



USA Children's & Women's Hospital Group Visitation Application

To Whom It May Concern,

Thank you for your interest in visiting the children and families at USA Children's & Women's Hospital. Visiting groups and performers must complete the attached application and be screened through the Mapp Child and Family Life Program. It is our intent through this application and screening process to maintain a balance between the patients' needs (including their medical conditions, safety and privacy and interest level) and the amount and types of entertainment scheduled.

Consideration will be given to those events that are

- Highly entertaining, educational, and/or therapeutic
- Unique (we can only accommodate so many similar acts)
- Planned to include various ages (preschool through teens)
- Physically and emotionally safe (non-threatening, non-violent)
- Appropriate for the medical conditions of the children (small groups, not too loud)
- Religiously and politically neutral

Your offer to visit the children is appreciated. However, because of guidelines such as those stated above, we are unable to accept and accommodate all offers. Please read the attached guidelines carefully before submitting an application. Completion of an application does not guarantee acceptance or scheduling.

Once we receive the completed application, we will notify you if the proposed event meets all applicable criteria and fits our current calendar. Thank you again for your interest in visiting the children and families at USA Children's & Women's Hospital.

Sincerely,

Kimberly Thompson-Yates, Program Coordinator

The Mapp Child and Family Life Program
Phone: 251-415-1507
kwagner@health.southalabama.edu

USA Children's & Women's Hospital Group Volunteer Guidelines

Visiting hospitalized children and their families to provide entertainment or to sponsor an activity can provide relief to an often stressful situation. Your visit will provide the greatest benefit if the following guidelines are followed before, during and after your visit..

Planning your visit: Please select a time M-F between 10am-4:00pm.

- All visiting groups will be screened and approved in advance by the Mapp Child and Family Life Program.
- Applications must be received 1 month prior to the date of requested visit.
- Visitors must be at least 16 years of age and in good health. **Each visitor must complete the attached health assessment form and provide proof of flu vaccination.**
- Groups may be no larger than 10 people. Exceptions will be considered (i.e. musical groups/choirs that will be performing in larger public areas of the hospital).

Guidelines for the day of your visit: Please Bring Health Assessment with you.

- Events should be interactive, participatory and should be 60-90 minutes long.
- Attire must reflect the dress code of the hospital. Do not wear open toed shoes, logo t-shirts with inappropriate slogans, no shorts, tank tops and/or low cut tops. All tattoos must be covered with clothing.
- Visitors may not distribute toys, prizes, gifts, or food items room to room unless previously approved by the Mapp Child and Family Life Program.
- We do not allow presentations with religious or political content.
- Performances may not include materials that are considered potentially dangerous or threatening (latex balloons, items that are fire hazards such as silly string, or contain themes such as violence, death, illness, medical care, or include scary costumes).
- No photographs can be taken unless approved in coordination with the hospital's Public Relations Department.
- All media invitations or press releases must be coordinated with the hospital's Public Relations Department at (251) 415-1358 and at least a week in advance.
- USA Children's & Women's hospital will not be responsible for any injury or loss of personal belongings or equipment while you are visiting.
- USA Children's & Women's Hospital reserves the right to cancel or discontinue special programs at any time if they are thought to be inappropriate or unsafe for the patients.

Things to keep in mind that make visits successful:

- Please respect our patients' and family's right to privacy
- Seek the advice of the Child Life Specialist staff if you have questions about the performance content, length, etc., or about children's needs.
- Groups should come prepared with all of the items that they will need for the visit.



USA Children's & Women's Hospital Group Volunteer Application

Name of Visitor/ Group _____

Address: _____ City/St _____ Zip Code _____

Contact Person: _____

Phone: _____ Email: _____

Total number of visitors: _____ Age Range: _____

(Must meet criteria in guidelines)

Purpose for you visit Activity Performance Donation

Please describe your visit in detail:

Is Media Coverage being sought: Yes No

If yes, a copy of the press release must be submitted to the Public Relations Department at least 7 days prior to your visit. Contact Jen Ekman at (251) 415-1358.

Date and time you wish to visit: **First Choice:** _____ **Second Choice:** _____

Date:	Time:	Date:	Time:
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As a representative of the above named organization, I have read the guidelines for visiting the patients at USA Children's & Women's Hospital and agree to adhere to the said requirements.

Signature: _____ Date: _____

Mail, Email or Fax Group Volunteer Applications to: USA Children's & Women's Hospital

1700 Center Street, Mobile AL 36604

Email: kwagner@health.southalabama.edu

FAX: 251-415-1407

For Office Use Only
Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No Date/Time: _____ Date Received: _____
Comments: _____



USA Children's & Women's Hospital Group Visitation Health Assessment

Please bring this form to the hospital on the day of your visit.

We are excited about your visit to USA Children's & Women's Hospital! For the protection of our patients' health and well-being, visitors must be free from any signs of infection.

You will not be allowed to visit if you have or if you have been around anyone recently with the following symptoms:

- Cold or Flu
- Measles/German Measles
- Hepatitis
- Chicken Pox
- Mumps
- Diarrhea
- Skin Rash/Infections
- Fever
- Strep Throat
- Vomiting

We cannot permit visitors who:

- Have not had the flu shot two weeks prior to visiting. (Seasonal, September-April)
- Have no prior history of chicken pox and have had exposure to chicken pox 10 to 21 days prior to your visit.
- Have no prior history of measles and have had exposure to measles 9 to 14 days prior to your visit.
- Have a contagious illness.

I have read the above Group Volunteer Health Assessment and confirm that I am in good health and free of any signs of infection. If I am unsure that I am well enough to visit, I will contact my healthcare provider or call the USA Children's & Women's employee health nurse at (251)415-1677, to discuss my concerns.

Visitor's Name: _____

Date: _____

Parent's Signature:
(if visitor is under 18) _____

Organization: _____

Please attach proof of flu vaccination to this assessment. Thank you!