HAPPY LIFE CHILDREN'S HOME

"Hope for abandoned Babies"



VOLUNTEERS' MANUAL

OUR CONTACTS:

Happy Life Children's Home

P. O. Box 63660 – 00619 Nairobi, Kenya

Tel - Administrator: +254714593926

Directors: +254723024327; +254711288115

Email: happylife2015adm@gmail.com; happylifech2002@gmail.com

About Us:

Happy Life Children's Home (HLCH) is a registered Charitable Children's Institution (CCI) started in 2002 as a 24-7 rescue center and home to abandoned babies who are sometimes left in hospitals after birth, or found abandoned on the streets and on dumpsites. Our Mission is three-fold: Giving a Home and

a Hope for adoption to abandoned children in Kenya; Provision of quality Christian Education through the Happy Life Christian School, Faith Premier High School and Happy Life Vocational Training Institute; Provision of quality Pediatric medical care through the Jesse Kay Children's Hospital. A local board, led by the Directors, Rev. Peter & Faith Ndungu runs the Home.

Volunteers are an integral part of the work done at HLCH. We are keen to ensure that our volunteers have the best Kenyan experience possible. However, all adults working with us have a responsibility to protect and promote the welfare of children and our first priority is towards the children's safety and interests. We believe that all children have a right to a happy, healthy and secure childhood. We seek to safeguard children by promoting all children's rights. We hope that this manual will help to support your volunteering needs, but please don't hesitate to ask us if there is anything you are unsure about.

ACCOMMODATION AT HAPPY LIFE

Volunteers Meals:

Some volunteers prefer to prepare their own meals in our guest kitchen. However, we have a staff to prepare and serve your meals in the lounge:

• Breakfast – 8:30 am

• Lunch – 1:00 pm

• Dinner – 6:00 pm

If you prepare your own meals, please keep the kitchen clean and neat at all times.

Accommodation Charges:

Both the Happy Life Nairobi Campus and the Juja Campus offer on-site guest accommodation for volunteers. Staying within our facilities provides a safe, convenient, and affordable option while offering a unique opportunity to experience Kenyan culture and daily life firsthand.

We have rooms available for married couples. Wherever possible, each volunteer is provided with a private room, depending on availability during their stay. However, during periods of high volunteer numbers, volunteers may be asked to share a room with one or more others. All shared rooms are equipped with multiple beds to ensure comfort.

Volunteers are encouraged to keep their rooms tidy and to be considerate of fellow volunteers, especially when sharing accommodation.

Our guest room charges are as follows (per person, per day):

- **Full Board (Accommodation and Meals provided):**

  - o Stay duration of less than a month = $50
  - o Stay duration of more than a month = $40

  - o Couple: stay duration - less than a month = $70
  - o Couple: stay duration of more than a month = $50

  - o Room Sharing: per person stay duration - less than a month = $40
  - o Room Sharing: per person stay duration of more than a month = $30

- **Half Board (Accommodation only with use of kitchen for own meals):**

  - o Stay duration - less than a month = $30
  - o Stay duration - more than a month = $25

  - o Couple - stay duration less than a month = $50
  - o Couple - stay duration more than a month = $30

  - o Room Sharing: per person stay duration - less than a month = $20
  - o Room Sharing: per person stay duration of more than a month = $15

- **Special Note:**
  - ***o Children below 14 years accompanying an adult will pay 75% of all the above charges.***
  - ***o Room Sharing is considered two or more people in a guest room with separate beds.***

Airport Transfers:

Please note: Plastic bags are banned in Kenya. They sometimes carry out random checks at the airport and will ask you to throw away such bags if found in your luggage.

HLCH can make arrangements, upon request, for airport transfer at a minimal fee of:

➢ *$40 for one-way for one person; $80 round trip*

➢ *$60 for one-way trip per car (up to 3 people)*

➢ *$80 for one-way trip per van (>3 people)*

➢ *$150 for one-way trip per bus (>10 people)*

Other Local Transport:

➢ *$60 for transport to Juja Campus by van, each way*

➢ *$80 for transport to Juja Campus by bus, each way*

➢ *We can arrange other local trips to the different locations in Nairobi and beyond; we will work out the costs for you separately because these vary as per destination and number of people.*

➢ *Other costs for those staying in Juja campus include $40 a night for enhanced security (armed guards)*

Helping Care for the Children - Children's Daily Schedule:

6:00 -7:00 am: Infants feeding time (Infant A rooms)

6:00 am – Administration of drugs for any sick children

7:00am – 8:00 am - Breakfast for Toddlers (Toddlers' Rooms)

