

St. Paul's Lutheran ECC Family Handbook



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“Let the children come to me and do not hinder them,

For the kingdom of God belongs to such as these.” Mark 10:14

St. Paul’s Lutheran Church Mission Statement:

Strengthen the saved; save the lost

St. Paul’s Lutheran School Mission Statement:

Strengthening the saved by equipping students to serve their neighbor and seek the lost.

St. Paul’s Lutheran School Vision Statement:

To be devoted followers of Jesus Christ, passionate about sharing the Gospel in word and deed.

Core Values of Church and School:

1. **Faithful in Christ** - Jesus is the center of our biblical foundation. Gospel message, and the Lutheran Confessions.
2. **Confident in Christ** - Jesus generously provides all that we need for daily and eternal life.
3. **Joyful in Christ** - Jesus is our source of joy that transcends our daily circumstances.
4. **Connected in Christ** - Jesus’ love moves us to serve our community and one another.

St. Paul’s Early Childhood Center Philosophy Statement:

Growing in God’s grace in a neighborhood of learning

The philosophy of ECC is to be a caring, learning community with many and varied opportunities to grow in God’s grace through what we do, what we say, and who we are.

Each day’s experiences reflect our ministry of “growing in God’s grace...”

- We believe “Children are a gift from the LORD.” (Psalm 127:3 NLV)
- God our Creator has made these children (parents and staff too) “fearfully and wonderfully.” (Psalm 139:14) Each is unique in passions and skills and developmental timeline.
- Jesus loved us and saved us from our sins (John 3:16). We all live in His grace and the forgiveness He gives.
- The Holy Spirit helps us grow in faith leading lives that serve others and give God glory.
- In a community of families with various faith backgrounds, our mission is to share Jesus with all.
- God has placed us in a partnership with parents to help the children grow.

Our Christ-centered environment is designed as a “...neighborhood of learning.”

- All our ECC “neighbors” work together all over our neighborhood to learn the four values to be faithful, confident, joyful, and connected in Christ.
- We grow in our faith in Jesus with formal and informal teaching of Bible stories, prayer, sharing and modeling Christ-centered behavior all day long.
- Play is our neighborhood’s avenue for learning with exploration, discovery, problem-solving, and hands-on experiences. Our unique natural spaces provide child-directed opportunities for wonder.
- We nurture children in a loving and interdependent social community.
- Physical care for the children is paramount. We are vigilant to provide a healthy and safe environment.
- Our play-based curriculum guides learning in all areas; spiritual, social/emotional, intellectual, creative, and physical. Using developmentally appropriate practices (DAP), we meet guidelines of the Missouri Early Learning Standards and National Lutheran School Accreditation standards.



HISTORY OF ST. PAUL’S EARLY CHILDHOOD CENTER

In 1992, St. Paul’s Lutheran Church purchased property on Ballas Road (south of Manchester) and started St. Paul’s Outreach Center. A preschool class for three-year-olds was added at that time, and the facility grew to offer care and education for two- through five-year-olds and a before and after school program. **This facility is now known as St. Paul’s Early Childhood Center.**

With the continuing growth of the school and of the congregation, the members of St. Paul’s voted to “Go Forward” with a new school building on the Early Childhood Center grounds for students in Kindergarten – 2nd Grade and the School Year early childhood program called the **South Campus**. In addition, this campaign also included adding an infant/toddler classroom and a two-year-old classroom within the existing building.

St. Paul's Lutheran School is located at the intersection of Ballas and Manchester Roads in the city of Des Peres. St. Paul's Lutheran School opened in the fall of 1849, the same year the congregation was organized.

In 2020, a building program was completed to build Phase One of a new school building for all of K-8 on North Campus and eventually renovate South Campus for additional ECC growth.

FACILITIES

St. Paul's Lutheran Early Childhood Center now occupies two buildings on the South Campus to create a "neighborhood of learning". The Infants & Toddlers classes are in **Westland**, a one-story brick building with 4 classrooms, a kitchen, office, and large multi-purpose room (Big Room). There are also six fenced playgrounds, one for the infants, two for toddlers, and the other for the twos with the remainder of outdoor space for the three-four-five year olds. **Eastland** is a 2 story building that contains 8 classrooms (Two's, Becoming Three's, Preschool, & Pre-Kindergarten), a Community Center, Big Tree Café, office complex, and full service kitchen. The "Main Street" sidewalk connects the two buildings.

