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To : Pre-school teachers
 From: J. Frances Huey
 Date: September 12, 1944

Bulletins

This is the first of a series of bulletins which will come out from time to time. Please read them carefully and keep them with your file of circulars from Miss Breeze's office for future reference.

Center Conferences

Instead of a pre-school meeting Saturday we shall have center conferences during the week. All teachers of each center are asked to bring attendance and enrollment records, daily program, and family and personal sheets if they are not already handed in. Please have in mind any problems which need to be discussed. We shall meet in the pre-school office at 1:30 on the following schedule:

Tues.-----Pre-school 11
 Wed.-----Pre-school 54 and 39
 Thur.-----Pre-school 35 and 18
 Fri.-----Pre-school 3

Morning Lunch

The proportions that we plan on for milk are as follows:

1 can of milk for 10 children
 2 cans of water
 tiny pinch of salt
 2 tablespoons Karo (not big cooking spoons)

This is probably a smaller amount of Karo than you have been using. It will be necessary to conserve our supply rigidly to avoid running out. Our last order was cut in half.

Let me re-emphasize the importance of this lunch to every child. It is an opportunity to get more milk than is available in the mess hall--Milk that is necessary to build good bones and teeth. Shredded wheat is one of the best sources of vitamin B1. This vitamin is one that is short in almost every diet and is necessary to prevent fatigue, to keep the nerves and skin in good condition and to keep the digestive system working well. Let's see how skillful you can be in helping every child to enjoy the benefits of this lunch. You may need to go slowly with new children and start with very small servings so that they will be able to finish what is in their cups every time.

Toy Shelf Arrangement

This week we are giving special attention to the arrangement of our toy shelves so that they will be neat and attractive and will invite children to come and play and also to put away. You will need to teach the children:

1. Where to find the toys.

2. To return the toy to its proper place when he is through with it.
3. To set it up on its wheels in nice neat order.

This will take time and patience, but it is worth it. It will be easier to teach the child if he finds the toys nicely arranged on a clean shelf. I suggest that it would be better to have the wheel toys, blocks, puzzles, etc. in a different place from the housekeeping toys.

Opportunity for Service

It has been only through the faithfulness of all of the pre-school teachers that we have been able to build a valuable pre-school program here in Boston. My hat is off to you who see in your work an opportunity to serve little children and to mould characters of the future. With this as our vision we can continue to improve.

J. Frances Huey
Director of Pre-school

To: Pre School Teachers
From: Frances J. Huey
Date: September 19, 1944

Bulletin 2

In the bulletin this week we are trying to gather up odds and ends of informations which the new teachers may have missed and which the old teachers may appreciate as reminders.

The Week's Schedule

Tuesday afternoon-clear your box and read the bulletin board

Thursday afternoon- Hand in requisition

Saturday before 8:30 A. M.--Weekly attendance report in the office.

Both the requisition slips and Weekly Attendance reports are to be put in the "Incoming" box in the main office. Be sure you use the form provided. Other notes for me should be put in the box on my desk. I suggest you plan together as a group which one will be responsible for each of these office contacts so that the burden does not fall too heavily on one person.

Dropped Students.

When a pre-school child drops, be sure to put the reason and date on the back of the weekly attendance sheet on his own attendance card and on his family and personal information sheet. If he drops because he is not well or not ready to come to school but is still in camp, put his attendance card in his folder and put the folder back in the file drawer behind "Dropped Students". If he drops because he is leaving camp fix his folder, give it to Masako Deguchi in the office, and ask for the release which you will give to the parents.

Notifying Office in Case of Absence

Except in case of sickness or emergency be sure to notify the office in advance if you need to be away from the center or from a meeting so that we can make the necessary arrangements. We try to considerate when it is necessary for you to attend a funeral, etc. If you are sick, please send word to the office by some child that comes to school at the Adobe. You understand that it is very important that we know exactly who is absent from the center

Committee Representatives

The committee representatives which we elected Monday are:
Social-Kisaye Nakasaki
Coordinating- Nan Tanouye
Supplies- Tomiye Otsu
Visual Aids- Mrs. Ayako Sawabe
Books- Margaret Ishino

Weighing

In order to get the weighing of the children done in the morning, it is necessary to start next week on the following schedule:

Mon. 8:45-Kgn. 3
9:15-N. S. 11 '40
Tues. 8:45-Kgn. 54-A
Wed. 8:45-N. S. 39 '40
9:15-Kgn. 11
Thur. 8:45-Kgn 54 C
9:15-N. S. 35 '40
Fri. 8:45-Kgn. 18
9:15-N. S. 18-C '40

You may take the scales and a table out on the porch for weighing and measuring.