8.30 – 10:30 am –

- Infants feeding and bathing
- Toddlers bathing
- Rooms Cleaning and other chores
- Cooking
- Playtime

10.30 am: Snack time for Toddlers

12.00 – 2.00 pm – Infant Feeding; Lunch for Toddlers

4:00pm - 5:00pm: Infant Feeding; Porridge for Toddlers

7.00pm – 8.30 pm – Infant Feeding; Dinner for Toddlers

8.30 pm - Bedtime

Participate in the Following Ways:

- Feeding infants and toddlers as per above schedule
- Cleaning rooms, the compound and arranging children clothing closets

• Create/update typed lists of all children

• Create updated laminated name tags with birthdates for each crib

• Help to bathe and/or change the babies

• Read to, hug and hold babies - stay with the children in the play room and have some fun ☺

• Help with the Laundry

• Help prepare the meals, dishwashing, etc.

• Ask teacher if she needs any help preparing for the next school day (Juja Center)

• Teach some subjects (Juja Center)

• Do artwork with the children, play games, music, etc. (Juja Center)

• Accompany HL staff on rescue mission

• Accompanying children to hospital or to court (for committals)

• Take part in any ongoing projects e.g. construction work

• Help in home improvements e.g. painting, artwork…

• Accompany the children to church or for recreation

Jesse Kay Hospital (For those in the medical field):

- Assist with the Triage
- Direct patients to the Doctors' room
- Aid in preparing patients for theater
- Assist in administering of drugs to patients
- Help in counseling patients (those in Counseling)
- Participate in medical outreaches (where applicable)

Happy Life Mission Schools

- Assist the teachers in the classroom (for those in education)
- Assist in music class, (a person that is well conversant with playing instruments will help a lot)
- Participate in sports - soccer, basketball, Tennis etc.
- Help in our vocational training - e.g. dressmaking, hairdressing, and beadwork
- Help the Librarian to restock books
- Help in serving meals
- Mentorship of students

List of Items to Bring/Purchase Locally:

Rescue Pillar:

- Milk Formula 1 and 2 *
- Hand sanitizers *
- Disinfectants*
- Tooth paste & brushes
- Towels
- Children Blankets
- Socks and underwear (8-16 yrs.)
- Wipes and Rash Cream
- Bottle sterilizing tablets *
- Diapers *wipes & Rash cream
- Shoes (4 years – 16 years old)
- Multi vitamins
- Crib sheets
- Ear-buds
- Toys and other Play equipment
- Mosquito Nets
- Feeding bottles
- Washing Machine Detergent

Education Pillar:

- School supplies – erasers, pencils,
- Sweaters (8 - 16 years) sharpeners, pens, books
- Office equipment and supplies e.g. laptops, computers, filing folders…
- School sweaters
- Legumes and foodstuffs
- Children clothing (ages 8 – 16)

(* Purchased locally)

Note: Some of the items listed in our volunteer information materials are readily available in Kenya and may be more practical and cost-effective to purchase locally. Volunteers wishing to contribute supplies are encouraged to consult with the Directors or Administrator. Our staff can assist with sourcing the items, making purchases on your behalf, and providing receipts. Volunteers are also welcome to take photos of the purchased items to share with donors and supporters. This approach helps ensure transparency, accountability, and safe handling of funds.

Out and About:

For the sake of safety, volunteers who board at Happy Life premises are not allowed to stay out beyond dark time (7 pm) unless on an official Happy Life trip or with proper official arrangements. As much as possible avoid night travel and observe personal safety, e.g. putting valuables out of sight, and keeping car doors locked and windows rolled up, especially in congested areas on the road. We also advise our volunteers to take precautions when sampling local Kenyan food, especially in small and/or makeshift food places. Our HL staff is available to give guidance on such. (See regulation no.15 for guidance).

Safari: Happy Life has great contacts for such safaris. We can help you book for safari and advise on the same. Please contact HL before arrival or the Director or Administrator's office while in country if you need help with transportation and tour guidance. Be careful when engaging local vendors or tour guides to avoid someone taking advantage of you. Again, our HL Staff and Office are always at hand to connect you with honest and reliable service providers.

Kenya offers a lot to the first-time as well as the frequent visitor. There are a lot of beautiful sceneries, shopping areas, animal parks and stunningly beautiful coastal beaches. In addition, volunteers can get a Kenyan spiritual experience by visiting the Overcoming Faith Church (OFC), the ministry that runs HLCH. However, they are also free to visit other local churches of their choice.

Rules and Regulations:

All volunteers are expected to abide by the following rules and regulations of HLCH and any others as may be given during the orientation or stay.