ST. PAUL'S LUTHERAN CHURCH MINISTRIES

St. Paul's Lutheran Church is located at 12345 Manchester Road (corner of Ballas & Manchester). Worship services are held Saturday at 5:00 p.m. and Sunday at 8:00 a.m., 9:30 a.m., and 10:45 am. An additional service, "Living Stone", is held at 10:45 in the school gym. Bible classes are held at various times throughout the week and on Sunday mornings at 9:25 a.m. For more information about worship or to speak with a pastor, call the church office at 314-822-0447 or visit www.stpaulsdesperes.org. St. Paul's Elementary School is located in a new building on the North Campus, near the church. For information regarding St. Paul's Elementary School (K-8), call the school at 314-822-2771.

St. Paul's Lutheran Church has many ministries to help, support, and strengthen families:

- **Parenting Support** – printed and online materials about child development and family issues, as well as MOPS (Mothers of Preschoolers), Little Lambs class, Bible Study and Play Groups/Outings.
- **Family Enrichment** – marriage enrichment and parenting classes, offered periodically on Sunday mornings, and in social gatherings.
- **Spiritual Growth** – worship opportunities, family devotional materials, opportunities for personal spiritual growth.

ENROLLMENT, CLASS SIZE AND CLASS ASSIGNMENTS Enrollment at St. Paul’s Early Childhood Center includes the completion of an application for enrollment with a non-refundable enrollment fee. Enrollment is subject to the approval of the director and St. Paul’s School Board and availability of space. Class sizes and ages of students may vary slightly.

Class sizes are as follows:

- 8 students - 10 Weeks –1 year (2 classes offered)
- 8 students - 1- 2 years (2 classes offered)
- 12 students - Two-year-old (2 classes offered)
- 13 students – Becoming Threes (1 class offered)
- 15 students – Preschool (3 classes offered)
- 18 students - Pre-Kindergarten(2 classes offered)



Priority for enrollment is as follows:

1. Students and families currently enrolled in St. Paul’s Early Childhood Center, School, or PDO
2. Other St. Paul’s Lutheran Church members
3. Families on the current waiting list
4. The general public

STATEMENT OF NON-DISCRIMINATION

St. Paul’s Early Childhood Center admits students of any race, color, nationality, and ethnic origin to all programs and activities afforded to students of the school. St. Paul’s Early Childhood does not discriminate on the basis of race, color, nationality, and ethnic origin in the administration of our educational or admission policies.

STATEMENT OF EXEMPT STATUS

St. Paul’s Lutheran ECC is license-exempt through Missouri Department of Elementary and Secondary Education.

RE-ENROLLMENT

Re-enrollment forms for the next school year are distributed in January. Priority re-enrollment is to be completed and submitted by the designated date (Mid- January) to assure enrollment for the coming school year. A non-refundable re-enrollment fee is required each year.

Class assignments are made by the director with input from the previous year’s teachers. A letter will be sent during the summer announcing these assignments. Advancement to the next age group regularly happens at the beginning of each school session in mid-August. Transitions during the rest of the year will be determined on a case by case basis and based upon the child’s age, space availability and teacher recommendation.

ENROLLMENT FORMS

- In unique situations, specific health guidelines will be published in a Handbook Supplement (ex: COVID-19 Health and Safety Plan)
- Emergency Form – Each Family is required to complete a yearly emergency contact form prior to the start of school. Please advise the office staff of any changes that occur throughout the year.
- Immunizations – The Early Childhood Center is required to follow Missouri State Department of Health regulations regarding childhood immunizations. No child shall be permitted to enroll in or attend unless the child has been immunized against vaccine-preventable childhood illnesses and is in accordance with the Department of Health. The parent or guardian shall provide satisfactory evidence of the required immunizations on the medical form.
- Physical forms, signed by the child’s doctor, are required by the State of Missouri.
- Permission Forms and Acknowledgement/Family Directory page

HOURS

The **ECC YEAR ROUND classes** are open from 7:00 a.m. to 6:00 p.m. In the new Flex Model, parents choose days for enrollment in the core school day hours of 8:00-4:00. Then parents may choose a different number of days for the Extra Services (ie, 5 days for the core School Day, but only M/W/F for Before Care and M/T for After Care) Parents will choose these options at enrollment time. Changes will be allowed for the second semester (beginning in January) if a change request is given to the office prior to the deadline of December 1.

