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## LIBRARY

23 November 2004

Jane Braun  
Upper Hutt Kindergarten Association  
PO Box 40369  
Upper Hutt

Dear Jane

**Re: Accession 578**

Thank you for your Association's donation to the Community Archive of the Upper Hutt City Library.

Your donation, comprising

the early records of the Upper Hutt Kindergarten Association

has been processed as Accession 578.

The records of the Association's constituent kindergartens will be accessioned separately and collected together with the Association's early records under Archive Reference 140.

Please sign and return the enclosed Donor's Statement.

This material is sure to be of interest to researchers in years to come. The Archive is very grateful for your support.

Yours sincerely

A handwritten signature in blue ink, appearing to read "Stephen Hamilton".

Stephen Hamilton (Dr)  
Archivist

UPPER HUTT  
KINDERGARTEN  
ASSOCIATION  
([1944]-2005)  
RECORDS

UPPER HUTT COMMUNITY ARCHIVE  
UPPER HUTT CITY LIBRARY

[ARCHIVE REFERENCE 140]

10 MARCH 2005

**Record type**

archives

**Archive reference**

140

**Collection title**

Upper Hutt Kindergarten Association

**Location**

24a, 24b, 24c, 24d, 24e, 23a, 23b

140/6/3 at 15d

140/4/1/1 at AD2

140/4/1/3 at 23d

**Accession**

578, 579, 582, 583, 584, 585, 608

**Restrictions**

The following items are restricted on grounds of privacy until 2025.

Contact Rimutaka Kindergarten Association.

140/2/2/6 Attendance Registers 1997-98;

140/3/2/28 Attendance registers 1992-93, 1995

140/6/1 Waiting list 1973-99;

140/6/2 Admission Register 1977-94

**Series**

140/1 Upper Hutt Kindergarten Association Records

140/2 Upper Hutt Kindergarten

140/2/1 Upper Hutt Kindergarten Photographs

140/2/2 Upper Hutt Kindergarten Records

140/3 Silverstream Kindergarten

140/3/1 Silverstream Kindergarten Photographs

140/3/2 Silverstream Kindergarten Records

140/4 Doris Nicholson Kindergarten

140/4/1 Doris Nicholson Kindergarten Photographs

140/4/2 Doris Nicholson Kindergarten Records

140/5 Heretaunga Kindergarten

140/6 Irmgard Ritchie Kindergarten

140/7 Trentham Kindergarten

140/8 Totoro Park Kindergarten

140/9 Cottle Kindergarten

140/10 Brown Owl Kindergarten

140/11 Birchville Kindergarten

**Input by**

Stephen Hamilton

**Input date**

10/11/2004

**Item listing**

140/1 Upper Hutt Kindergarten Association

140/1/1 Annual accounts, etc. 1988

140/1/2 AGM papers 1972-

140/1/3/1 Heretaunga Kindergarten files, UHKA Constitutions, photographs, clippings.

140/1/3/2 Birchville Kindergarten specifications, Irmgard Ritchie architectural plans, Staff meeting minutes 1982-1985, 21st

Anniversary Ball programme, Brown Owl Kindergarten

specifications, Birchville architectural plans, Heretaunga building subsidies, etc 1968, Outward correspondence Doris Nicholson, Totoro Park, Brown Owl-Benge Block.

140/1/3/3 Survey of pre-school children 1976, miscellaneous

correspondence and other papers, Birchville correspondence re building 1978-80, Brown Owl correspondence re building 1975-77, Birchville (Parkvale subdivision) correspondence and architectural plans 1976-80, Brown Owl official opening 9 October 1976, Brown Owl sub-committee data, Doris Nicholson Kindergarten papers.  
140/1/4 Minutes 1946-1988 (3 boxes)