Be sure that the child is weighed and measured without his shoes. The children who are waiting should sit on the porch at the "Clinic" end and rest.

Picture books might help to make the waiting time pleasant.

Be sure the scales are balanced correctly.

Record the height and weight on the child's individual height and weight record sheet from his folder, also on the back of his Family and Personal Information Sheet, and on the Weight and Height Record which goes to Miss Rood.

On the sheet for Miss Rood, put all the children in one group on the same side of the sheet---boys first, then girls, alphabetically arranged. Use the other side for the other group that meets in the same room.

Conferences

Our meetings next week will again be in the form of center conferences. We shall meet in my barrack, Barrack I (next to the Community Enterprise Bldg) Room 3 at 1:30 on the following schedule:

Mon. P. S. #54 and 39
Tues. P. S. #11
Thur. P. S. #18 and 35
Fri. P. S. #3

Note on Door

When you leave the center on an excursion with the children (as for weighing) remember to leave a note on the door explaining where you are so that a parent coming to the school would know.

Library Books

I hope you and your children are enjoying the library books as much as possible. I see some tables with very nice selections as I go around. Try to change the books at least every two weeks. If first and second grade readers get on the shelf try to avoid choosing them since we have plenty of others.

To Pre-school teachers
From J. Frances Huey
Date September 26, 1944

Individual Folder File

We have prepared colored dividers for each group so that the folders for boys and girls can be separated. Please arrange the folders alphabetically with the boys folders first the next time you are in the office.

Individual Attendance Cards

It will be easier if we arrange the attendance cards in the same way. Please check the attendance on these cards once a week. Be sure that there is a card for each child and that the drops are taken care of promptly.

Pre-school committees

In order to aid our pre-school representatives on the elementary committees it seems desirable to have our own equivalent committees composed of representatives of each center. Please choose the representatives from your center for each of these committees. Some centers will need to double up on one or more committees when there are not so many teachers in the center. I suggest that you combine supplies and books for one person if necessary.

Committee Meetings

There will be a meeting of the pre-school coordinating committee on Wednesday afternoon at 1:30 in the pre-school office. Will the representatives of each center please be prepared to discuss the wishes of the teachers of your center for the time of starting and closing school on full day sessions and for the length and dates for Christmas vacation.

There will be a meeting of the pre-school social committee on Wednesday at 2:30 in the office. Be prepared to discuss with our representative the wishes of the teachers at your center on:

1. Number and kind of social affairs that you would like and whom you wish to join with.
2. Whether you wish to pay for these affairs by the party you attend or by dues.

Full Day Sessions

We shall start schools on full day sessions next Monday. The older children will come in the afternoons. That is, children who have been attending from 8:15 to 10:00 will come in the afternoon and those who have been attending from 10:00 to 11:45 will come earlier. Both groups will have a two and half hour sessions. The time will be decided upon by the committee. Notes to parents will be prepared in the office for you to pick up on Wednesday and send home with the children on Thursday or Friday.

To: Pre-school teachers
 From: J. Frances Huey
 Date: October 3, 1944

Committee Meetings

There will be meetings of the following pre-school committees this week.

Coordinating Committee-- Wednesday at 3:45 in the pre-school office. Discuss with your representative how we can best report to the parents the children's behavior and progress at school so that the parents will know how to work with us.

Supplies and books committee--Thursday at 3:45 in the conference room. Representatives are to bring from each center suggestions for supplies, books and equipment which we do not have but might order.

Visual Aids Committee--Wednesday at 3:45 in the conference room. The purpose of this meeting will be to discuss various types of visual aids suitable for pre-school children.

