Lancaster Day Care Center Records
MS 79

Summary Information

Creator
Lancaster Day Care Center
Moragne, Nina

Title
Lancaster Day Care Center Records

Dates
1915-2018, bulk 1935-1995

Extent
3.5 LF (7 boxes, plus 2 oversize boxes.)

Arrangement
Materials are organized and arranged in series by administrative function and type of material such as correspondence, news clippings, and photographs. All materials are described to the folder level.

Language of Materials
Materials in English.

Abstract
This collection contains the records of the Lancaster Day Care Center, a public, non-profit community day care facility founded in 1915. Record series include Organizational History, Administrative Materials, Financial Information, and Publicity. The organization celebrated its 100th anniversary in 2015, changing its name to the Lancaster Early Education Center.

Contact information:
Archives and Special Collections
Martin Library of the Sciences
Franklin and Marshall College
850 Harrisburg Ave. - P.O. Box 3003
Lancaster, PA 17604-3003
717-358-4225 or 717-358-4433
Fax: 717-358-4160
Email: archives@fandm.edu
www.library.fandm.edu/archives
Index terms/Subjects
Lancaster Day Care Center -- History
Day care centers – Pennsylvania – Lancaster
Women in community organization -- Pennsylvania -- Lancaster
Voluntarism -- Pennsylvania – Lancaster
Child welfare -- United States

Administrative Information

Acquisition Information
All materials in this collection were acquired as a gift from Nina Moragne in December 2018.

Custodial History
All materials were collected by the Lancaster Early Education Center between 1915 and 2015. They were deposited in the Archives and Special Collections of Franklin and Marshall in December 2018 and gifted to the College in January 2019.

Accruals
Further accruals may occur.

Processing Information
Processed by Christopher Raab (2018). Description based on DACS.

Access and Use

Access Restrictions
Access unrestricted.

Conditions Governing Reproduction and Use
Photocopying and publication may be restricted by copyright although it is believed that the majority of the materials are in the public domain. Permission to publish must be secured from the repository and copyright holder.

Additional Information

Preferred Citation
Lancaster Day Care Center Collection (MS 79), Archives and Special Collections, Franklin and Marshall College.

Scope and Content Note
This collection contains the administrative, financial, and publicity records of the Lancaster Day Care Center, a public, non-profit organization dedicated to providing affordable child care and educational services to the children of Lancaster, Pennsylvania. Strengths of the collection include comprehensive financial and administrative records, including lengthy runs of Board of Directors’ minutes, financial information, correspondence, and photographs. Additional strengths include runs of annual reports, newspaper clippings, and newsletters. Weaknesses include incomplete or short runs of several records series
(such as annual statistics), and information documenting the early history of the organization. This information can be supplemented to some degree by consulting the histories of related Lancaster civic organizations. Overall, the collection provides unique, historical insight into the issues of child welfare, day care services, working parents, and civic voluntarism.

**Historical Information**

Established in 1915 by a group of community civic leaders and volunteers, the Lancaster Day Nursery had its roots in the Lancaster Community Service Association (CSA). One of the primary goals of the CSA was to relieve poverty and reduce suffering among the city’s lower income residents. Designed to provide a safe and happy place for children of working parents, the Day Nursery began accepting financial assistance through the Community Chest (United Way) in 1922. Due to growing demand, the organization expanded its facility on South Queen Street in 1939 (and again in 1966), formally changing its name to the Lancaster Day Care Center in 1981.

Throughout much of its history, responsibility for the Center’s operation and policies has rested with an Executive Director and elected Board of Directors. In 2015, to honor the organization’s 100th anniversary and to better reflect its commitment to quality early education, the organization’s name was changed to the Lancaster Early Education Center (LEEC). Currently, the LEEC provides high quality, affordable child care and educational experiences for children 8 weeks old to kindergarten.

**Inventory/Contents**

**Series I – Organizational History**

**Box/Folder**

1/1 Articles of Incorporation
1/2 Anniversaries, 1965-2015 (50th thru 100th)
1/3 History, 1915-2010
1/4 Organizational Profiles and Brochures, 1951-2015

OSDR/Folder 1 Deed, Elizabeth Shubrooks and John W. Hubley to William B. Fordney to William Coleman, April 4, 1836. Messuage and piece of ground situate on the West Side of Queen Street.

OSDR/Folder 2 Sheriff’s Sale, Emanuel Metzger to Edwin Metzger, January 26, 1856. Lot, West side of South Queen Street.

OSDR/Folder 3 Fundraising poster – limited edition, ink drawing of famous Lancaster County people and attractions.

**Series II - Administrative Materials and Reports**

**Box/Folder**

1/5 Annual Reports, 1951-1955, 1975-2001
1/6 Annual Statistics – Services Rendered, 1949-1978
2/1 Board Member Lists, 1951-1993
2/2 Board Meeting Minutes, 1963-1969
2/3 Board Meeting Minutes, 1970-1983
2/4 Board Meeting Minutes, 1987-1991
3/1 Correspondence, 1950-1965
### Series III – Financial Information

**Box/Folder**

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<thead>
<tr>
<th>Box</th>
<th>Description</th>
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<tbody>
<tr>
<td>5/1</td>
<td>Audits &amp; Financial Statements, 1927-1954</td>
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<tr>
<td>5/2</td>
<td>Audits &amp; Financial Statements, 1989-1995</td>
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<tr>
<td>5/3</td>
<td>Taxes – IRS Form 990, 1980-1994</td>
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<tr>
<td>6/1</td>
<td>Ledgers, 1926-1931</td>
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<tr>
<td>6/2</td>
<td>Ledgers, 1932-1944</td>
</tr>
<tr>
<td>6/3</td>
<td>Ledgers, 1944-1949</td>
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<tr>
<td>6/4</td>
<td>Ledgers, 1949-1955</td>
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<tr>
<td>7/1</td>
<td>Monthly Budgets, 1929-1935</td>
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<tr>
<td>7/2</td>
<td>Monthly Budgets, 1936-1941</td>
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<tr>
<td>7/3</td>
<td>Monthly Budgets, 1942-1949</td>
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### Series IV – Publicity

**Box/Folder**

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<tr>
<td>7/5</td>
<td>Scrapbook, 1960-1965</td>
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<td>8/1</td>
<td>Public Relations Annual Reports, 1954-1982</td>
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<tr>
<td>8/2</td>
<td>Campaign for the Next Generation, 1989-1992</td>
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<tr>
<td>8/3</td>
<td>Photographs, 1935-1955</td>
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<td>8/4</td>
<td>Photographs, 1956-1985</td>
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<tr>
<td>8/5</td>
<td>Photographs, 1986-2005</td>
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<tr>
<td>9/1</td>
<td>Photographs, Building Shots c.1996</td>
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<tr>
<td>9/2</td>
<td>Photographs, Church Site c.1989</td>
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<tr>
<td>9/4</td>
<td>Photographs, Night on the Town c.1994-1996</td>
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<tr>
<td>9/5</td>
<td>“The Spirit in the Garden” VHS tape (11:42 min)</td>
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<td>10/1</td>
<td>Newsletters, 1986-2014</td>
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<td>10/2</td>
<td>News clippings, 1915-1960</td>
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<tr>
<td>10/3</td>
<td>News clippings, 1961-1990</td>
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