

(Copy given Dr. Engberg by Mr. Vevle for his review and suggestions at time of transfer of patients. Superintendent had them reviewed by supervisor of Main and Sunnyside Divisions who had no criticism or suggestion and Mr. Vevle informed.)

July 20th, 1945

To all Employes working with Children:

After careful consideration it has been decided to set up our preliminary organization for the conduct of our new institution on the basis of schedules recorded below. We are asking for the cooperation of every employe in trying out these plans. After giving them adequate trial and consideration, we shall be glad to have suggestions for changes.

Superintendent

1. Time Schedules

6 A.M.	Call children to be dressed and do preliminary housework.
7 A.M.	Children's and Employes' breakfast hour
7:30 A.M.	Officers' breakfast hour
12 Noon	Children's and Employes' dinner hour
12:30 P.M.	Officers' dinner hour
5:30 P.M.	Children's and Employes' supper hour
6 P.M.	Officers' supper hour
7:30 P.M.	Bed time for children under 10
8:30 P.M.	Bed time for children between 10 and 15
9 P.M.	Bed time for children over 15

The above schedule will be observed immediately as far as time effecting the children and employes is concerned. Meal time for officers may have to be adjusted from time to time as the need arises and as determined by Miss McGregor.

2. Schedule for Work Hours for Employes in Cottages

6 A.M. to 2 P.M.
2 P.M. to 10 P.M.
10 P.M. to 6 A.M.

The above time schedule will go into effect in each cottage as soon as a Night Attendant I has been assigned. Until that time the Housemother in charge may regulate the time for the people working in the cottage as seems to best meet the needs. When

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the above time schedule is put into effect the Housemother II and the Housemother I, assigned to the cottage, will arrange their program of work so that that the person who takes the afternoon shift will also take the next morning shift. That person will then be off duty until 2 o'clock the next afternoon at which time she will again follow the above plan.

3. Children's Dining-room Supervision

Children will be assigned as waiters and waitresses on the basis of one person for two tables. The Food Service Supervisor and the person in charge of the dish-washing room will each supervise half of these waiters and waitresses. They will be responsible for the training and supervision of the people assigned and must observe so that it will be known at all times that the children are receiving adequate supplies of food during the meal. Three cottage workers, including both Housemothers II and Housemothers I, will be assigned to the dining-room for the purpose of supervising and directing the conduct of the children. They will check eating habits and conduct and will be responsible for instructing the children in carrying out proper dining-room behaviour. The people assigned will serve one day out of seven and will be given a section of the dining-room over which she will have full responsibility.

4. Meal Plans for those assigned to Dining-room for Service during meal hours

The required number of children will be assigned to set tables in the officers' dining-room and to wait on tables in the employes' dining-room. These and the waiters in the central dining-room will eat in the main dining-room immediately after the children are served and will be under the supervision of the Food Service Supervisor and the person in charge of the dish-washing room. The necessary number of children who have eaten will serve these waiters and waitresses. The necessary number of children selected by Miss McGregor from the group that have eaten will serve in the officers' dining-room. The three employes assigned to supervise the children in the central dining-room will eat immediately following the completion of the meal. In view of the fact that we are not charging off any time for meals for the people who are assigned to cottages, we feel that it will be necessary for us to ask that employes not on duty accept the added responsibility of taking the children from the main dining-room back to the cottage on the days the employe on duty is assigned to supervise the main dining-room. Every effort should be made by the Housemothers in charge to work out an equitable schedule.

M. R. Keule