



Member of



After School for All Partnership for St. Louis

# After School Program

Buder ♦ Woerner

# STUDENT, FAMILY, & COMMUNITY HANDBOOK

(August 2023 through May 2024)  
[revised August 2023]

Arts→In→Mind (AIM) is an operating venture of Stray Dog Theatre



Funding Partner



## ARTS→IN→MIND - CONTENTS

### Arts→In→Mind - Introduction:

AIM Mission .....	01
AIM Focus .....	01
AIM Programs .....	01
AIM Partnership .....	02
AIM Privacy .....	02
AIM Diversity .....	03
AIM Compliance .....	03
AIM Insurance .....	03
AIM Changes .....	03

### Arts→In→Mind - Operations:

AIM Goals .....	04
AIM Eligibility .....	04
AIM Locations .....	04
AIM Tuition .....	04
AIM Activities .....	04
AIM Days .....	07
AIM Food .....	08
AIM Supplies .....	08
AIM Outdoors .....	08
AIM Supervision .....	08
AIM Licensing .....	08
AIM Abuse .....	08

### Arts→In→Mind - Policies:

AIM Enrollment .....	09
AIM Immunizations .....	09
AIM Absences .....	09
AIM Dismissal .....	09
AIM Lateness .....	10
AIM Illnesses .....	10
AIM Medications .....	10
AIM Injuries .....	11
AIM Emergencies .....	11
AIM Conduct .....	11
AIM Discipline .....	11
AIM Access .....	11
AIM Notification .....	11

### Arts→In→Mind - Contacts:

AIM ASAP .....	12
AIM Telephone .....	12
AIM Provider .....	12

## ARTS→IN→MIND - INTRODUCTION



### AIM MISSION:

Arts→In→Mind (AIM) is committed to cultivating the safe and positive development of children, families, and communities.

### AIM Focus:

AIM is an arts-based initiative that uses theatre as its central unifying focus. At the heart of this focus, AIM operates After School Programs that integrate the many universal aspects of theatre operations throughout its child, family, and community programs. A true arts-based endeavor, AIM recognizes theatre has the capacity to touch and move the human spirit and vows to create programs that challenge, educate, entertain, and inspire.

### AIM PROGRAMS:

AIM operates three interrelated programs to serve children, families, and communities:

#### **AIM After School Programs:**

AIM After School Programs seek broad improvement over student academic, physical, social, and emotional development. Unlike typical programs that focus solely on tutoring, play, or sports, AIM integrates the dynamic aspects of theatre (reading, writing, performance, design, etc.) through age- and ability-appropriate activities to promote total development. Examples of activities designed to stimulate student interest and participation follow:

- ♦ **Academic Achievement** - AIM includes reading and journaling exercises to help students progress from learning-to-read to reading-to-learn. Key to all activities, students have ample opportunity to explore creativity while AIM incorporates life and school lessons under the guise of fun. During AIM's multi-dimensional homework exercises, for example, students can sing vocabularies to life through song and act math to solution through staged 3-D.
- ♦ **Physical Wellbeing** - AIM includes health, recreation, and nutrition activities to promote overall physical wellbeing. Example activities include plays focused on dance and abstinence. AIM additionally turns seemingly routine events like meal- or snack-time into interactive learning experiences to explore science, geography, and cultures.
- ♦ **Social Skills** - AIM includes relationship and decision-making activities to help sharpen social skills. Examples include students working with family members, AIM staff, and other students to write, rehearse, and stage plays based on their lives. Expression choices of scenic, prop, and costume design help heighten this life-skills component.

- ♦ Emotional Development - AIM includes mental health and character development activities. Examples include staging performances to help build individual confidence and realize team goals. Plays depicting good-versus-evil, right-versus-wrong, and personal development help strengthen this development component.

#### **AIM Family Development Programs:**

AIM Family Development Programs seek to strengthen families through their involvement with After School Program activities. As part of this effort, AIM encourages family members to work alongside students to help edit, rehearse, and stage plays about their lives. Family members may also be invited to assist AIM students and staff with scenic, prop, and costume design.