Saturday Mornings

Saturday morning is to be used for work in the centers as follows:

1. Mending of cots. (String will be most satisfactory.)
2. Washing of cots if this has not been done this fall.
3. Washing, ironing, and mending of doll clothes and curtains.

Rest quilts

Now that the weather is cooler and when the cots are clean, I suggest that you have the children put their rest quilts (if you have them) on the cots before they lie down. If you do not have them ask the mothers to send blankets. Be sure that each child has his own and that no other child uses it.

Preparations

Now that we have children for a longer period it is particularly important that you plan the use of their time carefully. Remember that your time belongs to the children between 9:00 to 11:30 and between 1:00 to 3:30. Be sure that you lay out your materials, have your art work prepared, cut your paper towels, etc. before the school session begins. You have a whole hour for this work and room care before the children arrive. (Be sure you read Miss Breeze's Circular #10 carefully) Part time workers who work in the morning will not be expected to report at the center before 8:30.

Clinic Slips

The clinic slips which you find in your box from time to time are to help you understand the physical condition of the child. You will want to pay special attention to them. After you have gotten the information which you need from them please drop them into the child's folder.

Requisition Slips

If you want to be sure of getting the things on your requisition slip, it will be necessary to state the amount and kind of item you wish.

Cups

We have had a tendency to become a little slack about the care of our children's cups. Cups should be washed with soap after each using and protected from the dust. These are the beginning days of colds and other contagious diseases. A child can re-infect himself with a cold from his own cup if it is not carefully washed. Dust, particularly in a school room, is a carrier of disease. There is time for cup washing after 11:30 and 3:30.

Weighing Schedule

We shall weigh the morning children on the following schedule:

Thursday October 5
9:30 #18c-NS--'41
10:10 #35 -NS --'41
Friday October 6
9:30 #18 A N.S. 40 and 41
Monday October 9
9:30 #54A NS 40
Tuesday October 10
9:30 #3A NS 40
Wednesday October 11
9:30 #3c NS 41
Thursday October 12
9:30 #11c NS 41

Orchids to You

I want to congratulate all of you on the grand job you have done in helping the new children adjust to school. They are acting like little veterans already.

J. Frances Huey
Director of Poston I
Pre-school

MEMO TO: Pre-school Teachers

FROM: J. Frances Huey

DATE: November 21, 1944

Nov. 23 and 24.

The dates of Nov. 23 and 24 when the children have no school will be designated as days to write reports to parents.

Our regular meeting for this week will be at 2:30 p.m. on Friday Nov. 24.

Reports to Parents

When working on reports try to distribute the work as evenly as possible. Those who have not been with the children long enough to write comments can do some of the copying.

Reports will be due as follows:

Kgn. - Nov. 27th.
4 yr. olds - Nov. 29th.
3 yr. olds - Dec. 1st.

The following are some suggestive comments which may help you in writing your letters. Remember that these letters are to indicate the child's progress to the parent and tell them things that will help them help the child. Try to make them as helpful and encouraging as possible rather than a list of complaints.

Social and Emotional Development

- a. Plays well with other children and is able to settle his own difficulties.
- b. Cries easily when his activities are interfered with.
- c. Needs to learn not to interfere with the play of other children.
- d. Becomes angry and hits when he can not have his own way.
- e. Is very shy and has not learned to play much with other children.
- f. Is a very happy child and makes school a happy place for others.

Teacher-pupil Relationship

- a. Does willingly what the teacher tells him.
- b. Likes to hang onto the teacher.
- c. Refuses to participate with the group at the teachers' request.
- d. Needs help in learning to play with children instead of depending on adults for attention.

Rest

- a. Rests well - frequently sleeps.
- b. Very restless.
- c. Refuses to rest on a cot but sits quietly on a chair while others rest.

- d. Disturbs other children by getting up or making noise.
- e. Is learning to rest with a large group.

Lunch

- a. Eats nicely.
- b. Enjoys helping get the lunch ready.
- c. Needs help in learning to take small bites and eat neatly.
- d. Refuses to eat his mid-morning lunch.

Latrine

- a. Needs help in learning to handle his own clothes.
- b. Needs no help - follows routine well.
- c. Will not try to help herself.
- d. Helps with his clothing as much as he can.
- e. Knows how to wash thoroughly.

