidelines.)

- We understand that the group must arrive in the Children's Hospital lobby at least 30 minutes early on the day/time of the visit.
- We understand that if the group is more than 15-20 minutes late without notifying the number listed, our visit will be canceled.
- We understand that the group must dress appropriately: casual business attire, no open-toed shoes (flip flops, sandals, etc.).
- We understand that no one under the age of 16 will be allowed to participate in the group event without an adult chaperone. No exceptions!
- We understand that no member of the group with a scratchy throat, cold or fever will be allowed to visit.
- We understand that all items to be given to the children (toys, gift cards, etc.) must be cleared through the Office of Development (601-984-1101) **prior** to the event.
- We understand that the group cannot distribute religious materials or messages.
- We understand that no photographs or videos of the patients can be taken by the group due to patient confidentiality.
- We understand that we are not permitted to contact media without prior approval from the Division of Public Affairs (601-984-1100).
- We understand that no more than 20 people will be allowed to visit.
- We understand that because of the Health Information Protection and Portability Act (HIPAA), we must maintain the confidentiality of this information and of the patients interacting with the group.

Contact Name (Print): _____

Signature: _____ Date: _____

Please return to: Children's of Mississippi, Children's Hospital
Laurie Heiden, Hospital School & Child Life Coordinator
2500 N. State Street
Jackson, MS 39216
ChildLifeSpecialEvents@umc.edu