Planning Your Visit Application Guidelines

Thank you for your interest in visiting Cincinnati Children’s Hospital. All visiting performers, celebrities and groups must be screened and scheduled through Child Life department. Unfortunately, for the safety of our patients we are unable to accommodate all offers, but we want you to know we appreciate your thoughtfulness.

Special entertainment such as a puppet show, a musical performance or a celebrity visit can bring pleasure to a hospitalized child and his or her family.

All applications will be reviewed for appropriateness of activity, size and ages of the visiting group and scheduling availability. Completion of an application does not guarantee acceptance or scheduling of a visit or event.

All visits made to patients will be screened and approved in advance by the Division of Child Life and Integrative Care Department.

Consideration will be given to events that are:

- Highly entertaining, educational and therapeutic
- Unique (we can only accommodate so many similar acts)
- Appropriate for all ages (primarily ages 2 to 18 years)
- Physically and emotionally safe (non-threatening, non-violent etc…)
- Appropriate for the conditions of the patients (i.e., small groups, not to loud)
- Religiously and politically neutral
- Appropriate for space available

Planning your visit:

1. All special visits must be screened and approved in advance through the Child Life Department.

2. Persons under the age of 18 years are not permitted to visit (this includes children or siblings of special guests). Any visitor having recent contact or exposure to a communicable disease, or having recent contact with an ill person, must receive approval from infection control. Any visitor who is currently ill is not permitted to visit.

3. Special visitors will only be allowed to visit those areas already pre-approved for that visit. A child life staff person member will be with you at all times.

4. Child life will provide the guest with orientation to appropriate patient’s safety and infection control guidelines for the visit or event.

5. Previous successful experience entertaining and visiting with children is necessary.
6. Due to space limitations, location of visit/event and health and safety of patients the number of participants may be limited to only those deemed necessary by Child Life and Infection Control.

7. We cannot guarantee the size of an audience or the number of patients you will visit due to patient’s conditions and availability.

8. Since children often have short attention spans, events should be interactive and no more than 30 - 60 minutes.

9. Attire must be appropriate for all ages to reflect Cincinnati Children’s Hospital dress code. The following dress code is required: no open toes shoes, logo T-shirts with inappropriate slogans, short skirts, tank tops, and/or low cut tops. All tattoos must be covered with clothing.

10. No religious, sexual or political implications are permitted in special programs.

11. No food or donation is to be distributed to patients without prior approval from child life.

12. Please note that visiting groups are required to bring all the supplies necessary for the activity they will facilitate.

13. Performances may not include any potentially harmful materials to include: latex balloons or other latex items, fire, candles, knives or weapons. No plants or animals are permitted in the hospital.

14. No music/lyrics that contain references to one or more of the following will be allowed to be played or performed: violence of any kind, alcohol, drugs, sex, criminal behavior, profane, discriminatory or abusive language.

15. A patient’s diagnosis and history are confidential therefore it will not be disclosed.

16. No photographs/video may be taken without prior approval from child life and/or marketing. Any request to invite media must be approved 2 weeks in advance. Please note that media presence may interfere with patients’ experiences and is therefore not encouraged.

17. Cincinnati Children’s hospital may not be responsible for any injury, loss of personal belongings or equipment while you visit.

18. The Child Life department reserves the right to cancel or discontinue special programs/events at any time including if they are thought to be inappropriate or unsafe for patients.

19. Please contact the Child Life Department if you have any questions regarding your performance content, length, etc., or about the children’s needs. Whitney Osborne at 513-803-0281 or SVERC@cchmc.org.

Have fun and enjoy yourself!
Special Visitor/Entertainment Application

Thank you for thinking of Cincinnati Children's! We appreciate your interest in visiting the medical center and sharing your time and talent with our patients and families. Please complete the following form with details of your proposed visit. Submit completed application to sverc@cchmc.org or fax 513-636-7373.

Name of Group:_______________________________________________________________

Contact Name:________________________________________________________________

Mailing Address:_______________________________________________________________

City:_____________________________________ State_____________ Zip______________

Email Address:___________________________________ Phone Number:_______________

Please describe in detail what activity/event/programming you would like to provide (request will be delayed or returned without detailed information)*

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

*Please feel free to submit a video or audio recording and/or letters of recommendation with your application if you feel it will help to further describe the entertainment/activity you hope to provide to our patients.

Please list in detail the craft items, gifts, handouts that you would like to provide (please note that many items are not acceptable for patients – see FAQ document)

___________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

Number of persons in your group:_________________________________________________

**Please note all visitors to Cincinnati Children's must be over age 18 to interact with patients.

Proposed date of visit:___________________________ Duration of Visit:__________________

Is this a one-time visit or recurring visit:_____________________________________________
If recurring, how often:_________________________________________________________

Please list two organizations for which you have provided your services and/or two references who can verify your efforts

Reference 1:__________________________________________________________________
Phone:_________________________________Email:________________________________
Relationship:_________________________________________________________________

Reference 2:__________________________________________________________________
Phone:_________________________________Email:________________________________
Relationship:_________________________________________________________________

Special Visitor/Entertainment Applications are reviewed on a monthly basis. You will be notified by a Cincinnati Children’s staff member regarding your application. For questions or concerns, please contact Whitney Osborne, Media Specialist, Child Life at (513) 803-0281 or sverc@cchmc.org.