Language

- a. Needs much help in learning to speak and understand English so that he can enjoy school more.
- b. Enjoys finger plays but does not care for stories because he cannot understand them.
- c. Mixes Japanese and English in his conversation.
- d. Speaks English well for his age - tells experiences, stories, etc. in English.

Music

- a. Enjoys music and rhythms.
- b. Sings with a soft sweet voice.
- c. Has not learned to carry a tune yet.
- d. Shows very little interest in music.

Art

- a. Enjoys art work and shows good muscular coordination.
- b. Shows very little interest in art work.
- c. Is still learning to use crayons and is not ready to draw things.
- d. Draws easily recognizable figures.
- e. Is learning to use scissors.
- f. Has learned to handle paint well.

General

- a. D is a well adjusted child at school and has no outstanding problems.
- b. We need your help in sending K to school every day that he is not sick.
- c. M shows qualities of leadership which need careful guidance.
- d. We need your help in sending Y. to school on time.
- e. Please help N to remember to leave candy at home and finish his breakfast before he comes to school.
- f. T seems to enjoy school very much. She is particularly fond of playing in the doll corner.
- g. We are very happy to see how well M has adjusted school and appreciate your help in working out a plan for sending him to school with someone else.

BULLETIN 6

TO: Pre-school Teachers
FROM: J. Frances Huey
DATE: December 6, 1944

Reports to Parents

Our letters to parents are to be distributed on Thurs. or Fri. through the Block Managers offices. Please follow this procedure:

- (a) Date the letters Dec. 6.
- (b) Be sure they are signed by the teacher.
- (c) Write the child's first name on the slip to be enclosed with the letter.
- (d) Fold them together so they would go in a small business envelope and write the parents' name and address on the outside.
- (e) Seal them with a small piece of transparent mending tape and
- (f) Deliver to the Blk Manager's office in each block that you serve.

Saturday Meeting.

The meeting on Saturday morning at 8:30 will be for nursery school teachers. Those who come to the kindergarten meeting on Wednesday will not need to come (unless they wish) since most of them will be in the process of fixing their rooms after the move. The theme of the meeting will be Christmas activities, songs, poems, etc.

MEMO TO: Pre-school teachers

FROM: Frances J. Huey

DATE: Jan. 2, 1945

Conferences

There will be no regular meeting on Saturday. I should like to have a conference with the teachers in each classroom sometime this week or early next week. This will cover any problems you may have to bring up, your daily program, any further New Years' housecleaning which you did not get finished over the vacation, planning for use of play materials, etc. Please decide when you want me to come to your center and make an appointment for your conference as soon as possible.

Class Lists

Some of the nursery classes had a change of enrollment at the time the kindergarten classes moved. If your enrollment changed because of the move, will you please make out a new list so that Masako can keep her records accurate. Record the names alphabetically, boys first then girls, and give their address and birthdates. Will all kindergarten teachers do this also, please? Hand these lists in with your attendance reports on Friday.

Meeting on Jan. 13

On Saturday, Jan. 13, we shall discuss "The Four Year Old Child" at our regular meeting. I believe it is the turn of Pre-schools 18 and 35 to give these reports. I shall be glad to help you if you wish. Will Mitsuko Sakamoto please act as chairman for the planning?

MEMO TO: pre-school teachers

FROM: J. Frances Rasy

DATE: January 11, 1945

Meetings:

The meeting on Sat. at 8:30 a.m. is for nursery school teachers. The kindergarten teachers will meet Mon. at 3:15 in the office.

Broken Chair Record:

Please be sure to hand in your broken chair record with your attendance report on Friday if you have not already done so.

Enrollment Lists:

Some of the enrollment lists that were due last week are not in yet. Please hand them in this week.

Height & Weight Records:

When you weigh this time, please take each child's individual Height & Weight Record out of his folder and put all of these records for your class together in the attendance cards box behind the attendance cards.

For Pre-school Teachers

FROM: J. Frances Huey

DATE: January 26, 1945

We shall use the following form in discussing Children & You by Eva Knox Evans, at our meeting on Saturday. Please fill it out before the meeting and bring it with you. You do not need to sign it or hand it in; just fill it out to help you. It is not a test.

