

2005

Guest Handbook

Guidelines for your stay at City of Angels



Children's Home

Welcome!

Welcome to City of Angels! We are excited to have you come serve with us!

We are a Christian organization and this is home for children from 2 months to 17 years old! We expect our volunteers to reflect Christian standards and character while serving and staying with us.

Children learn so much by YOUR example! Whether it is positive or negative, they are watching and learning from you.

We have put together these expectations to help you be a positive example to the wonderful family of children here at City of Angels.

General Guidelines:

City of Angels is home to 30 children and we are **their** guests. We are here to serve **them**. The children, their lives, schedules and routines take priority to our agendas and plans.

We always allow the City of Angels family to have top priority when it comes to:

- Bathroom Usage
- Showering
- Mealtimes
- Facility Usage & more

In all of our endeavors, we strive for J.O.Y.. "J" stands for Jesus. We always want to put HIM first. He's the One we serve and give the highest priority. "O" stands for others...hey you are catching on! That's right, next in line we put others' needs, concerns etc before ourselves. "Y" stands for yourself...if you have anything left after the j and the o feel free to splurge on the "Y"!

Keeping these priorities will make your stay here a very meaningful one!

Please take the time to read through this entire handbook. God bless you richly and thanks for your cooperation!

Sergio, Ken, Alex, Leti and staff

City of Angels is a smoke-free, alcohol-free, and drug-free community.

All volunteers shall avoid use of any tobacco, alcohol, or illegal drugs of any kind while at City of Angels. Returning to C.O.A intoxicated/impaired will not be tolerated. City of Angels staff reserves the right to ask anyone who uses such items to leave the premises (and possibly their group as well).

This is a very important issue and we need you to take this matter seriously.



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Bathroom/Shower Usage



In Mexico, all bathroom paper products are discarded in the waste baskets (NOT IN THE TOILETS). So while in Mexico, do likewise! Our septic system and the rest of your group will thank you for your cooperation! Trust me, you'll get used to it!

Remember, the residents have priority so your best bet is to arise early and be finished in the bathroom by 7am. Kids typically shower after school also. Please avoid showers between 4-8pm on weekdays.

Use bottled water when brushing your teeth. You'll thank me later...

Showers: Please conserve water... you can turn off the water while you're

lathering up!

Be sure to pull the shower curtain inside the tile curb to keep water off the main floor area.

Take the time to clean up after yourself. There isn't maid service around here... Take a couple of minutes and leave things cleaner than you found them! Remember "J.O.Y."

If it gets plugged, unplug it, okay? Hey I've got a great idea: How about instead of complaining that things are messy in the restrooms we take a few moments of our own time and clean it after someone else? Hmmm what a concept! Always report things that need repair. Thanks!



SUPPLIES We need All the Time:



Here is a list of supplies we need. Would you consider bringing these to keep our pantry full?

Sugar, cooking oil, pancake mix, syrup, breads, powdered milk, fresh milk, oats, beans, rice, spaghetti sauce, instant drink mixes, spices, chocolate powder, peanut butter, jelly, pasta, crackers, cereals, cookies, canned fruit and vegetables, 2-gallon bottles of drinking water. Remember we're feeding 40 people at each meal. Please box all items for easier storage, too.

Other supplies that we need desperately are: Shampoo, toothpaste, conditioner, hair gel, bar soap, toilet paper (lots of tp!), feminine hygiene, Ajax cleanser, liquid cleaners, bleach, laundry soap, pine sol, scrubbing pads, sponges, dish towels, paper towels, napkins, window cleaner, mop heads, plastic buckets and pails, large size plastic trash bags (mucho), toothbrushes and more!

If nothing else, be sure to bring a stock of toilet paper!

"Help!"

Curfew and Quiet Hours



We ask our visitors to keep much the same hours as our residents here at City of Angels. If later hours or earlier hours are observed, we expect quiet from our guests so that our residents can get undisturbed rest. Quiet hours are between 9pm and 7 am...So if you stay up later than 9...great, but be

quiet, okay?

And for you early-risers...let's be quiet before the 7am hour...both inside and outside! **ESPECIALLY IN THE COURTYARD/PATIO AREAS!**

So...HEY! FROM 9pm-7am
.....SHHHHHHHHHH!

Muy Bien Trabajo!



Welcome Mats and Keep Out Signs...

At City of Angels certain areas are off limits to our visitors. We ask you to respect these boundaries for the safety and peace of mind of our children.

Please do not enter the children's dormitories unless accompanied by a C.O.A. staff member. Please only females in the girl's dorm and males in the boy's dorm and only with staff.

Staff homes are private residences. No visitors unless accompanied by a resident.

No men in the women's restroom.

