

# Memorial

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## Children's Hospital<sup>SM</sup>

Thank you for your interest in bringing an event or a performance, a gift or a treat, to our infants, children, teens and their families here at Memorial Children's Hospital.

The Child Life Program supports the involvement of the community as a component of ensuring the normal growth and development of our pediatric patients. Play, activity and entertainment can provide an element of healing for everyone and can help make a child's stay in the hospital more pleasurable. An opportunity to do something special or learn about something new may even help speed our patients' recovery!

First: Read through this information to learn a little about our environment and patient populations. Identify what you want to do and try to think about how you might be able to make it happen here at the children's hospital. Check your calendar and consider when you would like to come for your visit.

Second: Call our Child Life program and share your idea/s with us. We will be able to help you with additional details that may be even more specific to our setting and population,. Together we can work with the date and time for your visit to establish the best fit for everyone. We will also make sure you know how to locate us and make sure we know how to contact you.

To ensure the success of your visit please read the attached guidelines. Use the planning information listed below as a reminder, if you have to change anything please contact us at 574-647-6334 as soon as possible.

As discussed, your visit will be:

DATE:

TIME:

TYPE OF VISIT:

PLEASE MEET OUR STAFF/ESCORT AT:

**CONTACT PERSONS:**

Tracy Byler

**CONTACT Information:**

574-647-6332

Child Life Program = 574-647-6334  
Memorial Children's Hospital

## Community Visitor Guidelines

Dear Community Friend(s),

We thank you for your interest in the patient's at Memorial Children's Hospital. In order to make this special visit a positive experience for both you and the children, we ask that you adhere to the following guidelines:

- **Please keep your group size small (8 to 10 people).**
- **Visitors with patient interaction must be at least 16 years of age.** An adult sponsor is required with group's ages 16 to 18.
- Visitors with the intent to "entertain" as in performing a talent/skill in a non-patient area may have varying ages. Groups with participants under age 16 should provide at least 1 adult sponsor for every 5 children.
- Keep the subject matter of your program non-threatening to young patients. Please avoid themes dealing with violence and scary things.
- **Protect our patient's privacy by maintaining confidentiality.** What happens during your visit must not be discussed with others outside of the facility.
- **Content of any activity, discussion, or donation should remain religiously, culturally, and politically neutral** due to the diverse backgrounds of our patients.
- **Contact our office as soon as possible, at (574) 647-6334, if you are unable to keep your scheduled program date or time.**
- Due to continuous improvements to the hospital campus, please allow extra time for arrival, parking, and entering the building. This will enable your program to begin on time. Valet parking is available through the main entrance at no charge to you or your group members.
- Individual consents to photograph must be obtained by your Child Life staff contact before any photographs of the patients may be taken. **Media coverage must be approved through Memorial Health System's Marketing Department.**

- **Please do not ask a child why he/she is in the hospital or about their treatment/recovery.** Many patients feel uncomfortable discussing this.
- **Do not enter a child's room without staff and patient approval.** There may be reason's why the child must be isolated, or the child may be exercising his/her right to privacy.
- All members of your group should be infection free. **Any person with current symptoms of/or recent exposure to *flu, chicken pox, diarrhea, vomiting, rash, cough, runny nose and cold, etc.* may not visit with the patients.**

Community visitors are a vital part of our Child Life programming and we thank you for supporting the pediatric patients here at Memorial Children's Hospital. We look forward to your visit.

Thank you,

The Child Life Program at Memorial Children's Hospital:

Tracy Byler CCLS Program Coordinator 574-647-6332	Alison Credi CCLS Child Life Specialist 574-647-6333	Becky Emmert CCLS Child Life Specialist 574-647-6337	Tina Tropp CCLS Child Life Specialist 574-647-6334
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