



Smithsonian Institution Archives

Administrative Records, circa 1975, 1988-1993

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Collection Overview

Repository:	Smithsonian Institution Archives, Washington, D.C., osiaref@si.edu
Title:	Administrative Records
Identifier:	Accession 97-165
Date:	circa 1975, 1988-1993
Extent:	2 cu. ft. (2 record storage boxes)
Creator::	Smithsonian Early Enrichment Center. Office of the Director
Language:	English

Administrative Information

Preferred Citation

Smithsonian Institution Archives, Accession 97-165, Smithsonian Early Enrichment Center, Office of the Director, Administrative Records

Descriptive Entry

This accession consists of the administrative records of Sharon E. Shaffer, Executive Director of the Smithsonian Early Enrichment Center (SEEC). Materials include records which document planning for the Infant Care Center and miscellaneous improvements; agendas of the Child Care Forum; a study of the Smithsonian Child Care Project; parent association meeting minutes; tuition and fee information; budget summaries; specifications for the child care facility at the National Museum of American History; registration procedures; issues of the SEEC newsletter *Museum Mews*; meeting minutes; blueprints of the Infant Care Center at the Arts and Industries Building; correspondence and memoranda of Katherine M. Tkac, who played an important role in bringing child care to the Smithsonian Institution; and information about the Child Care Food Program.

Names and Subject Terms

This collection is indexed in the online catalog of the Smithsonian Institution under the following terms:

Subjects:

- Child care
- Day care centers
- Educational planning
- Employer-supported day care
- Museums -- Educational aspects

Types of Materials:

Books
Drawings
Manuscripts

Names:

Arts and Industries Building (Washington, D.C.)
Child Care Food Program (U.S.)
National Museum of American History (U.S.)
Shaffer, Sharon E., 1950-
Smithsonian Child Care Center
Smithsonian Early Enrichment Center
Tkac, Katherine M.

Preferred Titles:

Museum Mews (Serial)

Container Listing

Box 1

- Box 1 of 2 Infant Care Center and Miscellaneous Improvements: Specifications, 1990 (2 folders)
- Box 1 of 2 Child Care Forum Agenda, 1988
- Box 1 of 2 Smithsonian Child Care Project: Study I, 1975
- Box 1 of 2 Issues of *Museum Mews*
- Box 1 of 2 Board of Directors: Meetings, c. 1989-1990
- Box 1 of 2 Shaffer, Sharon: Administrative Files and Correspondence, c. 1988-1991 (2 folders)
- Box 1 of 2 Child Care Food Program, c. 1990-1992 (9 folders)

Box 2

- Box 2 of 2 Correspondence and Memoranda, 1991-1992
- Box 2 of 2 Issues of *Museum Mews*
- Box 2 of 2 Enrollment at the Smithsonian Early Enrichment Center, c. 1991-1993
- Box 2 of 2 Parent Association Meetings, c. 1991-1993
- Box 2 of 2 Preschoolers: A Promising Investment for a Culturally Diverse Future
- Box 2 of 2 American Psychological Association - Playspace
- Box 2 of 2 Sprague, Katherine: Memoranda pertaining to meetings concerning the Infant Center, c. 1989-1992
- Box 2 of 2 Suggestions from the Executive Committee regarding Infant Care application/ registration procedures
- Box 2 of 2 Tuition and Fees
- Box 2 of 2 NMAH Child Care Facility: Specifications, 1988

- Box 2 of 2 Arts and Industries Building Infant Care Center - Blueprint, 1990
- Box 2 of 2 Infant Center Facility Specifications and Correspondence
- Box 2 of 2 Budget, 1991
- Box 2 of 2 Shaffer, Sharon: Correspondence pertaining to proposal for documentary
about the Smithsonian Early Enrichment Center, 1991
- Box 2 of 2 Programming