

# \*\*\*STARS\*\*\*

## Students Training As Righteous Servants MANUAL



"In the same way, let your light shine before others, so that  
they may see your good works and give glory to your  
Father who is in heaven."

Matthew 5:16



## **STARS Statement of Faith**

Students Training As Righteous Servants (STARS) is a non-denominational, Bible-believing, and grace-dependent group of home educating families.

We believe the following truths:

- ★ We believe the Bible is the verbally inspired Word of God. The scriptures are inerrant and infallible in the original languages. Therefore, the Bible is the supreme and final authority in all matters of doctrine, faith and life. (Psalm 12:6-7; Matthew 5:17-18; 2 Timothy 3:16-17, 2 Peter 1:20-21)
- ★ We believe there is only one God in three persons, Father, Son, and Holy Spirit. (1 Corinthians 8:6; Isaiah 7:14; John 1:1-3, 14, 10:30, 14:16-17)
- ★ We believe that it pleased God the Father, Son, and Holy Spirit to create, or make out of nothing, the world, and all things therein, whether visible or invisible. We believe that man was created in the image of God by a special, instantaneous act. We believe that God wonderfully and immutably creates each person as male or female, and that these two distinct complementary genders together reflect the image and nature of God. We believe that God created only two genders and disapproves of attempts to treat gender as a choice. (Genesis 1:1-2:7, 2:18,21-22; Psalm 33:6, 139:13-16; Matthew 19:4; John 1:3,10; Colossians 1:16-17)
- ★ We believe that man sinned and thereby suffered not only physical death but also spiritual death, which is separation from God. As a result, all human beings are born with a sinful nature, and fall short of God's standard. (Genesis 3:1-3:24; Romans 3:10-12,23; 5:12)
- ★ We believe that Jesus Christ died to save His people from their sins. Therefore, all who believe in Him are justified on the grounds of His shed blood and not of good works. We believe He arose bodily from the dead on the third day. We also believe our Lord ascended into Heaven where He is seated at the right hand of the Father. We believe Jesus Christ obtained for every believer eternal redemption and everlasting life by His finished work on the cross. (Matthew 1:21; Mark 16:19; John 3:16, 27, 10:25-28; Romans 5:9, 6:23; Ephesians 2:8,9,13; 1 Corinthians 15:3-4; Hebrews 4:14-5:10, 7:22-25, 8:1, 9:12)
- ★ We believe that Jesus Christ will come again to judge the living and the dead and will reign forever. (1 Peter 4:5; Revelation 11:15)
- ★ We believe the Holy Spirit convicts the world of sin, of righteousness, and of judgment; regenerates the sinner by the Word of God; permanently indwells each believer; seals, enlightens, instructs, and guides every believer to become more Christlike; and empowers every Christian for godly living, Christian service, and spiritual worship. (John 3:5-7; 14:16-17,26, 15:26, 16:7-15; Romans 8:9,26; Ephesians 1:13-14)
- ★ We believe that God created marriage to be exclusively the union of one man and one woman. Any sexual acts outside marriage are sin. (Genesis 2:24; Leviticus 18:22; Matthew 19:4-6; Romans 1:26-28; 1 Corinthians 7:2; Hebrews 13:4)

- ★ We believe in the sanctity of life. (Genesis 9:6; Psalm 139:13-16; Jeremiah 1:5; Exodus 20:13)
- ★ We believe children are a heritage from the Lord and are commanded to honor and obey their parents. We believe God appointed parents to the task of raising children in the nurture and admonition of the Lord and entrusted them to educate their children. (Exodus 20:12; Deuteronomy 6:7; Psalm 127:3; Proverbs 19:18; Ephesians 6:1-4; Colossians 3:20-21)
- ★ We believe that every person must be afforded compassion, love, kindness, respect, and dignity. Hateful and harassing behavior or attitudes directed toward any individual will not be tolerated and are not in accord with Scripture nor the standards of STARS. (Mark 12:28-31; Luke 6:31, 35-38)

This statement of faith does not exhaust the extent of our beliefs. The Bible itself - as the inspired and infallible Word of God - speaks with final authority concerning truth, morality, and the proper conduct of mankind and it is the sole and final source of all that we believe.