#### **AIM Community Involvement Programs:**

AIM Community Involvement Programs seek broad community participation and support for AIM students and families. A major focus of these programs, AIM stages periodic public performances where students and families can display their work to the surrounding neighborhood. Through these and other activities, AIM hopes to create a beacon identity and serve as a source of overall community pride.

#### **AIM PARTNERSHIP:**

AIM is an operating venture of Stray Dog Theatre (SDT) and a program of the After School for All Partnership for Saint Louis (ASAP):

- ♦ **Stray Dog Theatre (SDT)** - With more than two decades of serving the greater Saint Louis area, SDT continues to effect positive social change through its hands-on arts, education, and community programs. True to its founding mission of *unleashing the art of theatre, education, and community*, SDT remains steadfast to its commitments of innovation and collaboration and regularly serves more than 12,000 adult and youth participants annually.
- ♦ **After School for All Partnership (ASAP)** - Founded 2007 under the leadership of former Saint Louis City Mayor Francis G. Slay, ASAP represents a community-wide effort to improve the access and quality of after school programs throughout the Saint Louis region. Overseen by Area Resources for Community and Human Services (ARCHS), ASAP and its member organizations coordinate the delivery of more than 20 area programs.

#### **AIM PRIVACY:**

AIM maintains the confidentiality of individual student, family, and community information, though AIM may share individual information among its partners, members, funders, and governing agencies. AIM partners, members, funders, and governing agencies may use generic and non-specific information for public and private reporting purposes.

### **AIM DIVERSITY:**

AIM seeks diverse participation among its program participants and does not discriminate on the basis of race, color, religion, national origin, handicap, age, gender, orientation, political beliefs, or veteran status. As part of its diversity efforts, AIM makes reasonable accommodations for participants who have special needs. Requests for accommodations should be discussed with an AIM representative.

### **AIM COMPLIANCE:**

AIM includes the following statements to comply with provisions of the Child and Adult Care Food Program (CACFP) administered by Saint Louis Public Schools, Southwest Foodservice Excellence, Missouri Department of Health and Senior Services, and United States Department of Agriculture (USDA):

- ♦ In accordance with federal civil rights law and USDA civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.
- ♦ Program information may be made available in languages other than English. Persons with disabilities who require alternate means of communication to obtain program information (e.g. Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at 202-720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at 800-877-8339.
- ♦ To file a program discrimination complaint, a complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form, which can be obtained online at [www.usda.gov](http://www.usda.gov), from any USDA office, by calling 866-632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by mail, fax, or email - US Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue SW, Washington, DC 20250-9410 [mail]; 833-256-1665 or 202-690-7442 [fax]; [program.intake@usda.gov](mailto:program.intake@usda.gov) [email].
- ♦ This institution is an equal opportunity provider.

### **AIM INSURANCE:**

AIM maintains broad insurance to cover its operations but does not provide primary accident or health insurance to cover program participants. AIM recommends all students, families, and community members have adequate insurance in place for their protection.

### **AIM CHANGES:**

AIM reserves the right to revise its programs, operations, and policies and will notify affected parties in the event of significant changes.

## ARTS→IN→MIND - OPERATIONS



### AIM GOALS:

By seeking broad improvement over academic, physical, social, emotional, family, and community development, AIM targets improvement over five interrelated goals:

- ♦ AIM seeks to enrich learning and life skills through safe and healthy environments.
- ♦ AIM seeks to support caregivers who are working and/or attending school.
- ♦ AIM seeks to strengthen student, family, school, and community partnerships.
- ♦ AIM seeks to develop relationships through caring, competent, and consistent staff.
- ♦ AIM seeks to promote lesser-advantaged students, families, and communities.

AIM requests periodic evaluations from participating students, household members, school staff, and community members to evaluate progress toward achieving AIM goals.

### AIM ELIGIBILITY:

AIM is open to students ages 5-to-16, though licensing, funding, and safety guidelines may limit enrollment capacities at each location.

### AIM LOCATIONS:

AIM currently serves students, families, and communities through two locations:

Buder Elementary School  
5319 Lansdowne Avenue  
Saint Louis, MO 63109  
(314) 792-5428 [site mobile]

Woerner Elementary School  
6131 Leona Street  
Saint Louis, MO 63116  
(314) 496-7346 [site mobile]

### AIM TUITION:

There is no tuition fee for participating in AIM, though there are charges for late student sign-outs as outlined under *AIM Lateness* in the Policies section of this Handbook.

