



VISITING GROUPS AND SPECIAL GUESTS POLICIES

Thank you for your interest in our patients. Your participation provides the type of community support we rely on to do that "something extra special" for our young 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.

Please review all of the following information before completing the attached form and returning it to the Child Life Coordinator at least 3 weeks prior to your intended visit.

VISITOR REQUIREMENTS

- Visitors 14-18 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 14 in patient areas (floors or rooms).**
- Groups of 15 people or more cannot be accommodated. If you have a large group, please consider scheduling more than one visit. Please discuss group size with the Child Life Coordinator.
- As a state institution, Batson Hospital complies with the separation of church and state. **We ask that groups not present or distribute religious or political materials on campus.** If you have religious items you wish to donate, please contact our Pastoral Services department at (601) 984-2190.

GROUP VISITING HOURS

- Group visits are only scheduled during the times listed below and are limited to one hour. Visits are **not allowed on weekends.**

Monday:	10:30 a.m. OR 1:45 p.m.
Tuesday – Thursday:	1:45 p.m.
Friday:	10:30 a.m. OR 1:45 p.m.

PATIENT DIAGNOSIS

- Batson Hospital treats patients with all types of illnesses and injuries. **Please don't ask about the diagnosis or condition of any patient. Because of the Health Information Protection and Portability Act (HIPAA), we must maintain the confidentiality of this information.**

PHOTOGRAPHS AND VIDEO

- **Cameras of any kind are not allowed in the patient care areas.** If your group is presenting a check to the hospital and would like to take a photo with a personal camera, please indicate this on the attached form.

MEDIA

- If your group is planning to contact the media, please indicate on the attached form. **Groups are not permitted to contact media without prior approval from the Public Affairs office.**

GIFTS

- Toys or favors approved by the Child Life Coordinator may be distributed to patients (see attached Toy Guidelines). If you are bringing favors, please plan on providing for 100 patients. **No food or candy can be distributed.**



PARKING

- Parking is available in the parking lot off of Woodrow Wilson (Parking Lot C), in the parking garage on the corner of Woodrow Wilson and North State Street (Parking Garage B) or in the stadium lot across North State Street (see attached map).
- Please let the Child Life Coordinator know if you will be arriving by bus, which requires prior parking arrangements.

ARRIVAL

- Our staff's time is valuable to our patients. We ask that you plan to arrive a few minutes early. If you are going to be late or need to cancel your visit, please contact Child Life Services immediately. We reserve the right to cancel visits for groups more than 15 minutes late.

PERFORMANCES

- Batson Hospital does not have dedicated space for public performances or large group activities. We must schedule these events in the Batson Hospital lobby, which limits the types of events we can host. Please discuss the details of your performance with the Child Life Coordinator.
- For a formal performance, **up to 10 visitors** may be in the group.
- Please ask about a location for changing into costume to avoid attracting attention when you arrive. Young children may be confused by masks and costumes. Let the child's reactions be your guide. Some children participate best by observing.
- Entertainment for children should not contain violence, weapons or any suggestion of physical harm or death. Religious content must be avoided (this includes holiday presentations).
- Performances cannot involve the use of animals, fire, candles, fireworks, knives or potentially harmful materials.
- Please avoid using medical humor of any kind. Young children can misunderstand a great deal in a health care setting and may mistake humor for something that might really happen to them.



INFORMATION FORM FOR VISITING GROUPS AND SPECIAL GUESTS

Name of Group/Individual: _____

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

Contact Person: _____ E-mail Address: _____

Daytime Phone Number: _____

Preferred Date/ time of visit (Monday: 10:30 a.m. OR 1:45 p.m., Tuesday – Thursday: 1:45 p.m.,
Friday: 10:30 a.m. OR 1:45 p.m.)

1st choice: _____

2nd choice: _____

Number in Group: _____ Ages: _____ Anticipated Media Coverage: ___ Yes ___ No

Please describe your visit: _____

Please list any gifts, handouts, etc. that you will be bringing. _____

As a representative of the above-named organization, I have read the Visiting Groups and Special
Guests Policies and affirm my group's willingness to adhere these guidelines.

Signature: _____ Date: _____

For office use only:

Scheduled by: _____

Notes: _____

Please return to:

The Blair E. Batson Hospital for Children
Child Life Services
2500 North State Street, Jackson, MS 39216
(601) 815-4282

Or Fax to:

Fax (601)815-5635