For purposes of STARS' faith, doctrine, practice, policy, and discipline, our Leadership Team is STARS' final interpretive authority on the Bible's meaning and application in our organization. While STARS' aim is to support, minister, and teach according to these truths, students will also be referred to their parents and local churches for final personal authority in all such matters.

## **Our Mission**

### **★ SUPPORT...**

each other in our educational choices and in the raising of our children in righteousness.

### **★ MINISTER...**

to the homeschool community with a Christian witness emphasis.

### **★ TEACH...**

students how to impact the culture of a fallen world.

Our mission is inspired from Matthew 5:16 ESV, "In the same way, let your light shine before others, so that they may see your good works and give glory to your Father who is in heaven."

## **Membership and Eligibility**

STARS requires its families to read, understand, and adhere to the STARS Statement of Faith, complete requested paperwork including the Family Survey, Allergy Response Form, and Liability Waiver, have at least one child of reporting age schooling at home, and pay the yearly dues. Additional membership requirements are: volunteering to teach, assist, or help in classes, participating in cleaning and upkeep of church, helping in one or more committees or coordinate co-op events. All members are required to have background checks and child abuse clearances on file.

### **CLEARANCES**

We require that any parent/guardian that will be attending regular co-op classes have a background check and child abuse clearance on file with STARS. Both checks are free of charge for volunteers and we only require them once every 5 years. Please submit a copy to Leadership. (Any previous clearances will be accepted, if within the last 5 years.)

#### **- Child Abuse Clearance**

<https://www.pa.gov/agencies/dhs/resources/keep-kids-safe/child-abuse-clearances/pa-child-abuse-history-clearance.html>

#### **-Criminal Background Check**

<https://www.pa.gov/agencies/dhs/resources/keep-kids-safe/child-abuse-clearances/criminal-background-check.html>

### **MEMBERSHIP FEE**

The membership fee is \$140 per family, this fee includes one school age child (PK-12th). Each additional school age child is \$25; nursery age children are included with the family fee. Membership is due upon joining STARS with completed paperwork. The membership is non-refundable and not prorated should a family join or leave mid-year. The fee is subject to change if necessary.

### **CLASS FEE**

Generally, classes are free, but occasionally there is an additional cost for an optional elective class. Teachers may charge a per-student fee to cover expenses for class supplies. This fee should never surpass \$15. These fees are determined by the teacher, approved by leadership, and are included in the class syllabus.

### **CHURCH DONATION**

Grace Bible Fellowship Church does not charge STARS for the use of its building. They ask for a monthly donation to help maintain the building. The suggested monthly donation is \$250. We divide this requested amount evenly among the families. The membership fee includes each family's donation portion.

### **SCHOOL DAYS**

STARS meets twice a month on Fridays at Grace Bible Fellowship Church. We promote God-centered classes kindergarten to high school, according to the current needs of our families and availability of teachers. The classes provided are primarily for enrichment, with some classes more academic in nature, all funneled through the Christian worldview.

## **Leadership And Advisory Board**

The Advisory Board consists of a leader, assistant leader, and advisory board members. Advisory Board members agree to serve a three year term on an alternating schedule, meeting monthly. At the end of the term, current Board members may reapply. Additionally, other parents may apply for an open position. It is strongly recommended that a leader or assistant leader applicant serves as an advisory board member for a minimum of one year before applying as a leader or assistant leader. After an applicant is approved by the current Board, if necessary, an election will be held. Positions run concurrent with the school year. The Advisory Board should stay an odd number for voting purposes.