### AIM ACTIVITIES:

Sample schedules of daily activities for AIM After School Programs follow. While the schedules may appear somewhat rigid on paper, they are designed to flow as seamlessly and flexibly as possible as activities overlap and integrate with one another. Students also have an opportunity to help direct activities by selecting from among a variety of hands-on, fun, and engaging choices, including large and small group activities.

A sample schedule for AIM students arriving at 3:00-pm follows:

Time	Duration	Activity	Activity Description/Example	Development Area			
				Academic	Physical	Social	Emotional
3:00 - 3:15	15 minutes	Sign-In & Restroom Break	Student washes hands and arrives to a positive, social, engaging environment.			✓	✓
3:15 - 3:30	15 minutes	Journaling Exercises & Quiet Break	Student practices writing, reading, and speaking through individual and group exercises designed to strengthen life skills and school day lessons.	✓	✓	✓	✓
3:30 - 4:30	60 minutes	Arts-Based Development Activities	Student participates in comprehensive arts-based development activities -- reading, writing, discussing, analyzing, acting, singing, performing, dancing, costuming, decorating, lighting, producing...	✓	✓	✓	✓
4:30 - 4:45	15 minutes	Meal/Snack, Reading, & Restroom Break	Student washes hands and rebuilds energy while applying life skills and school day lessons through readings and nutrition-related activities.	✓	✓	✓	✓
4:45 - 5:45	60 minutes	Multi-Dimensional Homework & Quiet Break	Student discovers innovative ways of tackling homework assignments and projects while learning and reinforcing life skills and school day lessons.	✓	✓	✓	✓
5:45 - 6:15	30 minutes	Physical & Outside Activities	Student participates in group and individual activities, games, and sports.	✓	✓	✓	✓
6:15 - 6:30	15 minutes	Sign-Out & Restroom Break	Student washes hands and leaves from a positive, social, engaging environment.			✓	✓
3:00 - 6:30	3.5 hours	-[ 5 of 12 ]-					

A sample schedule for AIM students arriving at 4:00-pm follows:

Time	Duration	Activity	Activity Description/Example	Development Area			
				Academic	Physical	Social	Emotional
4:00 - 4:15	15 minutes	Sign-In & Restroom Break	Student washes hands and arrives to a positive, social, engaging environment.			✓	✓
4:15 - 4:30	15 minutes	Journaling Exercises & Quiet Break	Student practices writing, reading, and speaking through individual and group exercises designed to strengthen life skills and school day lessons.	✓	✓	✓	✓
4:30 - 5:00	30 minutes	Arts-Based Development Activities	Student participates in comprehensive arts-based development activities -- reading, writing, discussing, analyzing, acting, singing, performing, dancing, costuming, decorating, lighting, producing...	✓	✓	✓	✓
5:00 - 5:15	15 minutes	Meal/Snack, Reading, & Restroom Break	Student washes hands and rebuilds energy while applying life skills and school day lessons through readings and nutrition-related activities.	✓	✓	✓	✓
5:15 - 5:45	30 minutes	Multi-Dimensional Homework & Quiet Break	Student discovers innovative ways of tackling homework assignments and projects while learning and reinforcing life skills and school day lessons.	✓	✓	✓	✓
5:45 - 6:15	30 minutes	Physical & Outside Activities	Student participates in group and individual activities, games, and sports.	✓	✓	✓	✓
6:15 - 6:30	15 minutes	Sign-Out & Restroom Break	Student washes hands and leaves from a positive, social, engaging environment.			✓	✓
4:00 - 6:30	2.5 hours	-[ 6 of 12 ]-					



**AIM DAYS:**

AIM After School Programs operate every day school is in full regular session. AIM does not operate on weekends or other days of full or early school closure. A calendar with anticipated operating days for Saint Louis Public Schools' (SLPS) Buder and Woerner locations follows:

Arts→In→Mind (AIM)   Saint Louis Public Schools (SLPS)   2023-2024 Operating Calendar										
August 2023	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Important Dates	01-20	SLPS Opening Activities (no school)
	06	07	08	09	10	11	12		21	SLPS 1st Quarter Classes Begin
	13	14	15	16	17	18	19			
	20	21	22	23	24	25	26			
	27	28	29	30	31					
September 2023	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Important Dates	04	Labor Day Holiday (no school)
	03	04	05	06	07	08	09		15	SLPS 1st Quarter Interim Progress Reports
	10	11	12	13	14	15	16		22	SLPS Professional Development (no school)
	17	18	19	20	21	22	23			
	24	25	26	27	28	29	30			
October 2023	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Important Dates	09	Columbus Day Holiday (yes school)
	01	02	03	04	05	06	07		13	SLPS 1st Quarter Classes End
	08	09	10	11	12	13	14		13	SLPS Professional Development (no school)
	15	16	17	18	19	20	21		16	SLPS 2nd Quarter Classes Begin
	22	23	24	25	26	27	28		16-19	SLPS Parent Conferences (evening, yes school)
	29	30	31						20	SLPS Closed (no school)
November 2023	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Important Dates	07	Election Day (no school)
	05	06	07	08	09	10	11		10	Veterans Day Holiday (no school)
	12	13	14	15	16	17	18		17	SLPS 2nd Quarter Interim Progress Reports
	19	20	21	22	23	24	25		20-24	Thanksgiving Holiday (no school)
	26	27	28	29	30					
December 2023	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Important Dates	19	SLPS 2nd Quarter Classes End
	03	04	05	06	07	08	09		20	SLPS Recordkeeping Day (no school)
	10	11	12	13	14	15	16		21-22	SLPS Winter Break (no school)
	17	18	19	20	21	22	23		25-26	Christmas Holiday (no school)
	24	25	26	27	28	29	30		27-29	SLPS Winter Break (no school)
	31									
January 2024	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Important Dates	01	New Year Holiday (no school)
	07	08	09	10	11	12	13		02	SLPS Professional Development (no school)
	14	15	16	17	18	19	20		03	SLPS 3rd Quarter Classes Begin
	21	22	23	24	25	26	27		15	Martin Luther King Jr Holiday (no school)
	28	29	30	31						
February 2024	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Important Dates	02	SLPS 3rd Quarter Interim Progress Reports
	04	05	06	07	08	09	10		19	Presidents Day Holiday (no school)
	11	12	13	14	15	16	17			
	18	19	20	21	22	23	24			
	25	26	27	28	29					
March 2024	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Important Dates	08	SLPS 3rd Quarter Classes End
	03	04	05	06	07	08	09		08	SLPS Professional Development (no school)
	10	11	12	13	14	15	16		11	SLPS 4th Quarter Classes Begin
	17	18	19	20	21	22	23		11-14	SLPS Parent Conferences (evening, yes school)
	24	25	26	27	28	29	30		15	SLPS Closed (no school)
	31								18-22	SLPS Spring Break (no school)
April 2024	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Important Dates	12	SLPS 4th Quarter Interim Progress Reports
	07	08	09	10	11	12	13			
	14	15	16	17	18	19	20			
	21	22	23	24	25	26	27			
	28	29	30							
May 2024	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Important Dates	23	SLPS 4th Quarter Classes End
	05	06	07	08	09	10	11		24	SLPS Recordkeeping Day (no school)
	12	13	14	15	16	17	18		27	Memorial Day Holiday (no school)
	19	20	21	22	23	24	25		28-31	SLPS Snow/Weather Make-Up Days (maybe school)
	26	27	28	29	30	31				

### **AIM FOOD:**

AIM provides students with afternoon meals and/or snacks courtesy of Saint Louis Public Schools, Southwest Foodservice Excellence, Missouri Department of Health and Senior Services, and United States Department of Agriculture. Parents and guardians may review menus posted at AIM and should report any student dietary or allergy restrictions on the *Student Registration Form* that accompanies this Handbook.

### **AIM SUPPLIES:**

AIM provides all materials for its After School Programs and does not require students and families to furnish any supplies. Students and families are nonetheless welcome to provide supplies to assist students and staff with AIM goals. These supplies must be approved by AIM staff, should be labeled with the student's name, and remain the responsibility of the student.

### **AIM OUTDOORS:**

AIM holds certain activities outdoors when the weather is favorable and there is no threat of bad weather on the horizon. Parents and guardians may wish to provide appropriate clothing for seasonal outdoor activities.

### **AIM SUPERVISION:**

AIM maintains a minimum staff-to-student supervision ratio of 1-to-16 for all indoor activities and 1-to-24 for all outdoor activities. All staff and volunteers counted in these ratios are at least 18 years of age and undergo periodic health, criminal, and child abuse/neglect screenings. Staff and volunteers counted in the ratios also complete applicable child-related training.

### **AIM LICENSING:**

AIM After School Programs are licensed as child care centers by the State of Missouri, Department of Elementary and Secondary Education, Office of Childhood. AIM maintains a copy of the *Licensing Rules for Group Child Care Homes and Child Care Centers* at each AIM site for public review.

### **AIM ABUSE:**

AIM is required by law to report suspected cases of child abuse or neglect and may or may not notify parents or guardians if it files a report, depending on the situation. Suspected cases may involve adults or other children and may include household or non-household members. AIM representatives are familiar with the signs of abuse and neglect and will report suspected cases to the State of Missouri, Department of Social Services, Children's Division, Child Abuse and Neglect Hotline (800-392-3738) and other authorities as appropriate.

## ARTS→IN→MIND - POLICES



### AIM ENROLLMENT:

Students and families interested in participating in AIM should complete the *Student Registration Form* and deliver it to an AIM representative or the school main office. An AIM representative will make contact following receipt of the completed form to discuss AIM in more detail.

Since licensing, funding, and safety constraints may limit enrollment capacities, AIM enrolls students as applications are received and maintains applications that do not lead to immediate enrollment on waiting lists. These lists remain open for the duration of AIM and applications are processed from the lists to fill student vacancies.

### AIM IMMUNIZATIONS:

AIM is required by licensing to verify its students are immunized against vaccine-preventable diseases and requires documentation of immunizations. Documentation consists of written verification from a physician or other recognized healthcare provider indicating the date the required immunizations were administered. Students who have not yet completed all immunizations appropriate for their age may still enroll if documents indicate they are in the process of completing their immunizations or are exempt for health or other reasons.

Parents and guardians of AIM students may request notice of whether there are other students enrolled who have immunization exemptions on file. Requests for this information should be made to an AIM representative. The information provided will be limited to whether or not there are students who have exemptions on file, and will not include individual names or other identifying information.

### AIM ABSENCES:

AIM relies on school attendance records to help verify AIM attendance. Parents and guardians should contact AIM if their child is present during school but will not attend AIM the same day. AIM may investigate discrepancies between school and AIM attendance to help ensure student safety and may terminate AIM participation for excessive absences.

### AIM DISMISSAL:

AIM normally begins dismissing students at 6:00-pm. Due to licensing restrictions, AIM cannot allow students to leave the premises without being signed-out by an authorized parent, guardian, or designated adult. This person must be physically present to sign-out students in order for AIM to release them.

Authorized parents and guardians may designate other individuals age 18+ to sign-out their child by completing the appropriate sections of the *Student Registration Form*. AIM requires copies of legal documentation to prevent sign-out from unauthorized parents or guardians due to custody arrangements, and AIM reserves the right to request photo identification from any person wishing to sign-out a student. AIM may contact authorized parents, guardians, emergency contacts, and/or law enforcement officials with any concerns during the sign-out process.

#### **AIM LATENESS:**

Individuals authorized to sign-out students should arrive no later than 6:30-pm and should contact AIM if they will be late. AIM may impose a per-student per-incident late fee consisting of a \$10 base plus \$1 for each full minute after 6:30-pm. AIM may call emergency contacts for students not picked-up by 6:30-pm and may terminate enrollment for excessive late sign-outs.

#### **AIM ILLNESSES:**

AIM is committed to the health and safety of its students, families, and staff and may suspend participation by individuals who are ill. Individuals who experience any of the following symptoms are requested not to attend AIM until at least 24-hours after all symptoms have passed:

- ◆ Fever of 100° Fahrenheit or more.
- ◆ Headache or chills.
- ◆ Sore throat or trouble swallowing.
- ◆ Difficult or rapid breathing.
- ◆ New or severe coughing.
- ◆ Stiff neck or muscle aches.
- ◆ Loss of taste or smell.
- ◆ Nausea or vomiting.
- ◆ Severe itching of the body or scalp.
- ◆ Unusual skin spots, patches, or rashes.
- ◆ Dark or tea-colored urine.
- ◆ Diarrhea or grey/white stool.
- ◆ Yellowish skin or eyes.
- ◆ Pinkeye.

AIM will contact parents or guardians if their child becomes ill or displays unusual behavior while attending AIM and may isolate and comfort ill students until they are signed-out. AIM will also notify parents, guardians, SLPS, and/or the City of Saint Louis Department of Health in the event of exposure to communicable diseases such as Covid, measles, mumps, or chickenpox. AIM may require evaluation by a healthcare professional before allowing ill individuals to return.

#### **AIM MEDICATIONS:**

AIM will not administer prescription or non-prescription medications to students on a non-emergency basis. Students requiring medication during AIM should visit their school nurse before the start of AIM or wait until they are signed-out from AIM. Parents and guardians should discuss emergency medications, such as inhalers, with an AIM representative.

### **AIM INJURIES:**

AIM is committed to the health and safety of its students and notifies parents, guardians, and/or emergency contacts in the event of injury to their child. AIM representatives are certified in First Aid and CPR and will administer basic aid for minor scrapes and scratches and emergency aid for life-threatening issues. While AIM will attempt to immediately contact parents, guardians, and/or emergency contacts in the event of an emergency involving their child, AIM may first contact 911 or the physician, clinic, or hospital listed on the *Student Registration Form*.

### **AIM EMERGENCIES:**

AIM seeks to be prepared in the event of an emergency and requires all students and staff to participate in periodic crisis drills. These drills include monthly building evacuations to prepare for fires as well as quarterly shelter retreats to prepare for tornados, earthquakes, and other potential disasters. AIM implements call chains to quickly notify parents, guardians, and emergency personnel in the event of an actual emergency.

### **AIM CONDUCT:**

AIM abides by the rules, policies, and consequences outlined by Saint Louis Public Schools (SLPS) and SLPS' *Student Code of Conduct*.

### **AIM DISCIPLINE:**

AIM is based on positive reinforcement and tailors discipline to the age, personality, and development level of its students. AIM staff members discuss student discipline with parents and guardians and address poor behavior by setting clear and understandable limits and consequences while encouraging student self-discipline and self-esteem. Discipline measures might include, as example, breaks from group activities whereby students can express their thoughts through conversations with AIM staff or by writing in their journals.

### **AIM ACCESS:**

AIM provides open access and invites family and community members to visit and participate in After School Program activities within the constraints of health and safety guidelines. AIM also provides parents and guardians with access to their child's file, which will be maintained for at least one-year following separation from AIM. Parents and guardians may view their child's file during regular AIM operating hours or at other times upon request.

### **AIM NOTIFICATION:**

Parents and guardians should contact AIM with any changes in student or household information, including emergency contacts and health issues.

ARTS→IN→MIND - CONTACTS



AIM ASAP:

AIM is a program of the After School for All Partnership for Saint Louis (ASAP). Visit [www.stlasap.org](http://www.stlasap.org) to learn more.

AIM TELEPHONE:

The following telephone numbers are the primary means for contacting AIM and should be used for general inquiries and notices of student absences, late arrivals, etc:

- ♦ Buder AIM - (314) 792-5428.
- ♦ Woerner AIM - (314) 496-7346.

AIM PROVIDER:

AIM is an operating venture of Stray Dog Theatre (SDT). Students, families, and community members are encouraged to contact SDT with comments and questions:

Stray Dog Theatre  
 2336 Tennessee Avenue  
 Saint Louis, MO 63104

(314) 865-1995  
[www.StrayDogTheatre.org](http://www.StrayDogTheatre.org)  
[Arts-In-Mind@StrayDogTheatre.org](mailto:Arts-In-Mind@StrayDogTheatre.org)



Funding Partner



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