Payment will be tabulated and added to your monthly statement for these three separate services:

- 8 a.m.-4 p.m. School Day, the core portion designed with developmentally appropriate activities by trained teachers
- 7 a.m.-8 a.m. Before Care, a loving welcome for those desiring early drop-off
- 4 p.m.-6 p.m. After Care, enrichment, exercise, and more socializing to extend the day

This Flex Model is being implemented as a service to our families to choose the schedule that works best for you and only pay for what you need. It is also in response to the continued staffing shortage in our world. Knowing how many children will be present at each time of service will help us to staff accordingly.

The ECC SCHOOL YEAR classes will continue with the same "a la carte" options that have traditionally been offered. This is only available for children who are 3 or 4 by August 1 and enrolled in the School Year classes ("Bears" and "Owls"). Before/after care, hot lunch services and lunch bunch are all extra services and will be billed weekly.

- On days when School Year classes are closed, Extended Care will not be offered
- We will basically follow the K-8 calendar, but most "Early Dismissal Days" will now be offered as full days as a courtesy to parents.
- School Year classes will have approximately 15 more "days off school" between August 14 and Memorial Day than the Year Round classes.
- There is no guarantee that summer care will be available for School Year students.

ARRIVAL/PICK UP

Parents sign in with their unique code at the computer in the Welcome Centers at either building. Parents accompany children to the room and avoid being on the phone during drop off/pick up times. Notify the teacher and/or the director if any child is leaving earlier than usual. A child will be released only to the parent or other pre-authorized adults. A written notice or phone call is required when another adult is to pick up your child.

Please ensure that you check your child in/out daily. This must be completed by an authorized adult at the Welcome Centers.

The Staff will be **checking identification of unknown persons** picking a child up. A child will be released only to the parent or other pre-authorized adult. Parents will be contacted to verify non-authorized persons, or persons without identification before the child will be released to the individual.

School Year students will be dismissed at 11:15, 1:00, or at 3:30. After 3:30 your child may attend After Care for an additional fee which will be billed weekly.

PARKING/SAFE DRIVING

Parking is to be in designated parking spaces only. Turn off the engine and lock your car. Please obey all fire lane restrictions. Cones may be used to block off areas for children's play. Slow, safe driving is required for all parents, staff, and visitors for the safety of our children.

DAYS CLOSED

The **Year Round** classes are closed for major holidays. Please see the calendar for further information. Payment is required for all holiday closings if they fall on the day your child is scheduled to attend. We are closed between Christmas and New Years as well as a full week in August. No tuition is charged for five days of the Christmas break and for the five days we are closed in August for Staff Work Week. These days are deducted from the full year's total before dividing into monthly payments.

The **School Year classes** follow the St. Paul's School calendar and will mostly be closed the same days. Refer to the calendar for further information.

NO SMOKING

St. Paul's is a smoke free campus.

COMMUNICATION

One of the best ways that parents can help their child succeed in school is to be involved in his/her education. Class and ECC News is shared via email regarding lesson plans, special events, and other pertinent information. Parents are encouraged to express their needs, suggestions, and concerns with the teacher and director. It is essential that the staff and parents regularly exchange information concerning the care of the child. Remember to check your email, the Class Dojo app and your child's backpack for other notices.

Teachers will share a child's development with parents. The staff and/or the director are ready to meet with you to discuss your child's progress in the program, his/her special strengths, and any area of concern. Parents must advise the director of any changes in pertinent file information, such as address, email, and telephone numbers, and any changes regarding their child's development.

Quality relationships are at the core of good communication. This cannot be underestimated. Quality communication between all parties is essential to providing the best environment for educating young children. Communication is not just one way; it requires parents, students, and staff to be able to communicate their aspirations, concerns, and ideas.