1. Having jokes with children makes them _____.
2. When you have jokes with children be sure that
 - a. _____ they are hard enough to make them laugh.
 - b. _____ they are so silly that they could not possibly be taken for the truth.
3. When children play, they are not wasting time because they are
 - a. _____
 - b. _____
 - c. _____
4. A grown up should be with children when they are playing to:
and should (check the ones that apply.)
 - a. _____ keep them from getting hurt.
 - b. _____ tell them what to play.
 - c. _____ play with them.
 - d. _____ keep them from playing war.
 - e. _____ show them just what to do with their flocks.
 - f. _____ make suggestions that will add meaning to their play.
 - g. _____ have fun with them.
 - h. _____ be a policeman.
5. In order to know what to do when a child misbehaves you must try to figure out why he is doing this thing. Some of the reasons why they do not behave might be:
 1. _____
 2. _____
 3. _____
 4. _____

6.

6. Sometimes children hit and fight because

- a. ____ another child interfered with their play.
- b. ____ they are very bad children.
- c. ____ they are afraid someone is going to hit them.
- d. ____ they want attention.

7. We can help children learn to behave by

- a. ____ stooping down and talking to them privately.
- b. ____ asking them why they did it.
- d. ____ showing them ways of playing together.
- d. ____ making them do work for punishment.
- e. ____ letting them know that they are doing the right thing.
- f. ____ spanking them or slapping their hands.
- g. ____ taking them away from the group until they have calmed down.
- h. ____ keeping them busy at things that interest them.
- i. ____ trying to scare them into doing the right thing.
- j. ____ trying to find the reasons why they act as they do.
- k. ____ getting very cross and scolding.

8. Some things that are very bad to do to a child are

- a. ____ keep him from having something that he refuses to use in a safe manner.
- b. ____ makes promises to him that you don't keep.
- c. ____ take him away from the other children when he is angry.
- d. ____ frighten him so he will be good.
- e. ____ turn his big stories into a game.
- f. ____ talk about how bad he is.
- g. ____ see that he stops doing something if you tell him to.
- h. ____ get angry.

MEMO TO: Miss Breeze, Principal
FROM: Tad Fujii, Business Manager
SUBJECT: WR1-723-45
DATE: February 10, 1945

Please refer to the above Purchase Order and cancel No. SE
TOM HARMON ALL AMERICAN FOOTBALL, 4 each @ \$2.95. The foot-
balls are not now available.

Tad Fujii
Tad Fujii, Business Manager
Education Department

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MEMO TO: Nursery School Teachers

FROM: J. Frances Huey

DATE: March 6, 1945

Clearing Boxes

The requisitions are now due in the office on Wednesday so we shall ask you to clear your box on Wednesday instead of Tues. Please be sure to clear your box on Wed. whether you have a requisition or not.

Requisitions

It is very important that you fill out your requisition completely enough so that the girls who fill them will not have to guess. The girl who will be doing more of this work is new so it will be well to consult your supply list for correct names and sizes each time. If you have any explanations or questions about the things you want, ask in the office when you leave your slip. The girls are not supposed to give you supplies that have not been ordered in advance. Please do not embarrass them by making it necessary for them to refuse or violate the regulation.

Meetings

Our meeting this week will be in two sections. The following teachers are asked to meet on Wed. at 4:00 p.m. in the Conference Room to work on the final report.

Mrs. Hirasuna
Miss Otsu
Miss Sakamoto
Miss Tanoue
Miss Kikunoto

Please bring the notes you took at the meeting Saturday. The others will meet as usual on Saturday morning at 8:30. Please bring your bulletin on "Some Ways of Distinguishing a Good Nursery School" if you did not need to hand it in.

Chicken Pox

Children who have not had chicken pox may not attend school if some other child in the family has the disease. A rigid morning inspection will help to control the spread of this disease.

MEMO TO: Nursery School Teachers

FROM: J. Frances Huey

DATE: March 21, 1945

Saturday Meeting

The meeting this Saturday will be at Pre-school #35 at 8:30 a.m. for all nursery school teachers. We shall divide into two groups for working on standards and the final report for part of the meeting.