### **LEADERSHIP**

The Leader and the Assistant Leader are responsible for the “daily” operations of STARS. They are the “face” of co-op and field questions and concerns of the parents. They jointly and can independently make time sensitive decisions. They are responsible for implementing disciplinary actions. They strive to uphold our core values by example and promotion. In the rare case, where the leader and assistant leader are not aligned on a decision, the advisory board will be asked to weigh into the conversation. A final decision will be prayerfully voted on by the Advisory Board.

### **ADVISORY**

Advisory Board members are responsible for assisting the leaders in creating and upholding policies, supporting members and their families, maintaining financial records and supplies, and communicating with committees.

## **Coordinators And Committees**

In addition to the regular co-op classes, STARS offers special events throughout the year. These events require volunteers who are willing to assist in planning, organizing, and executing.

### **FIELD DAY**

Field Day is an event held outdoors at Grace Bible Fellowship Church during the summer. Field Day is an opportunity to gather for a variety of outdoor fun activities including relay races, games, and outdoor play.

### **SPIRIT DAYS**

This committee schedules and leads creative, fun, “dress-up” days for students throughout the school year. Plus, they plan school day parties or special events.

### **DEVOTIONS**

A parent leads our group through a devotional reading, scripture reading, short Bible lesson, and/or worship song during the morning announcements.

### **RECESS**

This group of parents are responsible to monitor, lead, and protect our students during recess. If the weather forces us inside, they will lead indoor activities.

### **CHRISTMAS PROGRAM**

The Christmas Program is a STARS family event that takes place in December. This event is an evening event so that entire families may get together for fellowship, food, and entertainment.

### **WINTER FUN DAY**

This event is a STARS only event that precedes the beginning of the second semester, in January. This event is planned by the Winter Fun Day coordinator and consists of a physical activity such as, bowling, ice skating, etc.

### **HOSPITALITY**

The hospitality group handles various tasks to help the community feel connected and cared for. Some examples of their activities would include special occasion cards, donations, and parent events.

### **CLOTHING DRIVE**

This committee organizes and facilitates one or two clothing swaps a school year. Typically, clothing is donated by current families and swapped during a co-op day. Donations that are not selected are then given to a local center.

### **SAFETY DAY**

Safety Day is a public event hosted by STARS in the spring to assist the homeschooling community in satisfying Pennsylvania homeschool law requirements in training their children in safety and the prevention of fires.

### **FINE ARTS FESTIVAL**

The Fine Arts Festival is an end of year event designed to give students an opportunity to perform in front of an audience, display any project, acknowledge their accomplishments, and a time of celebration for STARS' graduates. This event ends with a fellowship time for families and friends.

### **PICTURES & YEARBOOK**

A professional photographer comes to a regular co-op session to take pictures. Families are not required to purchase these photos, but the option to purchase will be available. These photos will be used in our Yearbook, which will be available for purchasing in the summer. The Yearbook Coordinator teaches a class during the spring semester. They assist the older students in creating the yearbook using their creativity and computer skills.

### **FIELD TRIPS**

Field trips are an optional activity offered to STARS families. The Field Trip Coordinators are responsible for organizing and compiling the field trip info into an email sent to the STARS account. A member of the Advisory Board will create a signup sheet and announce the field trip to the group via email and announcements. The Field Trip Coordinators choose trips by taking suggestions from all STARS families and friends as well as doing their own research. The Advisory Board will assist with collecting fees and payments.

### **SERVICE PROJECTS**

Once or twice per semester, a service project is set up. This allows the STARS Family to give back to the community. Examples of things we have done are CATRA, Blessings of Hope, cards for members in the Armed Services.

## **STARS Policies and Procedures**

### **COMMUNICATION**

The main method of communication for STARS is the STARS email. Members who use Facebook can ask to join the STARS Facebook secret group. Members must be mindful that not everyone uses Facebook. If any plans or field trips are discussed on Facebook, they must also be included in a STARS email. Each family should check the weekly STARS email for announcements and information.