DISCIPLINE

St. Paul's is prepared to partner with parents in teaching children social skills and self-regulation to thrive in a community setting. Early childhood educators consider discipline as a teaching opportunity, not a punishment. "Second Step" social curriculum helps students navigate situations to develop deeper connections to peers, teachers, and the school community. The staff members are asked to...

- Interact with the children in accordance with the teachings and principles of Christ.
- Develop environments that keep children engaged and involved in positive learning experiences.
- Redirect behaviors when necessary.
- Stop any behavior that interferes with learning activities
- Assist children in making positive choices with others.

In enforcing discipline, educators are to be guided by God's Word. If the teacher is unable to get the child's cooperation, the staff member will confer with the director. Parents are kept informed of any discipline concerns throughout the year. The director and the School Board members reserve the right to dismiss any child from the program for aggressive behavior or if a problem persists or increases in severity.

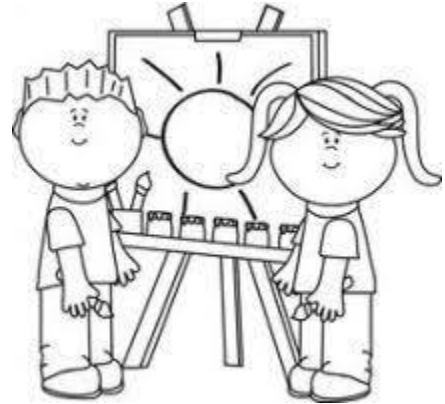
CLASS SUPPLIES

All children will receive a class supply list in the new school year mailing. This list will include supplies each student will need for the following school year. As supplies are depleted, teachers will inform parents (i.e. diapers, wipes). Additional items will be supplied by the ECC. During the summer months,

the children will need items such as a swimsuit, bottle of sunscreen, water shoes, bug spray, and a water bottle all clearly labeled with the child's name.

FOOD/MEALS

Year Round classes are served a nutritious morning snack, lunch, and afternoon snack that includes milk or water. Monthly menus are posted on Parent Information boards and on DOJO. On occasion, meals may include a sampling of vegetables from the ECC garden. Parents do not need to bring food from home unless prior arrangements have been made with the director. If your child has any allergies or specific food needs that we cannot address, it is the parent's responsibility to provide an alternate lunch. Food allergies and special diets are posted where food is prepared/served in the kitchen and classrooms, with sensitivity to student privacy.



Infants and toddlers will be provided table food and whole milk by the ECC. Formula and baby food must be provided by the parents.

ECC strives to be nut sensitive in the kitchen, cafe', and classrooms.

School Year classes are asked to bring snacks to share, as stated on their class lists. School Year classes have the option to purchase a hot lunch or bring a sack lunch from home. Families are encouraged to pack healthy lunches, avoid sugary snacks and drinks. No foods that contain peanuts or nuts are allowed in the Cafe' for the safety of other children in the class. Lunch boxes must be properly labeled and will be stored in the refrigerator.

All classes pray and give thanks before meals. Positive table manners are taught, modeled, and expected. Teachers sit and converse freely during meals and snacks. Food is not used as a reward or punishment.

BIRTHDAYS/HOLIDAYS

Parents may send in a treat for a child's birthday and are asked to plan with the teacher. Any food item that is shared with the class must be brought in unopened packages listing the ingredients.

CLOTHING

- Think of your children's comfort. Dress your children in suitable clothing for active and messy play. We will be painting, gluing, and playing outside.
- Tennis shoes are recommended footwear. Children should not wear sandals, crocs, or open shoes to school.
- All children should have a change of clothes at the center, clearly labeled with their name.

- During cold weather, please have your child dressed for 30 minutes of outdoor play. A sweater, jacket, or sweatshirt may be left in case of changeable weather. Mittens are preferable to gloves.

NAPTIME

All children will rest, even if they no longer nap. Children are provided with sheeted cots or mats for naptime. Parents may provide a small lightweight blanket, small pillow, and a favorite small sleep aid, which will be stored in the child's nap bag. Please put their names on all items. Sheets are laundered at ECC or sent home with parents to be laundered and returned the following school day. Each infant will be provided with an individual crib/crib sheet or cot/cot sheet.

TOYS

In order to keep children from being disappointed by a broken or lost toy, we prefer that they use the toys provided by the center. Please leave all toys at home with the exception of a small, quiet, SOFT toy for naptime, or a toy to share on special occasions such as "Show and Tell" Day.

