

Child Life and Creative Arts Therapy Program

Cohen Children's Medical Center

2017 Special Events Guidelines & Important Information:

1. Due to the nature of the medical environment, the number of children attending an event may vary and their ability to participate may be limited. This should not determine the events success or failure. Events should be interactive and should run 30 to 45 minutes.
2. Toys, prizes, gifts, or food items must be approved by the Child Life Department before being included in the event. No homemade or unwrapped food items, items that contain latex, latex balloons, materials that contain fire or candles, or live animals may be used with or offered to the children. Mylar balloons are ok.
3. Any items brought in for an event must be **brand new and unused** for infection control purposes. Toys, prizes and gifts must be in original and unopened packing.
4. Volunteers must be at least 15 years of age or older. Certain units require volunteers be at least 18 years or older.
5. Since the children represent a wide variety of religious, political, and social backgrounds, content of presentations and performances must be free of religious or political messages, and must be sensitive to cultural and social issues.
6. Events **must** avoid themes such as violence, death, illness, medical care, and may not include scary costumes. Child Life Staff has the right and responsibility to stop any event if these themes occur.
7. All photography requests for the sole purpose of fundraising, supporting a donor's community outreach, must be cleared with the Special Events Coordinator or Director of the Child Life Department before the day of the event. Visitors.
8. Media coverage will be considered based on the content, size, and purpose of the visit/performance. Media presence can distract from the children's experience and may limit participation. **Any media requests must be approved and arranged by the Northwell Public Relations Department and Child Life program.** All media invitations or press releases must be coordinated with the hospital's Public Relations Department at least a month in advance.
9. Due to staff availability at this time, we can typically accommodate special events at the following times: **Tuesdays and Thursday at 2:00pm or 6:00pm**, but we are open to discussing weekend and evening programming and will assess based on our staff coverage at those times.
10. Cohen Children's Medical Center of NY will not be responsible for any injuries or loss of personal items or equipment/supplies while you are visiting.
11. The Child Life and Creative Art Therapies Program has the right and responsibility to cancel or discontinue any performances or events that are deemed unsafe or inappropriate for the hospitalized children.

Child Life and Creative Arts Therapy Program

Cohen Children's Medical Center

Health of Volunteers:

During **FLU SEASON**, all volunteers *must* have a valid and up to date flu shot. This is *mandatory* as per our hospital infection control policies and procedures.

If a volunteer is actively exhibiting any cold/flu like symptoms they will not be permitted to go onto a unit and interact with patients. We ask for complete honesty as this is for the protection and safety of our patients, families and staff.

These symptoms include:

- Fever
- Rash
- Diarrhea
- Vomiting
- Coughing
- Sneezing
- Runny Nose
- Sore Throat
- Recent exposure to chicken pox or flu

***For particular units, volunteers may be asked to do a health screening and have their temperature taken by a nurse to best protect our patients.*

Privacy Policies:

Volunteers and entertainers **cannot ask personal questions** pertaining to the children's medical condition, family situation, treatment protocol and/or prognosis as per HIPPA privacy laws

- Volunteers and entertainers will be asked to leave if inappropriate questions are asked/comments are made

Clothing Attire:

Entertainers and volunteers attire must reflect the health system's dress code.

The corporate university's dress code adheres to business casual attire which includes blazers, slacks, polo shirts with collars, skirts worn with stockings, uniforms or scrubs.

Therefore entertainers and volunteers **may not wear:**

- Sandals, Slipper-type Shoes, or Flip - Flops
- Logo T-Shirts with inappropriate slogans
- Short Skirts; Skirts no more than 2" above the knee
- Tank Tops, Low-Cut Tops, Tube Tops, or Exposed Tummies!
- Denim Jeans
- Shorts or Cutoff Pants
- Sweat Pants or Exercise Clothes
- Biking Apparel/Leggings or Pajamas

Child Life and Creative Arts Therapy Program

Cohen Children's Medical Center

Language:

Things to keep in mind during your visit:

- ❖ Please respect the patient/family rights for privacy and make every effort to avoid sensitive topics. Refrain from asking questions about medical conditions, family situations, treatment protocol, prognosis, or plans for going home. Instead focus on a child's favorite music, toys, colors, etc.
- ❖ Approach children slowly and quietly. Allow the children to decide to what extent they wish to interact with you. If the child shows any resistance in greeting you, do not persist (and don't take it personally).
- ❖ Engaging children in conversation about their interests and activities helps to create a successful event for donors and the children and their families.
- ❖ Don't hesitate to ask the event coordinator or Child Life staff members if you have any concerns or questions during the event.
- ❖ We hope you enjoy your visit at Cohen Children's Medical Center of NY. As one of our valued supporters, you are participating in helping us help our hospitalized children, something for which the staff, our patients, and their families are truly grateful.

I have read the above guidelines for entertainers visiting the Steven and Alexandra Cohen Children's Medical Center of New York and agree and adhere to the said requirements.

Signature of Participant

Date