### **CONTACTING THE LEADERS**

Any questions regarding classes, policies, or leadership topics should be presented via e-mail to the STARS email. The Advisory Board will discuss the situation and get back to you with an answer as soon as possible. In case of emergency at co-op, the Leader or Assistant Leader should be pulled from their duties to be addressed regarding the issue. An emergency consists of natural disasters, threatening visitors, any violence/violent situations, etc. The leader pulled will assess the situation and speak with the Advisory Board at the earliest convenience.

### **CLASS PLANNING**

#### **Town Hall Survey**

Once a semester, STARS co-op will provide a Town Hall Survey for each family. This survey will be for members to sign up to teach, assist, or help for the class they will serve in the next semester. Classes for each year are determined from surveys. Families request classes and offer to teach classes. The Advisory Board must fill in empty slots using the remaining members, supplication to God, themselves, and repeated requests to the STARS families. The Advisory Board should verify with each assigned teacher that she (or he) will accept the assignment. Once the teachers are assigned, the assistant slots are filled, and the completed class list is posted to the group for comment. Anyone with objections or concerns should contact the Advisory Board via email immediately. A syllabus for the class must be submitted to the Advisory Board by the designated date. A syllabus will be posted on the STARS website under the member section. They can be printed out to add to portfolios.

#### **Planning Meetings**

Throughout the year, planning meetings are held to discuss upcoming events, new policies, and procedures, and any issues that may arise. At times, these meetings will be held via video, or notifications will be sent via email. This is also a time for members to share any ideas or concerns that they have. All members are encouraged to attend.

#### **Students**

Classes are listed by grade ranges. Our intent will be to keep the class groupings small with a cap of 15 students per classroom. Electives will allow for a larger grouping. A child can be moved when there is an important need with the permission of the teachers and the Advisory Board. It is considered when there are valid academic or emotional reasons.

### **DRESS CODE**

Dress appropriately when we gather with modesty and cleanliness in mind. Be mindful of the clothing choices you and your children make. Scriptures to consider: Pro. 31:25, 1 Tim. 2:9, 1 Cor. 6:19-20, 1 Cor. 10:31

## **Expectations for Dress:**

### Shirts

- Loose-fitting tops or T-shirts are acceptable, no tank tops.
- Any T-Shirt message should be chosen with discretion. Messages that refer to drugs, alcohol, questionable graphics/slogans, or any satanic theme are not permitted.
- No bare skin should be revealed at the waist when bending or raising the arms.
- Tops may not be see-through, be strapless or be low cut (lower than 4 finger width below the collar bone).

### Pants

- Must be loose fitting
- Leggings are acceptable with a longer top that will cover the bottom.
- Pants should be worn at the waist with no visible undergarments.

### Shorts/Skirts/Dresses

- Shorts/Skirts should be no higher than 4 finger width above the knee
- Dresses should meet expectations for shirts and skirts

### **Dress Code Violation:**

- 1st: Reminder: may be asked to change/cover before returning to class.
- 2nd: Reminder: will be asked to change/cover before returning to class.
- 3rd+: Reminder: will be asked to leave for the day.

### **RECESS**

STARS makes every attempt to have outside recess time. Please make sure your children are dressed appropriately. The Recess Committee is responsible for leading indoor activities when necessary.

### **Student Expectations**

- Students will use the bathrooms prior to recess.
- Students will convene in the hall with recess leaders indoors before heading outside.
- Students will line up quietly to respect church staff.
- Students will walk to the playground with adult supervision as they cross the parking lot.
- Students will exude Christian values of inclusive play, avoiding demeaning language or excluding anyone.
- Students will STAY ON THE PLAYGROUND or ADJACENT FIELD, in sight of the recess leaders.
- Students will not throw dirt, twigs, sand, etc. or strike another person.
- Students will not leave the recess area without an adult being notified.
- Not adhering to these guidelines will result in removal from recess.