No women in the men's please.

WHILE PLAYING WITH THE CHILDREN

1. No C.o.A. children are allowed up stairs on the 3rd level!
Please don't take them upstairs

even briefly.

2. C.o.A. children are not allowed off the premises without express permission from the staff of C.o.A. (They shouldn't even exit the gate).
3. C.o.A. Kids aren't allowed in the lower parking lot to play. Organized group games are fine, otherwise please, no.

City of Angels children are not allowed upstairs in the dormitories or any part of the guest quarters. Some of the older kids can help you unload your cars and take your gear upstairs, but please respect our need to keep the kids downstairs the rest of the time.

Our kids know their boundaries so please help them respect them.



Arrivals and Departures

ARRIVALS: Due to the fact that quiet hours are from 9pm-7am, please make every effort to arrive at City of Angels prior to 10pm. We understand that there are extenuating circumstances at times, but we would appreciate your efforts to keep your arrival hours in check. If you are going to be unavoidably detained, please call us to inform us of your revised ETA.

Be sure that we have contact numbers to check in with you as well. Your best bet is to stay in touch with Aaron at the office before you leave home and during your trip to C.o.A. We also need to know the size of your group for our preparations. THANKS!

DEPARTURES: Our motto: "LEAVE IT CLEANER THAN YOU FOUND IT".

We need you to leave the dorms, dining, and kitchen areas upstairs completely cleaned and ready for the next group to use.

Please box up all extra food you wish to leave and deliver it to one of the CoA staff. Please try to leave paper products for us. Also be sure to replenish the drinking water supply!

Cleaning Supplies:

Brooms and Dustpans are located behind the kitchen area. Mops are typically next to the laundry room or the kitchen area. Please feel free to use these but please return them to the same location when you are finished using them!



Contact Information:
C.o.A. Phone:
01152-664-903-8070

Baja Vision Office:
1-619-428-2741
Last Resort:
Ken LaPoint's Cell:
650-867-4859
Address:
In La Gloria in front of
Llantera Cruz!

We're on the Web!

See us at:

www.tjkids.org

We love email:
cityofangels@tjkids.org

Mealtimes at City of Angels

Sharing a meal with the City of Angels family can be the start of great friendships here! We encourage you to join us for our meals.

Some guidelines for mealtimes: All the children line up at the kitchen door for "hand check". Feel free to join them.

Children typically sit in the same spot,

Parking /Security

All vehicles need to be parked in the lower lot. PLEASE PULL ALL THE WAY IN AND PARK AT A RIGHT ANGLE FACING THE BLOCK WALL. Please park tightly so more cars can fit in as well. We want to keep the main courtyard as car-free as possible. Please don't park in the courtyard. Be sure to lock your car and do not leave valuables where they are visible.

and are served portions fit for them. They are also expected to finish their portion. If you serve the little ones, keep the portions small for this reason.

One of the children will lead the prayer before we eat.

We ask that you pay \$5 per person per meal.

ALWAYS CLOSE AND LOCK THE LOWER GATES!
PLEASE DON'T BLOCK THE SIDE DRIVEWAY! We have neighbors that use it too! All cars need to be inside the gates at night for security.



Lodging Charges at City of Angels...

For 2005, we have set the minimum lodging charge at \$10 per person per night. So for a group of 10 people for 3 nights that would be.... Hummmm... 300 dollars... what a deal! You can't get lodging cheaper anywhere in town! We set this at the minimum and hope that you can donate above that to help us

defray some of our operating costs at C.O.A. We have ongoing electricity, gas, and water bills, not to mention all of our other daily operation expenses. Thanks for your prayerful consideration in this matter!

(Make all checks payable to Baja Vision Ministries.)

Dress Code for City of Angels.

While in Mexico we need to think, "MODESTY".

WORK ATTIRE: You will notice that jeans, t-shirts (other than plain white ones) and tennis shoes are great work clothes for working around C.O.A.

Guys need to wear a shirt at all times. Even on those really hot days... please always wear a shirt. Guys without shirts= too much information.

Girls: T-shirts and tank tops are great, but leave the spaghetti straps and bikini tops at home... there are young impressionable teenage boys here...OK?

Remember, you are setting an example for our kids so make it a good one! Shorts are fine...just keep them modest, okay? Impress the guys with your smile instead. .

CHURCH ATTIRE: Women typically wear a skirt or dress to church in Mexico. Guys typically wear a collared shirt and clean pants. Attire at the Arena is casual/dress.

Thanks for your Help!

Thanks so much for helping us. We love you and appreciate you more than words can say. Our prayer is that God richly blesses you for your servants' hearts! Thanks too for your cooperation with our guidelines!