

VISITING GROUP GUIDELINES

Guidelines for planning your visit:

A one hour time frame is allotted for lobby events and visiting groups:

Monday	Tuesday	Wednesday	Thursday	Friday
11am-12pm	11am-12pm	11am-12pm	11am-12pm	11am-12pm
2pm-3pm	2pm-3pm		2pm-3pm	2pm-3pm

1. Please allow 4 weeks for application screening and booking. The calendar of events is completed by the 1st of each month.
2. All visitors must be a minimum of 16 years old and in good health. Anyone who has been exposed to/or has symptoms of flu, measles, mumps, hepatitis, chicken pox, rash, diarrhea or vomiting within the past four weeks may not visit.
3. All visiting groups must be approved in advance by the Visiting Group Coordinator. The names of each visitor must be listed on the application before the application can be processed.
4. Groups can have a **maximum of 6 members**.
5. All youth or high school groups must be accompanied by a teacher or adult group leader.
6. All visiting groups will be supervised by a member of the Child Life Department throughout the visit.
7. You can expect to see approximately 5-15 children throughout your visit.
8. If you are providing a gift or keepsake item for patients during your visit, please make sure that you provide enough for at least 100 children. **Please approve any gifts or items with the Visiting Group Coordinator before your visit.**
9. All media invitations or press releases must be coordinated with the hospital Public Relations Department at least one week in advance. **Please contact Amy Gall at (813) 870-4731 or amy.gall@baycare.org.**
10. Visiting groups should refrain from handing out any form of solicitation such as pamphlets or brochures.
11. Due to our high volume of applications, groups that cancel with less than a 4 week notice will not be rescheduled.

Guidelines for the day of your visit:

Please see the guidelines below. The following guidelines must be followed during your volunteer time. These guidelines have been set to fully support the patients and their families.

1. St. Joseph's Children's Hospital maintains strict rules surrounding the privacy of our patients. We do not allow photographs to be taken by visiting groups or individuals with visiting groups. It is inappropriate to ask children and/ or their caregivers to take picture of them or with them.
2. Cell phones should not be present during your volunteer time at St. Joseph's Children's Hospital.
3. The privacy and confidentiality of our patients and families is most important. Visitors should not ask personal questions about children's medical condition (why they are at the hospital), family situations, treatment protocol and/or prognosis.
4. The following dress code is required: no open toed shoes, no logo t-shirts with inappropriate slogans, no shorts, no short skirts, no tank tops, and/or low cut tops. Please do not wear costumes unless approved by the Child Life Department in advance.
5. The children you will be visiting come from many different backgrounds. The visiting group must be religiously and politically neutral.
6. St. Joseph's Hospital is a smoke free campus. No Smoking is allowed anywhere on hospital property.
7. Enjoy yourself and have fun!

*****You can contact us at visitinggroups.childlife@baycare.org or (813) 554-8155 ext. 6 should you have questions.**

Thank you again for your interest in wanting to volunteer your time at St. Joseph's Children's Hospital!