### **Adult Expectations**

- Make children aware that staying in the sight of recess leaders is for everyone's safety.
- Excuse students to and from recess.
- Require that children have reverence for others.
- Require that children adhere to rules of Christian behavior and refrain from hitting or excluding classmates.
- Excuse and track students going to and from the church building as needed.

## **TWO ADULTS AND BATHROOM POLICY**

For the protection of our community, parents and students alike, we have a “two adults policy.” We ask that students are monitored by at least 2 adults during class, recess, and any STARS’ events. When a teacher/helper needs to accompany a young child to the restroom, the hall monitor should be notified to serve as the 2nd adult. If the parent requests to be notified when their child needs bathroom assistance, then the parent will be summoned.

## **SICK POLICY**

We encourage parents/guardians to use their best discretion when discerning whether or not to bring a child to co-op when ill. When in doubt, consider whether you would want your child exposed to the same if it were someone else’s child. If your child has had a high fever, vomiting, and/or diarrhea in the past 24 hours, they should stay home to prevent the spreading of illness.

## **SNOW DAYS AND DELAYS**

In the event of inclement weather, STARS will contact every family by phone, by text, or by email. If STARS is canceled, we will attempt to schedule a make up day. Each member must respond by text, phone, or email confirming they know of the cancellation.

## **CODE OF CONDUCT and DISCIPLINARY POLICIES**

### **CONDUCT EXPECTATIONS**

Because we are Christian homeschool families, we naturally desire to raise our children in the nurture and admonition of the LORD. Our beginning place to do this is Scripture. To this end, STARS code of conduct will mirror the Bible. "Your kindness will reward you, but your cruelty will destroy you." (Proverbs 11:17).

#### **ADULTS**

1. Will be responsible
2. Will be honest
3. Will be loving
4. Will be encouraging
5. Will honor each other
6. Will seek council
7. Will be timely
8. Will be supportive
9. Will not be divisive
10. Will not spread rumors

#### **STUDENTS**

1. Will be respectful
2. Will be kind
3. Will listen to adults
4. Will be encouraging
5. Will honor each other
6. Will seek guidance
7. Will hold themselves accountable
8. Will be honest
9. Will not gossip

### **CONFLICT RESOLUTION**

In James 1:22-25, we are encouraged, as followers of Jesus, to be not just hearers of the Word but also doers. This is a challenging command to follow, but our unity and witness are dependent upon this. Therefore, we must not only speak of loving one another and being united as one, but we must also put this into practice. Unity is foundational to our faith. Our lack of unity can hurt our witness to the world. Our commitment to unity can be a reflection of the Trinity and show the unconditional, sacrificial love of Jesus to the world. We seek the latter at all costs. Therefore, we, at the STARS Homeschool Co-Op, feel that it is crucial to look to Scripture and have a plan in place for when there is conflict among us, as there inevitably will be because we are flawed humans in a fallen world.

The following are some principles we agree to live by to avoid unnecessary conflict and maintain unity:

1. We seek to love God and love others as ourselves (Matthew 22:36-40).
2. We will honor one another above ourselves (Romans 12:10, Philippians 2:3).
3. We will avoid gossip (Ephesians 4:29, James 4:11, Proverbs 16:28).
4. We will choose to love biblically (1 Corinthians 13:4-7).
5. We will build others up (Ephesians 4:29).
6. We will embrace our differences and be grateful for them (Romans 12:4-8, 1 Corinthians 12, Ephesians 4:16).
7. We commit to living in unity with one another (1 Peter 3:8, Philippians 2:2, 1 Corinthians 1:10, Colossians 3:14, 2 Corinthians 13:11).

