



Visitor Guidelines

Welcome to Four Winds Saratoga. We recognize the importance of visits by family members for the emotional well-being of patients and encourage these visits. In order to assure personal privacy, while still maintaining necessary safety precautions and staff efficiency, the following guidelines have been prepared. Your cooperation with these guidelines is greatly appreciated.

1. **ALL VISITORS MUST HAVE A VISITOR BADGE TO BE PERMITTED ACCESS TO AN INPATIENT UNIT:** Visitors need to stop in the Woodlawn building to obtain a visitor's pass from the operator/receptionist. A form of personal identification (driver's license, photo ID; credit card etc.) will need to be provided to obtain a **visitor badge**. The badge needs to be worn at all times while on hospital grounds; it is *required* to enter inpatient buildings.
2. **HELP KEEP OUR PATIENTS SAFE:** Do not bring in any materials that could be harmful to the patient or other patients on the unit. Examples of harmful objects include anything sharp, any medicines, matches, lighters, anything glass, plastic bags, alcohol (present in hair products), tobacco products and drugs. If you have questions regarding the appropriateness of something you would like to bring, please ask staff for guidance.
3. **VISITORS ARE RESPONSIBLE FOR THEIR PERSONAL BELONGINGS:** For safety reasons we recommend leaving personal belongings, such as purses, handbags, totes, backpacks, cell phones, cameras, etc. in your car during your visit. In trying to preserve our patient's confidentiality, taking pictures is prohibited.
4. **ALL ITEMS BROUGHT IN FOR PATIENTS MUST BE CHECKED BY STAFF FIRST:** Items for patients must be brought directly to the nursing station for inspection by staff before being given to patients. For safety reasons, the amount and type of belongings allowed may need to be limited by nursing staff. Food items are not permitted without prior approval from staff.
5. **ONLY VISITORS ON THE PATIENT'S APPROVED VISITORS LIST WILL BE PERMITTED TO VISIT:** The "approved visitor" list will be initiated as part of the admissions process. This list can be updated at any time through discussions with staff. It is recommended that approved visitors be limited to immediate family members/legal guardians. Others important to the treatment process of the patient can be added through discussions with staff. If the unit visiting hours are not practical for you, please contact the unit staff.
6. **TWO VISITORS PER PATIENT AT A TIME:** Visits from family and support are important for patient treatment. Staff are always monitoring the unit milieu for the safety and well being of all patients and visitors. Visitors may be asked to leave due to the state of the unit, overcrowding, or the patient's response to visitors. Visitors are expected to follow the requests of staff. Specific exceptions to the number of visitors may be discussed with staff. This is done for the safety and well being of our patients.
7. **VISITING BY CHILDREN UNDER 12 NEEDS TO BE APPROVED BY STAFF:** In addition, all children and adolescents under the age of 18 are expected to be directly supervised by an adult family member. No patient or staff can be responsible for the supervision of visiting children.

Pets are not allowed on Four Winds Saratoga property (except for certified service animals with papers). Do not bring pets onto the campus or leave them in your vehicle. Doing so will require our Safety Officers to notify local authorities to address this hazardous situation.

If you notice any potential risk for safety during your visit, please report it to the nursing staff immediately or Quality Management at 584-3600, extension 3116.

Thank you for your cooperation.
The Four Winds Staff



Saratoga Campus Map

1. Hathorn: Adult Inpatient Unit
2. Saranac: Adult Services Therapy Building, Health Services, Pharmacy
3. Ferndell: Adult Inpatient Unit
4. Mastrianni Hall: Nutrition Services, Patient and Staff Dining Rooms, Conference Room, Housekeeping, Maintenance, Transportation, Purchasing, Central Supply, Materials Management
5. Woodlawn: Main Administration, Admissions, Medical Records, MIS, Safety, Outpatient Services, Reception, Human Resources, Patient Accounts, Child & Adolescent Therapy Services
6. Polaris: Adolescent Inpatient Unit
7. Freshwater: Adolescent Inpatient Unit
8. Ausable: Campus School
9. Algonquin: Intensive Outpatient, Partial Hospital Program, Community Relations, Staff Development
10. Catlin: Child Inpatient Unit
11. Catlin: Child Services Therapy Building

Key

-  Inpatient Unit
-  Therapy Building
-  Campus School
-  Driveway
-  Visitor Parking
-  Staff Parking
-  Visitor/Staff Parking
-  Walking Paths
-  Playground
-  Trees & Shrubs