#### 140/2 Upper Hutt Kindergarten

140/2/1/1 'Official Opening Upper Hutt Free Kindergarten Logan Street Upper Hutt 29th May 1948' (framed photograph)  
140/2/1/2 'Opening of New Upper Hutt Free Kindergarten Savage Crescent 28th April 1956' (framed photograph)  
140/2/1/3 '21st Birthday Celebrations Upper Hutt Free Kindergarten 2nd August 1969. Cake cut by Mrs D. Nicholson Mr N. Boyd.' (3 photographs in single frame)  
140/2/2/1 Admission registers (3 vols) 1959-66, 1966-77, 1978-94  
140/2/2/2 Minute books (3 vols) 1947-49, 1949-55, 1957-62  
140/2/2/3 Waiting lists (4 vols) 1950-54, 1950-58, 1956-69, 1967-89  
140/2/2/4 Director's Reports (3 vols) 1948-55, 1950-53, 1960-66  
140/2/2/5 Mothers' Club records (6 vols) correspondence 1947-52, 1953-55 (inward), 1953-55 (outward), 1955-56 (outward), 1955-57 (inward), and minute book 1949-51  
140/2/2/6 Attendance register 1997-98 [Restricted until 2025]  
140/2/2/7 Report on Waiting List Survey 1976 (UHKA)  
140/2/2/8 AGM Reports, etc. 1998-99 (UHKA)  
140/2/2/9 Rules, Regulations and by-laws 1949-66 (UHKA) (NB includes a copy of the original lease of the Red Cross rooms in Logan Street for use as a kindergarten, 8 August 1949)  
140/2/2/10 Publications, including handbooks, and 75th and 85th anniversary histories of NZ kindergartens  
140/2/2/11 Plans for playground, 1997

#### 140/3 Silverstream Kindergarten

140/3/1 Miscellaneous photographs  
140/3/2/1 Income & Expenditure ledger 1977-86  
140/3/2/2 'Xmas Parties' notebook 1949-66  
140/3/2/3 Mothers' Club minute book 1948  
140/3/2/4 Report book 1955-58  
140/3/2/5 Mothers' Club Committee minute book 1953-58  
140/3/2/6 Kindergarten committee minute book 1948-54  
140/3/2/7 Mothers' Club cash book 1958-83  
140/3/2/8 Mothers' Club income & expenditure book 1979-88  
140/3/2/9 Mothers' Club petty cash books and receipts, cheque books and bank statements 1967-88  
140/3/2/10 Management Committee minutes and papers 1987-92  
140/3/2/11 Management Committee minutes 1982-87  
140/3/2/12 Invitations to Upper Hutt Free Kindergarten Assoc (Inc) Dance, 1 November 1980  
140/3/2/13 Silverstream Kindergarten Association Minute Book 1944-47  
140/3/2/14 Mothers' Club Committee minute book 1945-47  
140/3/2/15 Management Committee inward correspondence 1985-87  
140/3/2/16 Management Committee minutes 1985-86  
140/3/2/17 Management Committee minutes 1984-85  
140/3/2/18 Management Committee minutes 1982-83  
140/3/2/19 Income & Expenditure ledger 1953-76  
140/3/2/20 Attendance fees register 1973-79

140/3/2/21 Attendance fees register 1979-84  
140/3/2/22 Cash receipt book 1978-80  
140/3/2/23 Cash receipt book 1980-82  
140/3/2/24 Financial papers 1985-86  
140/3/2/25 Mothers' Club file on Management Committee meetings  
1982-83  
140/3/2/26 Management Committee papers 1985-89  
140/3/2/27 Management Committee papers 1990-94  
140/3/2/28 Attendance registers 1992-93, 1995 [Restricted until 2025]

140/4 Doris Nicholson Kindergarten  
140/4/1/1 Formal portrait of Doris Nicholson in mayoral regalia (Loc  
AD2)

140/4/1/2 'Official Opening Ceremony . . . 28th August 1973' (group  
of 5 photographs)

140/4/1/3 'Doris Nicholson Free Kindergarten - Maoribank . . . first  
morning pupils'

140/4/1/4 Photograph album 'Book I 1988-'

140/4/1/5 Photograph album 'Book II 1991-'

140/4/1/6 Photographs (historic) displayed at 30th Anniversary  
celebration, with brief history of the Kindergarten

140/4/1/7 Miscellaneous photographs 1980-1999, including class  
photos

140/4/1/8 Miscellaneous photographs, including class photos 2000

140/4/1/9 Group portrait of teachers 2000 with letter from  
photographer Pauline Gwynn

140/4/1/10 Morning Session 2001, mounted for display

140/4/1/11 Class photos 1996

140/4/1/12 Box of miscellaneous photos (with negatives), including  
class photos 2002

140/4/1/13 Photograph Album 1990s (subjects named on rear of  
photographs)

