



Child Sponsorship Handbook

All you need to know about sponsoring a child at Los Algarrobos School, Ecuador,
through The James Dean Byrd Foundation



Welcome to our sponsorship community!

This handbook is your detailed guide to the life-changing experience of sponsoring a child in Ecuador. You'll learn how your funds are invested to provide real and lasting change for children and the communities in which they live.

Our sponsorship handbook will also provide you with suggestions on how to build a special relationship with your sponsored child. We hope it is an inspiring experience for both you and your sponsored child



Thanks to my sponsor I can experience things I never knew existed



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Communicating with your sponsored child

Correspondence can be one of the greatest joys of sponsorship. Your sponsored child will enjoy receiving your letters and getting to know more about you. And, we hope you feel the same way about getting to know them.

Many former sponsored children tell us that letters become a wonderful treasure and source of encouragement that they read time after time. In fact many children keep these letters throughout their lifetime!

We encourage you to correspond with your sponsored child as often as you like. However, we do recommend that you allow at least three months between letters to ensure enough time for it to be delivered and your sponsored child to respond.

Translation times and the postal system where your sponsored child lives may cause delays in correspondence. Please also keep in mind that depending on the time of year, children may be on school holidays and harder to reach. We assure you that your patience will be worth the wait when you receive a reply!

Letter writing tips

Your messages don't need to be long. Short and thoughtful messages are easiest for children to understand, especially when they are just learning to read and write.

Here are some topics you might like to consider:

- How happy you are to be your child's sponsor

- Questions about their daily life, interests, school, favorite foods or hobbies

- Your age, and the names and ages of your family and friends

- Descriptions of your community - location, climate, games and activities of local children, etc.

- Brief information about your job and hobbies

Sending photographs is also a wonderful way to connect. Children love to receive photos of you doing something you enjoy. Photos are a great way to bond with them, to put a face to a name and strengthen your relationship.

How to mail a letter to your sponsored child

Step 1:

Clearly write your Supporter ID, sponsored child's name and their Child ID at the start of your letter

Step 2:

Write your short letter, keeping in mind our suggested letter writing tips on page 2.

Step 3:

Place your letter securely in an envelope and address your envelope to:

James Dean Byrd Foundation
APARTADO 13-02-26
BAHIA DE CARAQUEZ
MANABI
ECUADOR



Step 4:

Apply correct postage and mail your letter

Or email your sponsored child

Step 1:

Type your Supporter ID, sponsored child's name and Child ID at the start of your email

Step 2:

Write out your short email keeping in mind our suggested letter writing tips and page 2.

Step 3:

Email your letter to: jamesdeanbyrd@gmail.com

Email messages still take time to translate and deliver, but the process is faster than with postal mail. Your sponsored child's reply will be sent to you by postal mail.

Click [here](#) to email your child.

What you say is not as important as the fact that you are reaching out to your sponsored child

Children love receiving letters and are excited to learn more about their sponsor



The best thing you can share with your child is your friendship!



Cultural sensitivity

The James Dean Byrd Foundation is an independent organization working with ESCUELA LOS ALGARROBOS in Canoa, Ecuador. We have no religious or political affiliations. To respect local laws and customs, please be culturally sensitive and do not reference religion, politics or other subjects that maybe sensitive or inappropriate in your letters or messages to your sponsored child.

When sending photos, please ensure that every person in each image is fully and conservatively dressed. Due to the possible difference in living conditions please do not write about material possessions

Gifts

Modest gifts that fit in to a small envelope may be sent to your sponsored child, however please be aware that gifts maybe lost in unreliable postal systems and must be suitable for posting. Please don't send any cash, cheques or money orders. If you wish to give an additional gift to support your sponsored child and their community, please contact the sponsor relations manager or donate directly via www.jamesdeanbyrdfoundation.org

Visiting your sponsored child

One of the great delights of being a child sponsor is having the chance to visit your sponsored child – to meet face to face, interact in person and further to strengthen the bond you've formed.

Of course, your visit will also give you the opportunity to see your sponsorship contributions in action. You'll be able to visit – and maybe participate in – sponsorship-funded programs at Los Algarrobos school and meet the local staff and volunteers.

Planning your visit

All child sponsors are required to complete an application form and undergo background checks prior to their visit. The forms outlined on page 6 must be completed at least three months before you intend to visit your sponsored child.



Visiting your sponsored child is an experience you will cherish forever



Application for sponsor visit

Each person visiting a sponsorship area must fill out an application form. This identifies the child as well as general information about your travel plans and your proposed arrival and departure dates. This information helps us coordinate your visit with the local staff and volunteers at the School.

Please be aware that the length of your visit to the school cannot exceed 2 days unless previously agreed with the staff at the school. Also, the visit should be planned to coincide with regular business days and hours.

Visitor Assumption of Risk, Release of Liability and Acknowledgement of Obligations form

This form explains the terms and conditions for your visits to your sponsored child. By completing this form, you agree to comply with our policies and protocols, and recognize the limitations of the James Dean Byrd Foundations liability. Each traveler must complete this form regardless of age.

National Police Record Check

To ensure we uphold our Child Protection Policy and to take positive steps to help protect the children with whom the foundation is in contact, we may seek permission to obtain background reports on prospective employees, volunteers, interns consultants or supporter visiting our school, That's why we require a completed signed Nation Police record check or equivalent from you and each traveler who will accompany you.

If you would like more information about this or organizing your trip contact us at jamesdeanbyrd@gmail.com



Child protection and safety

Ensuring children are protected from harm is critical to our work. With our successful years working to protect and educate the children at Los Algarrobos we have extensive experience and expertise in designing strategies to keep the children safe and provide a life-changing education.