Final Report to Washington

Those who are on the committee working on the final report please hand in a rough draft of your section by Wednesday if possible or not later than Thursday so that it can be typed for us to work on at the meeting.

Money for Easter Treat

You may get the money for the Easter treat from me when you come to the office this week. Each group is allowed five cents for each child.

Walks

This is a nice time of year for taking walks with your children. Try it often and see how many interesting places you can find to visit and talk about. Be sure to leave a note on your door which tells where you are.

Easter Vacation

There will be no school for the children on Friday, March 30 and Monday, April 2. Teachers' activities will be as follows:

1. Housecleaning at the center (see check sheet on Fri.)
2. Call on children who have not been in school for the past two weeks.
3. Check all records (see check sheet)
4. Get from the file the duplicates of the last report to parents and outline child's progress for next month.
5. Meeting at Pre-school #54.
6. Field trip to the mountains (Optional)

MEMO TO: Pre-school

FROM: J. Frances Huey

DATE: April 3, 1945

No Meeting

There will be no meeting on Saturday April 7. This will give you extra time for your reports to parents.

Play Day

I should like to have you plan your activities for Play Day so you will have something in mind when I talk with you about it this week. You may have several different activities.

Absence from Meetings

Let me remind you that part of your job is learning to do the job. For this reason you are assigned four hours on Saturday as a learning period. We believe that often you can learn better and with lots more fun by coming to a meeting than by reading a book or writing a report. I have tried to be reasonable and fair in excusing you from meetings when you had a good reason for not being there and have given several of you the benefit of the doubt on occasions when you did not explain your absence. Absence from meetings seems to be increasing. One can not overlook the fact that more than one third of the group was absent from the meeting on Friday afternoon March 30. I dislike very much having to ask you why you were not at the meeting. I also dislike to have to report no time for you when you are not present, but this policy will have to be held to in the future when you do not see me personally regarding your absence.

Report to Parents

It seems advisable to finish up all reports to parents by the middle of April, so we shall use the following schedule:

April 10 - first copy of letters for the morning groups due in the office.

April 12 - first copy of letters for the afternoon groups due in the office.

April 16 - final copy of letters for the morning groups due in the office.

April 17 - final copy of letters for the afternoon groups due in the office.

April 18 & 19 - distribute the letters to the Block Managers' offices.

Date your letters April 16. Use the back of the Dec. report for the file copy. You will find these in your boxes.

Suggestions for Reporting to Parents

The reports to parents are intended to help the parents understand their child's behavior in pre-school so that they can work with you in the guidance of his development. Make the letters as personal, helpful and friendly as you can. Statements that start like this are good in some spots:

"We are glad to see that (S. is coming to school at 9 O'clock now)"

"We need your help in --- (reminding T. to blow his nose when it is necessary)"

"We are trying to help B. learn to (use a quiet voice in the school room.) etc.

You do not need to use complete sentences except for emphasis. The following outline will help you in the items to be covered. Use only those points that apply, for some children do not need comments on some points. Reread the last report before writing this report.

Social and Emotional Development

Does he play well with other children?

Does he get angry frequently or cry easily and what causes this?

Does he do what the teachers tell him or ignore or defy the teachers?

Does he seem happy at school and participate in all activities?

Has he made progress in overcoming his shyness?

Physical Routines

Rest --- Does he rest quietly without continuous reminders?

Lunch --- Does he take both cereal and milk without fuss?

Does he eat nicely and remember to clean up his place when he is through?

Latrine --- Is he learning to take care of himself at the latrine without help? Wash his hands thoroughly with soap?

Language

Does he use English in his play? in his conversation with teachers?

Does he enjoy stories?

Does he tell the other children about his experiences?

Does he need help to remember to use a quiet voice inside?

Music

Is he learning to enjoy and participate in singing?

Art

Does he use art materials well?

Does he enjoy them?

General

How can the parents help the child so that he will be better adjusted at school?

Keep food, candy, and gum at home?

Keep guns and sharp toys at home?

Send child to school regularly on time?

Encourage child to use more English so that he will get more benefit from school?

Express appreciation for past interest and cooperation of the parents

Express pleasure at any marked general improvement

What is his next outstanding problem.