

EMPLOYEES AT SUNNYSIDE

will please observe the following instructions in their social relations while here.

1.

When in the building, Employees must not spend their leisure time in the Halls, Kitchen, Dining Rooms, Clothing Rooms or any other place where not employed, but instead, in their own rooms, or the place designated for visiting by the Officer in charge.

2.

Employees are not expected to receive or entertain company during duty hours. Callers are to be received in the reception room only. Visitations with friends and relatives may be made at the proper hours in the employes' sitting room.

3.

Direct all comers, (including employes from other departments) not at the time employed in the building, to the front door, and all callers must report to the Matron's Office.

4.

Never mention the names, family matters or peculiarities of children to, or in the presence of, strangers.

5.

Never take the children to private rooms without permission from the Matron.

6.

Do not invite people to take a meal with you without previous permission from the Matron.

7.

All employes off duty must leave and enter the building by the front door, leaving their keys in the Matron's Office while out.

8.

The front door will be locked at 10 p. m., and admission after that time can only be gained by ringing the door bell.

9.

Former employes visiting the school should always report to the office first, to obtain the privileges of the building, which are conditioned upon the observance of the instructions governing the present employes.

10.

Be very guarded how you talk about the work of your associates, or repeat uncomplimentary things about them. **INTIMATE ASSOCIATION MAGNIFIES FAULT**, and it is neither an indication of good breeding or a deep mind to be continually quarrelling over small matters.

A. C. ROGERS,

SUPERINTENDENT.

April 1, 1894.