We are committed to ensuring that we have designed and implemented a Child Sponsorship Program that creates safe environments where the children are protected and not only survive, but also succeed in life.

We take our responsibilities for protecting and promoting the rights of children very seriously. We employ strategies to create and maintain an environment free from any form of abuse or exploitation, and promote the implementation of our Child Protection Policy. We are confident that our sponsors will join us in upholding this policy so that together we can do our best to ensure that the children we help remain safe. While the vast majority of individuals have good intentions, we trust that child sponsors understand that we must safeguard against the few who do not.

Child correspondence and gifts

In our efforts to keep children safe, we monitor the letters and gifts sent to sponsored children. To protect the privacy of all parties, we do not allow children and sponsors to exchange contact information (phone number, email address, addresses etc) last names, or contact on social media. All correspondence must be sent through our staff and volunteers.

Child Visits

Every Sponsor planning to visit their sponsored child is required to complete an application form, release form and background check. All visits to be coordinated with the school, Unannounced visits are not acceptable.

If you are contacted by your sponsored child, or their family, outside of communication sent by our coordination staff, we ask you to please refrain from responding and immediately contact the school via email

jamesdeanbyrd@gmail.com

Programs that benefit sponsored children

Your support helps your child's community to access programs that address their specific needs and gives them the opportunity to learn and develop skills to overcome a generational lack of education and poverty

To make the greatest impact possible your contributions are combined with those of other sponsors, Together, you invest in community-based programs designed to bring about sustainable improvements for children, well-being and development through education.

With your support our team assist your sponsored child and its community to overcome existing boundaries and to ensure the right of an education for children is met.

We work with a child at the school until they are able to continue to improve their own lives. On average this happens over 6 – 8 years. Thanks to the support and encouragement you provide to your sponsored child and their community, they will be ready to progress without us and inspire others just as you have them.

Child Sponsorship focuses on three core programs

Early Childhood Care and Development

Basic needs for protection, food and healthcare are critical for a child to develop and learn properly. Interaction, stimulation, affection, exploration and security are also critical to a child's growth during the early years. We help build strong foundations for success and positive outcomes.

The schools Early Childhood Care and Development program helps to:

- Establish and improve early learning and development

- Educate parents and teachers to work together to support young children at home and at school

- Advocate for national policy that support early learning and development

Basic Education

Access to a quality education is an inherent right of all children. It is also one of the most important building blocks for a child's development – improving their likelihood of future success. Our foundation works to improve the learning experience of children and help them become active participants in their own education.

Our Basic Education programs help to:

- Create safe and stimulating learning environments by working with teachers and staff to address individual needs.

- Train teachers and equip them with quality learning material.

- Encourage community leaders and parents to recognize the importance of education.

School Health and Nutrition

Healthy children have a higher learning potential than those that are not. Our sponsorship program addresses specific health and nutrition issues that keep them out of school and impair their ability to learn. We work with students to adopt health practices which assist their overall well being and development.

Provide vitamins and supplements; screening for impairments and treatment of minor illness and injuries. Build hand-washing and clean drinking water facilities

Educate children, teachers and entire communities regarding healthy practices, hygiene and nutrition.



Updates about your sponsored child

Each year, you will receive updates about your child's progress and a recent photo of them. The updates will help you learn more about their life and the difference you're making in their community.

Monitoring and evaluating the quality and effectiveness of our programs is a critical part of sponsorship. Together, we aim to create measurable impact for children, so it's important to us that we share these achievements with you.

You can write to and receive correspondence from your sponsored child at any time. We will also send you regular newsletters to keep you informed about our work and the impact we're making together for children around the world.

Transfers and saying goodbye

Your relationship with your child is special and your support is an amazing gift. But, one day your sponsored child will graduate from the sponsorship program. While it's difficult to say goodbye, you will have the satisfaction of knowing that because of you and other sponsors, they will be better prepared to succeed in life.

We structure our sponsorship programs so that we remain in a community for an average of eight to 10 years. You may start sponsoring a child in the early stages

of our work in their community or towards the end. When the time comes and your sponsored child's community no longer needs our assistance or if your sponsored child is no longer eligible to participate in our programs, we will notify you as soon as possible. We hope you will transfer your sponsorship to another child and continue to make a lasting positive difference in the lives of disadvantaged children.



Sponsorship payments and tax receipts

Automatic Monthly Payments can be made using, PayPal, Credit Card or direct payments from your bank account. These payments are the easiest and most efficient way to make your sponsorship contribution.

Deductions will be scheduled from your nominated payment source on either the 1st or 15th of each calendar month depending upon your preference.

Your regular automatic payments allow for a constant flow of funds to support the school, funds go directly to source and all administrative and promotional information (such as this!) are produced by volunteers and friends of the Foundation.

The funds keep the school and sponsorship operations stable, if you wish to make other payment arrangements or if you have any further questions you can contact us by email at: jamesdeanbyrd@gmail.com

Each year we will send out all sponsors an official receipt for all of the donations they have made throughout their financial year. In many cases the donations are tax deductible depending upon the country of origins charitable tax regulations.

Contact us

We know – in fact, we expect – that you will have questions over the course of your sponsorship. Everyone does and that's why we're prepared and happy to answer your questions remember were only an email away.

So if you have any questions about your sponsorship, our nominated sponsor relations manager will be happy to help. When you contact us, please head your email with your unique sponsor ID – it will help us assist you better.

You can contact us by email at:

Jamesdeanbyrd@gmail.com

By post to our PO BOX: James Dean Byrd Foundation
APARTADO 13-02-26
BAHIA DE CARAQUEZ
MANABI
ECUADOR

Connect with us on social media

Learn about our programs and how together we're making difference for children. Interact with others in the sponsorship community and hear from experts. You can even share your own sponsorship experiences with us here!

Follow us online:

