



After School Program Shenandoah Elementary School



STUDENT, FAMILY, & COMMUNITY HANDBOOK

(August 2026 through May 2027)



Arts→In→Mind (AIM) is supported and overseen by:



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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 primarily on tutoring, play, or sports, AIM integrates the dynamic aspects of theatre (reading, writing, imagination, communication, performance, confidence, cooperation, 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 households 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 PARTNERS:

AIM represents the collaboration of operating partner Stray Dog Theatre (SDT), funding partner Saint Louis Mental Health Board (MHB), and community partner Saint Louis Public Schools (SLPS):

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 10,000 adult and youth participants annually.

Saint Louis Mental Health Board (MHB) - Established 1994 as an independent taxing district by State statutes and ballot initiatives, MHB supports behavioral health and children services initiatives for the benefit of Saint Louis City residents. Guided by its core values of person-centered, integrity, learning, collaboration, measurable impact, and transparency, MHB supports more than 70 area nonprofits to help expand service access and create lasting wellbeing.

Saint Louis Public Schools (SLPS) - Serving nearly 190 years as the primary City educator, SLPS serves an estimated 17,000 students annually through more than 60 campus locations. Guided by its mission to *provide a quality education for all students and enable them to realize their full intellectual potential*, SLPS remains committed to its core beliefs which include partnering with parents, educators, and communities to improve the education process.

AIM PRIVACY:

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

AIM DIVERSITY:

AIM seeks diverse participation among program participants and does not discriminate on the basis of ability, age, ancestry, color, creed, disability, family, gender, genetic, handicap, household, identity, marital, orientation, origin, political, race, religion, sex, veteran, or any other 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 administered by Saint Louis Public Schools, 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, audiotope, 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, 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 [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 surveys and evaluations from participating students, household members, school staff, and/or community members to evaluate progress toward achieving these and other AIM goals.

AIM ELIGIBILITY:

AIM is open to students who are ages 5-to-16 and in grades K-to-12, though licensing, funding, and safety guidelines may limit enrollment capacities.

AIM LOCATIONS:

AIM currently serves students, families, and communities through one location:

- ♦ Shenandoah Elementary School | 3412 Shenandoah Avenue | Saint Louis, MO 63104.

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 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 Food:

AIM provides students with afternoon meals and/or snacks courtesy of Saint Louis Public Schools, 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 Enrollment Form* that accompanies this Handbook.

AIM ACTIVITIES:

A sample schedule of daily activities for the AIM After School Program follows. While the schedule may appear somewhat rigid in print, it is 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.

Following is a sample schedule for students arriving at 3:15-pm:

				Development Area			
Time	Duration	Activity	Activity Description/Example	Academic	Physical	Social	Emotional
3:15 - 3:30	15 minutes	Sign-In & Restroom Break	Student washes hands and arrives to a positive, social, engaging environment.			✓	✓
3:30 - 3:45	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.	✓	✓	✓	✓
3:45 - 4:30	45 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.	✓	✓	✓	✓
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 - 5:15	30 minutes	Physical & Outside Activities	Student participates in group and individual activities, games, and sports.	✓	✓	✓	✓
5:15 - 6:00	45 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...	✓	✓	✓	✓
6:00 - 6:15	15 minutes	Sign-Out & Restroom Break	Student washes hands and leaves from a positive, social, engaging environment.			✓	✓
3:15 - 6:15	3.0 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 SLPS's Shenandoah Elementary School follows:

Arts→In→Mind (AIM) Saint Louis Public Schools (SLPS) 2026-2027 Operating Calendar							
August 2026	Sun	Mon	Tue	Wed	Thu	Fri	Sat
	02	03	04	05	06	07	08
	09	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30	31					
September 2026	Sun	Mon	Tue	Wed	Thu	Fri	Sat
				01	02	03	04
	06	07	08	09	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30			
October 2026	Sun	Mon	Tue	Wed	Thu	Fri	Sat
					01	02	03
	04	05	06	07	08	09	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	31
November 2026	Sun	Mon	Tue	Wed	Thu	Fri	Sat
	01	02	03	04	05	06	07
	08	09	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30					
December 2026	Sun	Mon	Tue	Wed	Thu	Fri	Sat
			01	02	03	04	05
	06	07	08	09	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30	31		
January 2027	Sun	Mon	Tue	Wed	Thu	Fri	Sat
						01	02
	03	04	05	06	07	08	09
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30
	31						
February 2027	Sun	Mon	Tue	Wed	Thu	Fri	Sat
		01	02	03	04	05	06
	07	08	09	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28						
March 2027	Sun	Mon	Tue	Wed	Thu	Fri	Sat
		01	02	03	04	05	06
	07	08	09	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30	31			
April 2027	Sun	Mon	Tue	Wed	Thu	Fri	Sat
					01	02	03
	04	05	06	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 2027	Sun	Mon	Tue	Wed	Thu	Fri	Sat
	02	03	04	05	06	07	08
	09	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30	31					
August 2026	Important Dates						
	01-23 SLPS Opening Activities (no school)						
	24 SLPS 1st Quarter Classes Begin						
September 2026	Important Dates						
	07 Labor Day Holiday (no school)						
	18 SLPS 1st Quarter Progress Period Ends						
October 2026	Important Dates						
	12 Columbus Day Holiday (yes school)						
	14 SLPS Early Release & Professional Development (no AIM)						
	22 SLPS 1st Quarter Classes End						
	23 SLPS Record Keeping & Wellness (no school)						
	26 SLPS 2nd Quarter Classes Begin						
	26-30 SLPS Parent-Teacher Conferences (evening, yes school)						
November 2026	Important Dates						
	02 SLPS Closed (no school)						
	03 Election Day (no school)						
	11 Veterans Day Holiday (no school)						
	23-27 Thanksgiving Holiday (no school)						
December 2026	Important Dates						
	04 SLPS 2nd Quarter Progress Period Ends						
	21-23 SLPS Winter Break (no school)						
	24-25 Christmas Holiday (no school)						
	28-31 SLPS Winter Break (no school)						
January 2027	Important Dates						
	01 New Year Holiday (no school)						
	14 SLPS 2nd Quarter Classes End						
	15 SLPS Record Keeping & Professional Development (no school)						
	18 Martin Luther King Jr Holiday (no school)						
	19 SLPS 3rd Quarter Classes Begin						
February 2027	Important Dates						
	10 SLPS Early Release & Professional Development (no AIM)						
	12 SLPS 3rd Quarter Progress Period Ends						
	15 Presidents Day Holiday (no school)						
March 2027	Important Dates						
	18 SLPS 3rd Quarter Classes End						
	19 SLPS Record Keeping & Professional Development (no school)						
	22 SLPS 4th Quarter Classes Begin						
	22-25 SLPS Parent-Teacher Conferences (evening, yes school)						
	26 SLPS Closed (no school)						
	29-31 SLPS Spring Break (no school)						
April 2027	Important Dates						
	01-02 SLPS Spring Break (no school)						
	23 SLPS 4th Quarter Progress Period Ends						
May 2027	Important Dates						
	27 SLPS 4th Quarter Classes End						
	28 SLPS Record Keeping (no school)						
	31 Memorial Day Holiday (no school)						

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 AIM sites 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 at (800) 392-3738 or <https://apps.dss.mo.gov/OnlineCanReporting/default.aspx> and other authorities as appropriate.



AIM ENROLLMENT:

Students and families interested in participating in AIM should complete the *Student Enrollment 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 program 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 program vacancies.

AIM IMMUNIZATIONS:

AIM is required by licensing to verify its students are immunized against vaccine-preventable diseases, and must obtain documentation of immunizations. Documentation consists of written verification from a doctor 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 through an AIM representative. The information provided will be limited to whether or not there are students who have exemptions, 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 AIM may terminate program 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 Enrollment 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 6:15-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 6:15-pm. AIM may call emergency contacts for students not picked-up by 6:15-pm, and may terminate enrollment for excessive late sign-outs.

AIM ILLNESSES:

AIM is committed to the health and safety of its students, families, staff, and community, and may suspend participation by individuals who are ill. Individuals who experience any of the following symptoms are requested to not 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 notify 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, Saint Louis Public Schools, and/or the City of Saint Louis Department of Health in the event of exposure to communicable diseases such as Covid, chickenpox, measles, or mumps. 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 non-emergency medications 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 asthma 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 quickly notify parents and guardians in the event of an emergency involving their child, AIM may first contact 911 or the doctor, clinic, or hospital listed on the *Student Enrollment 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 in its *Student Code of Conduct* to help maintain consistency with school day guidelines.

AIM DISCIPLINE:

AIM is based on positive reinforcement, and tailors discipline to the age, grade, 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 to report changes in student or household information such as emergency contacts and health issues.

ARTS→IN→MIND - CONTACTS



AIM PHONE:

The following phone number is the primary means for contacting AIM, and should be used for general inquiries and notices of student absences, late arrivals, etc:

Shenandoah AIM ♦ (314) 956-1324

AIM SUPPORT:

AIM is an operating venture of Stray Dog Theatre with funding support from the Saint Louis Mental Health Board and community support from the Saint Louis Public Schools. Students, families, and community members are encouraged to contact Stray Dog Theatre with comments and questions:

Stray Dog Theatre ♦ 2336 Tennessee Avenue ♦ Saint Louis, MO 63104
(314) 865-1995 ♦ Arts-In-Mind@StrayDogTheatre.org ♦ www.StrayDogTheatre.org



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