1. ***The Kenya Government requires all International volunteers to provide a letter of introduction from either their church, employer or local government office.***

2. Volunteers staying in our guest rooms are only those who have come specifically to assist in caring for the children at HLCH. ***We regret that we are unable to offer accommodation for individuals or groups who come to Kenya mainly for other missions outside of HLCH.***

3. HLCH is a Christian organization and we uphold Christian values; we request our volunteers to uphold/respect that. All volunteers are expected to behave and dress modestly. The use of obscene language shall not be tolerated at HLCH. Children learn from what they hear.

4. Smoking in the building or compound is strictly prohibited. No alcoholic drinks or hard drugs will be allowed into HLCH.

5. Please wash your hands well before handling the children. Volunteers are not allowed to give any food, snack or medicine to the children without authorization from the office or the *'Mom'* in charge of the room.

6. Volunteers are encouraged to work alongside the staff in taking care of the children. Please seek the guidance/help of the *'Mom'* in charge of a room in holding or feeding the babies.

7. Please seek the office' guidance if you want to watch a movie with the children. Such has to be authorized by the administration. Obscene kind of movies and materials or those inappropriate for children are not allowed at Happy Life.

8. ***Volunteers are not allowed to take pictures or videos without prior permission from the administration.***

9. Please direct any questions or concerns/complaints to the HL Administrator and/or the Directors. As much as possible the Director will hold weekly meetings with the volunteers to discuss any concerns.

10. Volunteers are not allowed to hold discussions that would be considered private and confidential with the staff. Any formal meeting or official communication with the staff should be arranged through the office.

11. Don't give any information or directives about the children or the Home to other visitors. Direct all visitors to the office.

12. Take good care of all the utensils in our guests' kitchen; if you break any utensil, report it to the in charge and plan on how you will replace it.

13. All personal valuables e.g. phone, camera, money etc. should be kept safely. HLCH will not take any responsibility for any lost items. Talk to the Administrator if you need help in storage.

14. Volunteers are not allowed to go out at night while staying at HLCH without notifying the office. In any case volunteers have to be back to the premises before 7pm. In addition, Happy Life staff are always

at hand to help when a volunteer needs to walk to the mall or other nearby places even during the day.

15. Volunteers are required to log in and out whenever they leave the Happy Life premises for personal errands (the gateman or front office will have the logbook). Failure to abide by these requirements may result in being asked to leave.

16. As indicated above HLCH charges some minimal fee to assist in making volunteers' stay at the Home comfortable. This payment should be made before arrival or soon after arrival, unless with prior arrangements. Direct any queries on how to make payment to the HL Directors in the US and/or in Kenya.

17. Happy Life's utmost concern is the protection of children in our care. As such HLCH reserves the right of admission for all volunteers. Appropriate measures will be taken in case of indiscipline or failure to adhere to the regulations especially where the protection of the children is put at risk.

Please Stay Connected:

Some of our volunteers have enjoyed being part of Happy Life and love to receive updates after they leave; some return to visit us again, and a number have maintained a permanent link. You can also be a part of us by becoming a regular partner, sponsoring a child or being our ambassador. For more info, consult the office or visit our website at **https://happylifemission.org/** You can also receive frequent updates about the children and the happenings of Happy Life on our social media pages at **https://www.facebook.com/HappyLifeChildrensHome/** and https://www.instagram.com/happy_life_mission/

You may also email us at **happylifech2002@gmail.com**

Thank you for choosing to volunteer at Happy Life Children's Home.

"TOGETHER WE ARE MAKING A DIFFERENCE"

VOLUNTEER'S INFORMATION

Name: ……

Country of Origin: ……...

Telephone No: ……

Email Address…….

Physical Address…….

College/Organization/Self……..……

I.D No./Passport No……..…….

How did you know about HLCH? ……..……

……..……

In case of emergency, HLCH should contact (next of Kin):

Name…….…….

Telephone: …….……

Email…….……..…

Relationship: ……..……...

I agree to comply with the above regulations, as I understand that they are important in ensuring protection of the rights and interest of the children at HLCH. Therefore, I the undersigned certify that I

have read and understood the volunteer's guidelines and I agree to volunteer my services at Happy Life Children's Home from this day _____to _____.

I hereby indemnify the trust against all actions, claims, damages, costs and expenses.

Name: _____Sign: _____

Date: _____

Signed…….…….…….…….…….…….…….…Date.…….…….…….……..…

Approved by …….…….…… …… Date…….…….…….…….…..…..…

Sign …….…….…… Stamp…….…….…….…….…….……...…