MEDICATION

Children needing medication must have on file authorization forms signed by the doctor and parent. Forms are available in the office and on our website. This includes over the counter as well as prescription medications. All prescription medication must be in the original container, labeled with the child's name, the physician's name and phone number, dosage, and when and how to be administered. Parents need to bring medication to the school office for safekeeping and dispensing by trained school personnel. Medication should not be transported to school by the student.



ILLNESS POLICY

All parents are encouraged to make provisions for the occasion when their child may be ill and need to be taken home. We wish to provide the healthiest environment for all children and need each family's cooperation regarding the illness policy. Please note the following rules concerning childhood illness, which are from the Department of Health Licensing Rules for Child Care Centers.

Each child shall be observed for contagious diseases and signs of illness throughout the day. Parents shall be notified when any contagious disease occurs in the facility. In the event of illness, parents or other contacts listed on the child's emergency form will be called. It is imperative that sick children be picked up within a reasonable timeframe. A child exhibiting any of the following symptoms must be sent home:

- More than one abnormally loose stool
- Severe coughing – if the child gets red or blue in the face or makes high-pitched croup or whooping sounds after coughing
- Difficult or rapid breathing
- Yellowish skin or eyes
- Tears, redness of eyelid lining or irritation followed by swelling or discharge of pus
- Unusual spots or rashes
- Sore throat or swallowing difficulty
- An infected skin patch – crusty, bright yellow, dry or gummy area of skin
- Unusually dark, tea-colored urine
- Gray or white stool
- Fever over 100 degrees Fahrenheit – under arm or by forehead
- Headache and/or stiff neck
- Vomiting and/or diarrhea more than once
- Severe itching of the body or scalp or scratching of the scalp which may be symptoms of lice or scabies

Parental notification and decisions regarding care will be noted on an *Illness Form*. This form will be with the child at pickup. Parents are asked to sign the form, and then a copy will be made to keep in the child's file. The ill child shall be kept isolated from the other children until the parent arrives. A staff member will be in close proximity until the parent arrives.

A child may return for care after a physician has evaluated a communicable illness, medication has been prescribed and any period of contagiousness has passed as determined by a licensed physician. A child returning to the center fewer than 24 hours after being sent home will need a physician's written approval before acceptance for care.

Please note: Children must be fever/symptom free for 24 hours, including a full school day, without the aid of medication before they can be accepted for care.

ACCIDENTS OR INJURIES

All accidents or injuries to a child will be recorded on an *Accident Form*. The form will be left with the teacher or afternoon assistant for the parent to read and sign. A copy will be kept in the child's file. In the case of serious injury, the parent will be notified immediately, and emergency procedures as prescribed by the parent on the child's emergency form will be implemented.

EMERGENCY PROCEDURES

We will care for your children in times of all crisis situations. A number of emergency procedures are in place and are reviewed regularly for the safety and well-being of the students, faculty, and staff. All students are expected to adhere to all safety regulations. Students participate in fire, tornado, and earthquake drills designated by our public safety commission. St. Paul's has a Crisis Management Team that reviews policies and procedures. Please follow these instructions in the event of an emergency (tornado, fire, earthquake, etc.).

No children will be dismissed from the building unless parents (or individuals indicated on the release form) come for them. Children will not be released to a relative, babysitter, or neighbor unless that person is on the release form. Parents can update the release form at any time. If a parent is unable to reach the staff at the ECC, then the child will **only be released to a parent or person on the release form. All parents or designated parties must inform the teacher and sign for pick-up when a child leaves so she may account for the departure of ALL children.**

In case of building evacuation, the children will be taken to the Des Peres Fire and Police station for safety. Parents will be contacted either before or after we have reached that location, depending on the emergency.

WEATHER CLOSINGS

In the event of inclement weather, the ECC may not be able to open, will have a late start, or will have an early closing. Parents are asked to watch for information on KSDK, KTVI, KPLR, or KMOV. Watch for the listing of **St. Paul's Lutheran School (or St. Paul's Early Childhood Center)**. Additionally, the lead teachers will post the closing on the Class DoJo app and call parents if requested by parents. There will be no refund for closings due to inclement weather.