When conflict arises, these are the steps we agree to take:

1. I will pray, asking God for His will to be done in this situation (Matthew 6:9-10). I will lay this down before God (Philippians 4:6).
2. I will look at my own heart. I will confess and repent of any of my own sin (Matthew 7:3-5).
3. If someone has sinned against me, I will address them first and not speak with others about the issue (Matthew 18:15) unless it is to seek godly wisdom (Colossians 3:16, Proverbs 27:17). I will be careful not to gossip or slander others (James 4:11, Psalm 101:5, Ephesians 4:31-32).
4. I will communicate face-to-face if at all possible. I will avoid communicating via technology unless it is a time-sensitive matter that cannot be resolved in person in a timely manner.
5. I agree to listen to the other party (Proverbs 18:2, 13, 17). I will do this with a heart of humility (James 4:6), not seeking to judge or condemn but rather to understand.
6. I will confess my own sin first to the other party before communicating my concerns (James 5:16).
7. I will remember that any conflict I have is not against a person but against the rules/authorities/powers that are against God (Ephesians 6:12).
8. When speaking with the other party, I will choose to speak the truth in love (Ephesians 4:15, 25, 29).
9. I will choose to forgive the other person, even if they have not asked for it or have not chosen to forgive me (Ephesians 4:32, Luke 17:3-4, Matthew 18:35, 2 Corinthians 2:6-8, Romans 12:18, Matthew 18:21-22, Mark 11:25).
10. I will choose to not keep a record of wrongs and/or allow bitterness to take root (1 Corinthians 13:5).
11. I will seek reconciliation as far as it depends upon me and strive to be a peacemaker with the help of the Spirit (Matthew 5:9).
12. I agree to end our time in prayer.
13. If a resolution cannot be made between me and the other party, I will bring along 1-2 others as witnesses to help mediate (Matthew 18:16). I will not just speak to the others (and therefore spread gossip,) but will invite them to participate in the reconciliation process with me.
14. If a resolution still cannot be made, the matter will be brought before the STARS Homeschool Co-Op leadership and possible retracting of membership(s) will be addressed (Matthew 18:17).

## **DISCIPLINARY ACTION**

STARS Homeschool Co-op strives to keep our co-op a safe place to grow and learn. We take this seriously and will not tolerate any action that would cause physical or detrimental harm to any child or adult who is involved in the group. As a commitment to this value, we have created a disciplinary protocol.

### **STUDENTS**

#### **Violation from Code of Conduct**

- 1st Offense – Warning by leaders, student taken to parent and must sit out remainder of class or activity within reason
- 2nd Offense – Warning by leaders, verbal or written apology to person, people affected, no participation in recess for one co-op, must sit out remainder of class or activity
- 3rd Offense – Community Service within co-op or Suspension for one co-op
- Continued Offenses – Expulsion from co-op for the remainder of the year

**Physical Offense:** Physical violence or harming behaviors including threats, harm to other co-op attendees, or harm to church property

- 1st Offense – Removed from co-op for the day, suspension one co-op day, and written apology to person, people affected
- 2nd Offense – Expulsion from co-op for remainder of the year

### **ADULTS**

**Violation of Code of Conduct:** verbally abusive or offensive language; disrespectful, dishonest or divisive behaviors; open conflict with uncontrollable anger that occurs at co-op or any co-op event.

- 1st offense disciplinary action: Warning by leadership. Verbal apology and Written apology (repentance and reconciliation) to the person/people affected.
- 2nd offense disciplinary action: Co-op probationary period, Subject to suspension (1 co-op day up to 1 semester) based on group decision by the Advisory Board.
- Continued Offenses: Expulsion for the remaining co-op year.

**Physical Offense:** Physical or sexual contact with a child or adult in the co-op setting, physical abuse, behavior suggesting harm will be done to someone, verbal threats, or any suspicious behaviors that may indicate possible harm to church property or co-op attendee.

- 1st offense: Immediately call law enforcement (911- EMERGENCY), see that all children are safe and contained in one area. All adults available other than the Advisory Board must attend to children in the area they are contained. The Advisory Board is responsible for dealing with law enforcement and the problematic attendees. Immediate and permanent expulsion from the group.

