

# GROUP VISITS

Thank you for your interest in giving to the patients of Texas Children's! This information is provided as a guideline for groups interested in visiting and distribute toys to our patients.

## Visitor Guidelines:

- Group up to 10 members are welcome.
- All visitors must be 18 years or older.
- Duration of the visit 2 hours.
- If anyone in the group has been sick during the previous week or feels sick prior to visit (common cold, sore throat, upset stomach, fever or cold sore) or has been in contact with someone with chicken pox cannot not participate in the group activity and may wait in the lobby for the duration of the visit.
- If available wear a T-shirt with your Company/Organization Logo to be recognized in the unit as a visitor/donor.
- Family-friendly attire and closed-toed shoes only are accepted
- **There should be NO religious messages on clothing.**
- The group must meet at the lobby area in the main entrance.

## Hospital Arrival

- Arrive 15 minutes prior to visit.
- Sign in attendance list at the front desk
- All members must show an ID
- Sign the confidentiality form
- Toys can be unloaded at the momentarily drop-off area main entrance (carts will be provided to help the unloading process).
- TCH volunteer(s) will be leading the group through different areas.
- No food or drinks are allowed
- No photographs of patients can be taken.
- Group may photograph themselves with staff and/or TCH volunteers
- Visitors must follow directions.

## Expectations

- Patients in the inpatient tower are sick and perhaps in isolation for different reasons. Our commitment is to protect our patients, families and visitors. There may be occasions when the visitor may not have any contact with inpatients and the donation or item can be left with the nurse to be given to the patient at an appropriate time.
- At our staff discretion clinics may be an option if patients cannot be visited in the hospital tower.

## Toy Guidelines

- **Solicitation:** Texas Children’s Hospital has a no solicitation policy. We ask that group members refrain from promoting their company to our patients, families and staff.
- Hospital Policy requires all items **must be new** for infection control purposes.
- **Do not include any religious or edible items.**
- All messaging should be lighthearted and bright. Do not say “Get Well Soon”, but instead “Bringing You Sunshine” or “You’re a great kid”.
- Our patients range in age from newborns to older teens and family members. Infant and adolescent items are most needed.
- Please **do not wrap gifts**. Safety regulations require even labeled gifts to be checked for appropriateness.
- We cannot accept sporting equipment, toy guns, remote controlled planes, large toy sets (kitchens, tool benches), glass items, makeup or lotion.
- We are unable to accept new or used large stuffed animals (3 ft. or taller), bean bags, bicycles, art work, and/or train sets that require a large space.
- Events that use TCH logo to raise **funds** must be preapproved through the Office of Development. Call 832.227.1182 for more details on this process.
- We will not be able to accept items with any form of business advertising on the donations

## New Toys

### **Infants:**

Crib mobiles (no cloth pieces)  
Bouncy seats/Infant swings  
Soft rubber toys  
Sippy cups  
Fisher Price brand toys/rattles  
Infant mirrors  
Sassy brand items  
NEW Receiving blankets

### **School aged:**

Board games  
Matchbox cars  
Play-do (non-toxic)  
Activity books/stickers  
Craft/paint/model sets  
Etch-a-sketch  
Coloring books  
Crayons and markers (non-toxic)

### **Preschool:**

Wooden puzzles  
Fisher Price brand toys  
Musical toys and boxes  
Playskool brand toys  
Riding toys/tricycles  
Dolls  
Tonka Trucks  
Go Fish

### **Adolescents:**

New release G/PG movies  
Hair supplies/accessories  
Playing cards (Skip-boo, Uno, etc.)  
Board Games (Jenga, Connect 4, etc.)  
Apple iPod/ear buds  
Advanced craft/paint/model sets  
Jewelry making kits  
Xbox 360 games rated E

Brand new stuffed animals are a great choice to distribute and always welcome by any child, teenager or age. There are many items our patients enjoy receiving from toys and games to handmade items and activity packets. Donations of many kinds are welcome, with suggestions listed below.

- All items should be things a hospitalized child may enjoy doing in their room, unsupervised.
- Please include batteries when purchasing toys that need them.
- No sporting equipment, toy guns, makeup/lotion, remote controlled planes, large toy sets (kitchens, tool benches) or glass items accepted.

If your group is interested in supporting the patients with something other than new toys, there are many other items they enjoy receiving. Many of these may be put together at little cost and provide a great interactive experience for your group.