ABSENCES/ADDITIONAL DAYS/VACATION DAYS

Please notify the director at least **one week** in advance of a planned absence from class, or if an additional day is needed. There will be no refund for absences due to illness, change of plans, or vacation, and the ECC cannot accommodate requests to substitute a scheduled day for a non-scheduled day. Additional days will be subject to space, teacher approval, and charged per day rate.



SUMMER VACATION POLICY

During the Summer Session, families are eligible to take up to one week vacation with free tuition. In order to receive these free days the child must have been enrolled for the **entire** previous school year and the **entire** summer session. (One week is ...5 days if the child attends 5 days, 3 days if he attends 3 days, etc.) Tuition free vacation days must be used during the Summer Session only and the office must be notified at least 2 weeks in advance.

TUITION

St. Paul's ECC is pleased to offer FACTS, our new online school management system. FACTS is safe, secure and created with your convenience in mind.

At the time of enrollment, parents set up a payment plan in which there are several options for paying tuition. These options include paying in full, semi-annually or monthly. You choose a payment plan and choose your date in which the payments would be automatically withdrawn from your account.

Statements and payment receipts including tax receipts are now available online for your convenience.

FINANCIAL PAYMENT POLICY:

Monthly payments are due by the last day of the month. If this date falls on the weekend, please note that withdrawals will be pulled the Friday prior.

Non-payment of fees:

- Payment not received within 10 days of the due date will result in the office contacting the family plus a 10% late fee. The late fee will continue monthly on the existing balance due, until the amount is paid in full.
- Payment not received within 30 days of the due date will result in a letter/phone call from the director.
- On repeat offenses, parents will be **required** to sign up for the automatic withdrawal program in order for their child to remain enrolled.
- Payment not received within 60 days of the due date will result in removal of the child's enrollment. Re-enrollment will be subject to space availability.

Families are urged to contact the director regarding financial payment difficulty within the first fifteen days of the month.

WITHDRAWAL POLICY

Withdrawal notice is requested **in writing** at least **two weeks** in advance. You will be billed for the remainder of the month.

LATE PICK UP FEE

Prompt pick-up and departure by closing time (6:00 p.m.) is necessary. The office should be informed of any possible late arrival of a parent/authorized person. Late pick up will result in **a \$10 late charge**, payable either at the time of pick-up or no later than the next morning. Your cooperation is appreciated.

For a Year Round child not enrolled in After Care, failure to pick up promptly at 4:00 will result in the child being put into After Care and billed at the "Emergency Use" rate of \$45. (Each child has a max of 6x a year for this emergency service)

POLICY EXCEPTIONS

On occasion it will be necessary to make exceptions to written policies. These exceptions may include, but are not limited to the following:

- When the procedures of the Pandemic Response Safety Plan differ from this handbook.
- When the safety or well-being of a child is at risk
- When an emergency makes an exception necessary
- When experiencing financial difficulties

These exceptions may be implemented at the discretion of the director or School Board in the day-to-day operation of the Early Childhood Center.



ST. PAUL'S EARLY CHILDHOOD CENTER

(314) 822-9219

Fax: (314) 822-4999

EASTLAND	Director, Bev Gruenwald	x400
	Business Administrator – Melissa Headrick	x414
	Twos, Rm 101 – Katarina Hinck	x401
	Twos, Rm 102 – Emma Schranz	x402
	Becoming 3's, Rm 103 – Matt Cornwell	x403
	Preschool, Rm 104 - Emilie Kirby	x404
	Pre-K, Rm 201 - Melissa Pauling	x405
	Preschool/PreK Rm 202 – Janay Huggins	x406
	Preschool/PreK Rm 203 Barbara Dunlop	x407
	Pre-K, Rm 204 – Nikki Wildman	x408
	Clinic	x419
	Staff Room	x410
	Café	x 411
	Kitchen	x412

WESTLAND

Toddlers, Rm 1 – Christi Adams	x501	
Toddlers, Rm 2 – Kathy Greffet	x502	Church office – 314-822-0447
Infants, Rm 4 – Emily Brown	x504	St. Paul's School- 314-822-2771
Infants. Rm 5 – Julie Wissmann	x505	PDO – 314-822-0347
Office	x507	
Big Room	x509	

