

City of Coquitlam Archives

Finding Aid - Como Lake Preschool fonds (F2)

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Language of description: English

Rules for Archival Description

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<http://var/www/atom/symfony/symfony/como-lake-preschool-records>

Como Lake Preschool fonds

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Summary information

Repository:	City of Coquitlam Archives
Title:	Como Lake Preschool fonds
ID:	F2
Date:	1952-2011 (date of creation)
Physical description:	3.41 m of textual records
Language:	English
Dates of creation, revision and deletion:	

Administrative history / Biographical sketch

Note

Como Lake Preschool was founded in 1952 by Mrs. A Bennie and Mrs. Ellen Iveson in a rumpus room in the Sapperton District of New Westminster. When Mrs. Iveson moved to Coquitlam in 1954, the play group became more formalized and was relocated, first to a rented garage, then to the Como Lake United Church. The first teacher was hired in 1956 for morning classes of about twenty four and five year old children. In 1964, the preschool relocated again to the Scout Hall in Blue Mountain Park, where it remained until its dissolution. Como Lake Preschool operated as a parent participation preschool, which involved parents cooperating to run the preschool with qualified teachers.

Custodial history

Prior to transfer, records were held by the last President of the preschool, Jacquie Hutchinson. Prior to the dissolution of the preschool, records were held at the Blue Mountain Scout Hall under the control of the preschool's administration.

Scope and content

The fonds consists of records pertaining to the development and administration of the Como Lake Preschool from its inception in 1952 through to its dissolution in 2011. The fonds consists of committee meeting minutes, administrative records, newsletters, procedural handbooks, photographs, promotional materials, and a leather-bound history of the preschool. The records have been divided into 3 series as follows:

Series 1: Meeting Minutes

Series 2: Administrative records

Sub-series 1: Policies, Procedures, and Guidelines

Sub-series 2: President's Files

Sub-series 3: Newsletters

Sub-series 4: Written Histories

Sub-series 5: Ephemera

Sub-series 6: Financial records

Sub-series 7: General Administration

Series 3: Photographs

Notes

Title notes

Immediate source of acquisition

Donated by Jacquie Hutchinson, last President of the preschool

Arrangement

No original arrangement apparent. The Archivist arranged the fonds into three series according to the content of the records.

Finding aids

File list available.

Accruals

No accruals expected.

Other notes

- **Publication status:** Published
 - **Status description:** Final
 - **Institution identifier:** CCOQ
-

Access points

- Textual record (documentary form)
- Education (subject)
- Preschool (subject)
- Coquitlam, (B.C.) (place)

Series descriptions

Series F2-S1: Meeting Minutes

Creator: Como Lake Preschool

Date: 1972-2011 (date of creation)

Scope and content:

The series consists of meeting minutes.

Physical description: 34 cm of textual records

Access points:

- Textual record (documentary form)
- Preschool (subject)
- Blue Mountain Scout Hall (place)
- Blue Mountain Scout Hall (place)

Arrangement:

No original arrangement was apparent; therefore, the archivist arranged the series based on the content of the records.

Conditions governing use:

Copyright belongs to City of Coquitlam Archives

Accruals:

No further accruals expected.

File / item list

Subseries F2-S1-SS1: Executive Meeting Minutes

Creator: Como Lake Preschool

Date: 1981-2011 (date of creation)

Scope and content:

The subseries consists of meeting minutes of the Como Lake Preschool's Executive committee.

Physical description: 19 cm of textual records

Language of the material:

English

Access points:

- Textual record (documentary form)
- Education (subject)
- Preschool (subject)
- Coquitlam, (B.C.) (place)
- Blue Mountain Scout Hall (place)
- Blue Mountain Scout Hall (place)

Arrangement:

No original arrangement was apparent; therefore, the archivist arranged the subseries based on the content of the records.

Conditions governing use:

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Finding aids:

File list available

Accruals:

No further accruals expected

File / item list**Subseries F2-S1-SS2: General Meeting Minutes**

Creator: Como Lake Preschool

Date: 1972-2010 (date of creation)

Scope and content:

The subseries consists of minutes from the Como Lake Preschool General meetings.

Physical description: 15 cm of textual records

Language of the material:

English

Access points:

- Textual record (documentary form)
- Education (subject)
- Preschool (subject)
- Coquitlam, (B.C.) (place)
- Blue Mountain Scout Hall (place)
- Blue Mountain Scout Hall (place)

Arrangement:

No original arrangement was apparent; therefore, the archivist arranged the subseries based on the content of the records.

Conditions governing use:

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Finding aids:

File list available

Accruals:

No further accruals expected

File / item list**Series F2-S2: Administrative Records**

Creator: Como Lake Preschool

Scope and content:

The series consists of records relating to the administration of Como Lake Preschool; including registration documents, financial accounting documents, policies, procedures, handbooks, newsletters, ephemera, and several written accounts of the history of the preschool. This series also includes a leather-bound history that provides a yearly account of the preschool's operations as well as photographs and newspaper clippings.

Physical description: 3.07 m of textual records

Access points:

- Textual record (documentary form)
- Graphic material (documentary form)
- Preschool (subject)
- Blue Mountain Scout Hall (place)

Arrangement:

No original arrangement was apparent; therefore, archivist arranged the series into subseries based on content.

Conditions governing use:

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Finding aids:

File list available

Accruals:

No further accruals expected.

File / item list

Subseries F2-S2-SS1: Policies, Procedures, and Guidelines

Creator: Como Lake Preschool

Date: 1971-2010 (date of creation)

Scope and content:

The sub-series consists of records relating to policy, procedures, guidelines, job descriptions, and handbooks.

Physical description: 29 cm of textual records

Language of the material:

English

Access points:

- Textual record (documentary form)
- Preschool (subject)
- Education (subject)
- Blue Mountain Scout Hall (place)
- Coquitlam, (B.C.) (place)

Arrangement:

No original arrangement was apparent for the fonds in general, therefore, the archivist arranged the series and subseries according to the content of the records.

Conditions governing use:

Copyright belongs to the City of Coquitlam Archives

Finding aids:

File list available

Accruals:

No further accruals expected

File / item list

Subseries F2-S2-SS2: President's Files

Creator: Como Lake Preschool

Date: 1966-2008 (date of creation)

Scope and content:

The subseries consists of records compiled in President's binders and portfolios. Records include by are not limited to job descriptions, agendas, meeting minutes, newsletters, consitution and by-laws, teacher's contracts, budgets, licensing, etc.

Physical description: 15 cm of textual records

Language of the material:

English

Access points:

- Textual record (documentary form)
- Education (subject)
- Preschool (subject)
- Blue Mountain Scout Hall (place)
- Coquitlam, (B.C.) (place)

Arrangement:

No original arrangement was apparent for the fonds in general, therefore, the archivist arranged each series and subseries based on the content of the records. In this subseries the contents of large "President's Binders" have been divided according to the titles of internal page dividers.

Conditions governing use:

Copyright belongs to the City of Coquitlam Archives

Finding aids:

File list available

Accruals:

No further accruals expected

File / item list

Subseries F2-S2-SS3: Newsletters

Creator: Como Lake Preschool

Date: 1966-1998 (date of creation)

Scope and content:

This subseries consists of newsletters produced by the Como Lake Preschool.

Physical description: 12 cm of textual records

Language of the material:

English

Access points:

- Textual record (documentary form)
- Preschool (subject)
- Education (subject)
- Coquitlam, (B.C.) (place)
- Blue Mountain Scout Hall (place)

Arrangement:

No original arrangement was apparent for the fonds in general, therefore, the archivist arranged each series and subseries based on the content of the records. This subseries was arranged chronologically.

Conditions governing use:

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Finding aids:

File list available

Accruals:

No further accruals expected

File / item list

Subseries F2-S2-SS4: Written Histories

Creator: Como Lake Preschool

Date: 1975-1996 (date of creation)

Scope and content:

This subseries consists of one large, leather bound scrapbook with photographs and the written history of every year of the preschool from 1952 to 1975. The subseries also includes several short written accounts of the history of the preschool, as well as some newspaper clippings.

Physical description: 8 cm of textual records

34 photographs : b&w

242 photographs : col.

Language of the material:

English

Access points:

- Textual record (documentary form)
- Graphic material (documentary form)
- Education (subject)
- Preschool (subject)
- Blue Mountain Scout Hall (place)
- Coquitlam, (B.C.) (place)

Physical condition:

The leather-bound history scrapbook is deteriorating and should be handled with extreme care.

Conditions governing use:

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Accruals:

No further accruals expected

File / item list

Subseries F2-S2-SS5: Ephemera

Creator: Como Lake Preschool

Date: [19-] (date of creation)

Scope and content:

This subseries consists of several pamphlets and posters advertising the preschool, as well as a songbook, and a pamphlet for childhood literacy.

Physical description: 1 cm of textual records

Language of the material:

English

Access points:

- Textual record (documentary form)
- Education (subject)
- Preschool (subject)
- Coquitlam, (B.C.) (place)
- Blue Mountain Scout Hall (place)

Finding aids:

File list available

Accruals:

No further accruals expected

File / item list

Subseries F2-S2-SS6: Financial records

Creator: Como Lake Preschool

Date: 1972-2011 (date of creation)

Scope and content:

This subseries consists of financial records including budgets, receipts, expenses, bills, purchasing records, cheque stubs, and reports.

Physical description: 1.16 m of textual records

Language of the material:

English

Access points:

- Textual record (documentary form)
- Preschool (subject)
- Education (subject)
- Coquitlam, (B.C.) (place)
- Blue Mountain Scout Hall (place)

Arrangement:

The records in this subseries have been arranged according to the content of the records, but have been left in the order in which they arrived.

Finding aids:

File list available

Accruals:

No further accruals expected

File / item list

Subseries F2-S2-SS7: General Administration

Creator: Como Lake Preschool

Date: 1966-2011 (date of creation)

Scope and content:

The subseries consists of records relating to the general administration of Como Lake Preschool.

Physical description: 1 m of textual records

Access points:

- Preschool (subject)
- Blue Mountain Scout Hall (place)

Finding aids:

File list available

Accruals:

No further accruals expected

File / item list

Series F2-S3: Photographs

Creator: Como Lake Preschool

Date: 1953-2011 (date of creation)

Scope and content:

The series consists of colour and black and white photographs of students at the preschool and on field trips.

Physical description: ca. 1000 photographs : col.
ca. 300 photographs : b&w

Access points:

- Graphic material (documentary form)
- Preschool (subject)
- Blue Mountain Scout Hall (place)

Conditions governing use:

Copyright belongs to City of Coquitlam Archives

Finding aids:

File list available.

Accruals:

No further accruals expected.

File / item list