## **WEAPONS POLICY**

**Students** may not bring any weapon to co-op or co-op events. A weapon is classified as any knife, cutting instrument, cutting tool, nunchucks, firearm, shotgun, rifle, and any other tool, instrument, or implement capable of inflicting serious bodily harm. STARS discourages bringing any replicas of a weapon to co-op. Replicas are foam dart guns, swords, etc.

### **Disciplinary Action**

- The weapon is shown - the weapon is to be confiscated and returned to the parent/guardian. Students will sit out the remainder of the activity.
- If a weapon is used in a threatening way - the student is removed from co-op for the remainder of the day; the incident will be investigated by the Advisory Board and further disciplinary action will be determined at that time.

\*Any serious circumstances that arise, law enforcement may be notified.

**Adults** who have legally obtained their concealed carry permit are permitted to bring a concealed firearm\*\* to co-op and co-op events worn on your person while in the building. However, if a firearm is pulled for any reason, law enforcement will be notified. Law enforcement will be notified if any tool (e.g. pocket knife) is used for intended or implied harm of someone at a co-op event. The Advisory Board requests that no guns, bows, martial arts weapons, or similar devices be carried into the building without prior approval from the Advisory Board.

\*\*A firearm is defined by Pennsylvania as “any pistol or revolver with a barrel length less than 15 inches, any shotgun with a barrel length less than 18 inches or any rifle with a barrel length less than 16 inches, or any pistol, revolver, rifle, or shotgun with an overall length of less than 26 inches. The barrel length of a firearm shall be determined by measuring from the muzzle of the barrel to the face of the closed action, bolt or cylinder, whichever is applicable.”

## **Grace Bible Fellowship Church**

### **BUILDINGS AND GROUNDS**

The buildings and grounds of Grace Bible Fellowship Church, as well as any other property that STARS uses, are to be treated with the utmost respect, as we would treat the property of God Himself. Absolutely no vandalism of the Church property will be tolerated. Should an accident happen, the STARS Leaders must be informed immediately and the family or class involved should make an offer to repair any damage or pay for repairs. No food or drink is allowed in the sanctuary at any time. Students should **never** be in the kitchen or use the back staircase without direct permission. The Church's policy concerning students' outdoors is that there is always an adult present when any number of students are outside. Students may play on the playground, the grassy areas, and in the parking lot away from vehicles. STARS families are asked to park near the church to leave a large open area for outside play.

### **USE OF CHURCH SUPPLIES AND EQUIPMENT**

Please make sure to use items found in the STARS closet before using any items from the church resource room or kitchen. Washable dishes may be used and must be washed and put away before we leave. When document copies are needed, STARS is permitted to use the church copier. Copy paper can be found in the STARS closet. Media equipment may be used for STARS classes with permission of the church.

### **CLEANING THE CHURCH**

Grace Bible Fellowship Church requires that STARS is responsible for cleaning the areas used at the conclusion of each event. All families, including the children, help clean up. We always try to leave GBFC cleaner than when we found it.

#### **★ General Cleaning:**

- o Remove all personal items
- o Clean off white boards
- o Wipe down all tables/chairs
- o Vacuum or Sweep all rooms
- o Reset room to example picture
- o Remove all trash and put in a new trash bag
- o Turn off lights and close the door

#### **★ Resource Room:**

- o Check printer/copier – no jams, remove STARS items

#### **★ Kitchen:**

- o Wash, dry, and put away dishes
- o Clean counters, microwave, and any mess made by STARS

#### **★ Bathrooms:**

- o Make sure toilets are flushed
- o Pick up any trash on floor
- o Wipe down/dry counters

#### **★ Hallways:**

- o Water fountain – clean and dry
- o Vacuum or sweep floors

#### **★ Landing/Entryway:**

- o Sweep the stairs and landing
- o Take all trash to the dumpster