140/4/2/1 Establishment Committee minute book 1969-73 and  
Management Committee 1973-75

140/4/2/2 Management Committee papers 1975-80

140/4/2/3 Management Committee minutes 1979-80

140/4/2/4 Management Committee minutes 1980-81

140/4/2/5 Management Committee papers 1976-80

140/4/2/6 Treasurer's papers 1987

140/4/2/7 Financial records 1986-87

140/4/2/8 Account book 1971-83

140/4/2/9 Teacher's Diary 1984

140/4/2/10 Mothers' Club Minute book 1973-80

140/4/2/11 Waiting list 1971-76

140/4/2/12 Receipt books (3 vols) 1973-74, 1980-81, 1982-85

140/4/2/13 Donations register 1973-79

140/4/2/14 Parents' Club Information 1976-85

140/4/2/15 30th Anniversary papers 2003

140/4/2/16 Management Committee papers 1997-2002

140/6 Irmgard Ritchie Kindergarten

140/6/1 Waiting list 1973-99 [Restricted until 2025]

140/6/2 Admission Registers (2 vols) 1966-76, 1977-94 [Second vol.  
restricted until 2025]

140/6/3 Plans of Kindergarten [Loc. 15d]

140/7 Trentham Kindergarten

140/7/1 Building plans and specifications  
140/7/2 Home contacts 1967-72  
140/7/3 Management report books (4 vols) 1972-78, 1978-80, 1981-83, 1983-85  
140/7/4 Wages books (2 vols) 1969-74, 1972-85  
140/7/5 Page Manufacturing Co. catalogue (educational toys) c1965  
140/7/6 AGM minute book 1950-55  
140/7/7 Petty cash books (2 vols) 1969-78, 1975-85  
140/7/8 Files (salary scales, Mothers' club objectives, etc) c1949  
140/7/9 Management Committee minute books (7 vols) 1946-47, 1946-50, 1950-55, 1955-60, 1970-76, 1980-81, 1982-83  
140/7/10 Mothers' Club Minute books (5 vols) 1955-59, 1958-68, 1959-76, 1969-79, 1976-78  
140/7/11 Mothers' Club Reports 1972-79

#### **Decade**

1940  
1950  
1960

#### **Name entries**

Upper Hutt Kindergarten Association  
Upper Hutt Kindergarten (est. 1947)  
Doris Nicholson Kindergarten (est. 1973)  
Silverstream Kindergarten (est. 1944)  
Heretaunga Kindergarten  
Trentham Kindergarten  
Cottle Kindergarten  
Irmgard Ritchie Kindergarten  
Birchville Kindergarten  
Brown Owl Kindergarten (est. 1976)  
Totoru Park Kindergarten

#### **Subject**

Education  
Children

#### **History**

The Silverstream Kindergarten Association was founded in 1944.  
The Association was founded in September 1946.  
In 2004 the Governing Board initiated a merger with Kindergarten Wairarapa Incorporated to form the Rimutaka Kindergarten Association.

#### **Scope and content**

The collection comprises the records of the Association (UHKA) and its constituent kindergartens. These include Upper Hutt Kindergarten (est. 1948), Silverstream Kindergarten (est. 1944), Irmgard Ritchie Kindergarten, Trentham Kindergarten, Heretaunga Kindergarten, Brown Owl Kindergarten (est. 1976), Birchville Kindergarten, Cottle Kindergarten, Doris Nicholson Kindergarten (est. 1973), Totoru Park Kindergarten. Not all kindergartens had retained their archival records at the time of collection in 2004. Cottle Kindergarten suffered an accidental fire during renovations Christmas 2003 and all archival records were lost.

#### **Quantity**

10 boxes

#### **Orgn and arrangement**

Some records of the UHKA are to found among the records of the

individual kindergartens, and vice versa. See especially, 140/2/2/9 Rules, Regulations and by-laws 1949-66 (UHKA) which includes a copy of the original lease of the Red Cross rooms in Logan Street for use as a kindergarten, 8 August 1949.

**Archives type**

Records  
Correspondence  
Photographs  
Clippings

**Conservation**

Replaced rusty paper clips and pins. Fumigate and clean papers as required. Fax pages photocopied 16/12/2004 Silverstream records undergoing fumigation for silverfish. 7/03/2005 Silverstream fumigation completed; records processed into collection