
Guide to the Berkeley Day Nursery records, 1909-1970

Processed by Ellen Jones; completed by Tiffany Barnes and Mary Morganti

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Collection number: BANC MSS 74/102 c

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Date Completed:

June 1997

Encoded by:

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Collection Summary

Collection Title: Berkeley Day Nursery records,

Date (inclusive): 1909-1970

Collection Number: BANC MSS 74/102 c

Creator: Berkeley Day Nursery

Extent: Number of containers: 5 cartons, 2 boxes
Linear feet: 7.05

Repository: The Bancroft Library.

Berkeley, California 94720-6000

Physical Location: For current information on the location of these materials, please consult the Library's online catalog.

Abstract: Berkeley Day Nursery records relate to the management and daily operation of the nursery school which served working mothers in Berkeley, Albany, and Kensington, Calif. Records include correspondence, reports, articles of incorporation, by-laws, minutes, enrollment statistics, financial materials, printed brochures, and clippings concerning the nursery.

Languages Represented: English

Access

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Preferred Citation

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Acquisition Information

The Berkeley Day Nursery Records were given to The Bancroft Library by Mrs. E. O. Lawrence, a former President, on December 4, 1973.

Organization History

The Berkeley Day Nursery, a non-profit corporation founded in 1908 by a group of Berkeley women, was a pioneer in nursery care for the children of working class mothers. Subsidized by the city of Berkeley, the Berkeley Community Chest, and later, the United Crusade, its operating funds were also derived from income on a small endowment, from gifts and bequests, and from fees determined on a sliding scale by the parents' ability to contribute. The nursery was managed by a Board of Directors consisting of 24 women who were unpaid volunteers interested in community service. An executive director appointed by the directors and small staff of employees were responsible for daily operation. The Berkeley Day Nursery functioned for many years until increasingly strict state requirements for personnel and programs resulted in its closing in November 1965; the corporation was dissolved on December 11, 1969.

Scope and Content

The Berkeley Day Nursery Records, 1909-1970, relate to the management and daily operation of the nursery school, founded in 1908 and dedicated to the care of children of working mothers of Berkeley, Albany, and Kensington, Calif. The records include articles of incorporation, by-laws, minutes of board meetings, correspondence, executive director's and superintendent's reports, which include enrollment statistics, reports of committees, financial and legal records, printed brochures, and clippings.

The collection will provide detailed insight into past practices in early childhood education, as well as examples of social and economic conditions of family life in the Berkeley area, community involvement in charitable work, and the status and employment of women, particularly those who worked as teachers in the nursery school. Descriptive titles of records used by the Berkeley Day Nursery have been retained throughout.

Carton 1; Carton
2, folders 1-11

SERIES 1: RECORDS OF THE BOARD OF DIRECTORS, 1909-1968.

Scope and Content Note

Arrangement

Arranged chronologically.

Articles of incorporation, by-laws, and minutes of meetings, including attendance records.

Ctn. 1, folder 1-2
folder 3-10

Articles of incorporation, by-laws, and amendments 1913-65

Board of Directors

Minutes of meetings 1909-50

Minutes of meetings 1950-69

Attendance records 1929-68

Ctn. 2, folder 1-8
folder 9-11

Carton 2, folders
12-22; Carton 3,
folders 1-3

SERIES 2: RECORDS OF THE EXECUTIVE DIRECTOR, 1932-1965.

Scope and Content Note

Arrangement

Arranged chronologically.

Director's and Superintendent's reports include monthly and annual reports about daily routines, problems, and special events. Enrollment statistics contain information on number and names of children enrolled and withdrawn, average age, family income, and race.