### **New Non Toy Items**

- Care kits including: travel size toothbrush/toothpaste, mouthwash, deodorant, shampoo/conditioner, soap, disposable razors/shaving cream, comb/hairbrush, and lotion.
- New clothing such as plain colored pajama pants, elastic waist shorts, t-shirts, socks, slippers, underwear and onesies. Accidents happen.
- Fun colored blankets and pillow cases to brighten patient rooms.
- **We cannot accept flowers, balloons or edible items of any sort.**

### **Activities and Handmade Items**

- Craft Packets that include pre-made craft supplies that patients can work on in their rooms unsupervised. Examples include door hangers, nametags, or small crafts. Place all items in a zip-lock bag with simple instructions a child can follow.
- Activity Books that contain a few coloring pages, word finds or crosswords. Make packets with 5 pages, hole punch one corner and connect with a ribbon for a customized, possibly seasonally inspired, activity packet.
- Food Tray Mats on 8 1/2 x 11" bond paper of any color. No markers, buttons, ribbon or glitter may be used. Crayons may be used. Lamination is acceptable, but not necessary. The patients prefer something interactive such as a crossword puzzle, dot-to-dot or trivia games.
- Decorated pillowcases to brighten hospital rooms- tie-dye, fabric paint (no puffy paint) or sewn from fun child friendly fabrics.
- Stuffed animals must be brand new, with tags on them! Beanie babies will not be accepted.
- Homemade blankets and quilts.

### **Schedule Your Visit**

- Please fill out the attached WC - Application for Group Visitors and email to Volunteer Services West Campus at [wcvolunteerservices@texaschildrens.org](mailto:wcvolunteerservices@texaschildrens.org)
- The visit must be approved by Volunteer Services West Campus and the volunteer group must receive an email with the confirmation date and time.

**The patients of Texas Children's Hospital West Campus thank you for your generosity and thoughtfulness.**



**West Campus**

# Application for Group Visitors

Thank you for your interest in visiting our inpatients onsite at Texas Children’s Hospital West Campus. Safety and privacy of our patients are a priority for us. In order to help you make the most of your gift to the patients at Texas Children’s, while maintaining our high standard of care, please complete this application and submit to [wcvolunteerservices@texaschildrens.org](mailto:wcvolunteerservices@texaschildrens.org). Your group must be prepared to provide presents or visits to approximately 70 patients (depending on daily census). The application is subjected to approval.

## GROUP INFORMATION

Name of Group or Organization: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone number: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

I have read and agree the TCH-WC Group Visit Guidelines

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Are you or your organization trying to do business with Texas Children’s Hospital? Yes\_\_\_ No\_\_\_

If “Yes”, please explain \_\_\_\_\_

\_\_\_\_\_

Total number of people \_\_\_\_\_ (Event Max is 10) Are all members of group over 18? Yes\_\_\_ No\_\_\_

## ADDITIONAL INFORMATION

How do you plan to adapt this activity to children of different ages and/or special needs?

\_\_\_\_\_  
\_\_\_\_\_

What would be your goal visiting our patients?

\_\_\_\_\_  
\_\_\_\_\_

How do you plan to adapt this activity to children of different ages and/or special needs?

\_\_\_\_\_  
\_\_\_\_\_

How often you would like to visit our patients? (If more than 4 times, additional requirements must be fulfill)

\_\_\_\_\_  
\_\_\_\_\_

Do you have a budget or plan to collect the needed items to give away to our patients?

\_\_\_\_\_



---

**ACTIVITY TYPE**

What type of service would you like to provide to the patients and families at Texas Children’s Hospital?

Toy /Gift Distribution – Please specify donated items.

---

---

Special Visitor (mascot, athlete etc.)

---

---

**SCHEDULING EVENT**

- All groups are required to schedule 30 days prior to option dated (90 days prior for events during the holidays).
- Visits are limited to two hours.
- Best timing for visiting are:
  - Monday to Friday 10:00 am – 12:00 pm or 1:00pm – 3:00 pm

Please list top three dates and times your group would like to visit our patients.

1) \_\_\_\_\_ Time: \_\_\_\_\_

2) \_\_\_\_\_ Time: \_\_\_\_\_

3) \_\_\_\_\_ Time: \_\_\_\_\_

**FOR THE OFFICE USE ONLY**

Date and time of the event approved: \_\_\_\_\_

Confirmation email sent to Group on: \_\_\_\_\_

Notification email sent to Security/ChildLife/ visited departments on: \_\_\_\_\_

Volunteer Services Calendar Schedule posted on: \_\_\_\_\_

Sign up for volunteers posted on: \_\_\_\_\_ for date and time \_\_\_\_\_



West Campus

