

# Child Life and Creative Arts Therapy Program

Cohen Children's Medical Center

## Donation Guidelines

*Thank you for reaching out and thinking of our patients at the Cohen Children's Medical Center. Our Child Life and Creative Art Therapies Department functions solely on donations from our generous community members, so we appreciate your interest!*

1. All donations must be screened and approved in advance by the Donations Coordinator in the Cohen Children's Medical Center Child Life and Creative Arts Therapy Program.
2. Items must be **new** and in their **original** packaging
3. Stuffed animals are accepted if they are **new with their tags.**
4. All items **must be unwrapped**; this allows us to quickly identify the appropriate toy for each child.
5. No latex balloons. Mylar balloons are ok.
6. Toys must not have a violent theme (no "M" rated games, guns, swords, etc.)
7. **Avoid toys with many small parts** that can be removed, swallowed or inhaled. Also, avoid toys that break easily or have sharp edges or protrusions
8. Any glue or paint in craft kits must be nontoxic. This information must be on a tag or on the item's label.
9. Due to varying dietary restrictions and infection control, **food/candy are not accepted**
10. Please refer to our "Wish List" document to see what toys/items our patients love best!

## Scheduling Your Donation Drop Off:

Please contact the Child Life Office at 718-470-3002 or email [CLDonations@Northwell.edu](mailto:CLDonations@Northwell.edu) to schedule a drop off date and time. Appointment times are determined based on staff availability. Limited evening and weekend appointments available.

**Due to strict infection control and privacy policies, donors are *not permitted* on the units to hand deliver toys to patients.**

## Small Donations or Checks Can Be Mailed To:

Cohen Children's Medical Center  
Attention: Child Life Donations  
The Child Life and Creative Art Therapy Program Room CH002  
269-01 76th Avenue  
New Hyde Park, NY 11040

## Dropping Off Donations at CCMC:

- All donation deliveries take place in the hospital lobby
- For group donations, 10 people or less can be present for delivery
- Please limit the number of cars pulling up to the front entrance for group deliveries
- The entire donation delivery usually takes less than 10 minutes
- We encourage groups/donors to take a photo with their donation in the atrium to share with their friends and families!
- We will have you fill out a donation form with your contact information so we can send a formal thank you letter in the mail.

# Child Life and Creative Arts Therapy Program

*Cohen Children's Medical Center*

## Holiday Donations:

- CCMC begins collecting holiday donations on November 14<sup>th</sup> with eight appointments per day
- The appointment times for holiday donations are scheduled each day of the week between the hours of 10am and 3:30pm
- Appointments for holiday donations must be made at least **3 weeks** in advance.
- Our final date for accepting holiday donations is the Thursday before Christmas each year

### **For more information please reach out to:**

Amanda M. Filippazzo

Special Events and Donations Coordinator

Cohen Children's Medical Center of NY

269-01 76<sup>th</sup> Ave., Room CH002

New Hyde Park, NY 11040

[CLDonations@northwell.edu](mailto:CLDonations@northwell.edu)