Ctn. 2, folder 12

Director's reports 1957-63

<p>folder 13 folder 14-21 folder 22 Ctn. 3, folder 1-3 Carton 3, folders 4-30</p>	<p>Notebook, including agendas, by-laws, reports 1965-66 Superintendent's reports 1932-50 Enrollment statistics 1953-64 Reports relating to children served 1948-65 SERIES 3: RECORDS OF COMMITTEES, 1934-1970. Scope and Content Note Arrangement Arranged alphabetically, and then chronologically, except Finance Committee is last. Numerous committees directed policy and supported the work of the school; these include the Auxiliary Board, Child Policy and Program, Hospitality, House and Grounds, Nominating, Personnel, Public Relations, Sewing, and Finance Committees. Includes annual reports with summaries of all activities for each year. Personnel Committee files contain lists of duties of the director, officers, teachers, and committees, providing detailed information on the daily operations of the school, as well as personnel policies, salary schedules, and job classifications for the staff.</p>
<p>Ctn. 3, folder 4</p>	<p>Auxiliary Board List of members 1940-62 Annual report 1958</p>
<p>folder 5-6 folder 7</p>	<p>Information regarding bazaars and Christmas parties 1952-60 Child Policy and Program Committee Annual reports 1955, 1958 Report on visits to child care centers 1950</p>
<p>folder 8</p>	<p>Hospitality Committee Annual reports 1957-58</p>
<p>folder 8-10</p>	<p>House and Grounds Committee Annual reports, lists of expenditures and estimates 1949-68</p>
<p>folder 11</p>	<p>Nominating Committee Annual reports 1935, 1958</p>
<p>folder 12</p>	<p>Personnel Committee Personnel policies, rosters, and duties of Director, Officers, Teachers, and Committees 1953-63, n.d.</p>
<p>folder 13-14</p>	<p>Reports, correspondence, minutes of meetings, personnel policies, salary schedules, job classifications, and employment applications 1954-65, n.d.</p>
<p>folder 15-16 folder 17-18 folder 19-25</p>	<p>Employee time sheets and daily schedules 1955-57, n.d. Retirement and pension plan n.d. Payroll 1956-64</p>
<p>folder 26</p>	<p>Public Relations Committee Annual reports 1954-56</p>
<p>folder 27</p>	<p>Sewing Committee Annual reports, including names of teachers, information regarding objectives, projects, and equipment 1934-66</p>
<p>folder 28 folder 29-30 Carton 3, folders 31-40; Carton 4; Carton 5, folders 1-20; Box 1</p>	<p>Finance Committee Monthly reports 1954-61 Annual reports 1945-70 SERIES 4: FINANCIAL RECORDS, 1914-1970. Scope and Content Note Divided into two sub-series: Office Files and Treasurer's Records. Records were kept by the financial committee or other officers of the Board unless otherwise noted, but are an incomplete record income and operating expenses.</p>

OFFICE FILES, 1914-1968

<p>Ctn. 3, folder 31 folder 32-34</p>	<p>Financial support for projects 1967-68 Gifts and donations 1914-20, 1958-65</p>
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folder 35-36	Revolving funds and food fund [1959?]-65
folder 37	Fagan-Van Court Loan 1949-60
folder 38	Wall Estate bequest fund 1935-60
folder 39-40	Kate and Ralph Minor memorial fund 1955-58, 1961

TREASURER'S RECORDS, 1920-1970

Ctn. 4, folder 1-9	Books 1955-63
folder 10-12	Monthly reports 1954-70
folder 13	Annual statements 1953-70
folder 14	Financial statement Dec. 1960
folder 15-16	Chart of accounts 1954, 1961
folder 17-21	General budgets 1920-22, 1958-65
folder 22-28	Financial reports 1956-64
folder 29-43	Audit reports 1945-59
Ctn. 5, folder 1-8	Audit reports 1960-67
Box 1, folder 1-3	Receipts and disbursements 1954-66
folder 4-6	General ledgers 1946-66
folder 7	Disbursements from general fund and discontinued special fund 1954-55
Ctn. 5, folder 9-12	Investments 1954-68
folder 13-16	Lists of stocks, income from dividends ca. 1954-70
folder 17-20	Miscellaneous financial records n.d.

SERIES 5: LEGAL RECORDS, 1947-1970.

Scope and Content Note

Contains information about the closing of the school, as well as tax, insurance, property, and licensing documentation.

Papers regarding closing of the nursery

Ctn. 5,	Staff and union statements, correspondence, committee reports, clippings Nov. 1965
folder 21-24	

Tax exemption claims

folder 25	City of Berkeley 1960-66
folder 26	Alameda Co. 1956-69
folder 27	Registration of charitable trust 1958-70
folder 28	State tax forms 1956-67
folder 29	Federal tax forms 1958-69

Insurance

folder 30-31	Insurance
folder 32	Mortgages, deeds, etc. n.d.

Dept. of Social Welfare

folder 33	Correspondence, licenses, renewal applications 1947-66
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Miscellaneous correspondence 1952-70

folder 34	
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Box 2	
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SERIES 6: MISCELLANEOUS, 1912-1966.

Scope and Content Note

Includes a report done in 1938 by a University of California, Berkeley student, a guest book, samples of stationery, letterhead, and brochures, along with clippings about the school.

Box 2, folder 1	Report regarding Berkeley Day Nursery by June Russell White for Economics course, University of California, Berkeley 1938
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folder 2	Samples of stationery and letterhead n.d.
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folder 3	Guest book 1938-57
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folder 4	Printed brochures ca. 1914-54, n.d.
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folder 5-8	Clippings 1912-66
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