

PROPOSED RULES AND POLICIES FOR CHRIST CHURCH KINDERGARTEN.

1. Under authority and regulation of the Vestry of Christ Episcopal Church.
2. Fees to be collected by instructors who will maintain records on each student and turn over all funds to church office. The treasurer of Christ Church will set up a special Kindergarten account into which all funds will be deposited. The treasurer will issue all checks.
3. Church to provide phone (or extension); pay utilities and pay for supplies to be maintained within a budget of \$75.00 per month (average). This includes refreshments.
4. On receipts in excess of \$100.00 (which would go to above expenses), this means instructors would receive 90% of receipts as their compensation, out of which they would pay social security and maid. This leaves 10% to be used for maintenance and/or improvements at our discretion.
5. The Kindergarten is operated on a non-segregated basis.
6. Enrollment will be open to Episcopalians through the mailing list for a period of ten days. Then instructors are free to accept other enrollments.
7. Instructors will work with Rector on weekly service for children in Church. The content and procedure of the service is solely within the authority of the Rector of Christ Episcopal Church.
8. The Rector and Vestry will appoint a Vestry representative as liason to the Kindergarten. All requests of a temporal nature will be submitted to him. And he is to have cognizance over the operation.
9. All written communications will be submitted to the Rector or Vestry representative for approval prior to mailing.
10. The Church Secretary has sole authority over the use of her office equipment, including the memograph machine. Teachers may use the memograph after proper instruction by the secretary and when she is fully confident it can be properly run.
11. It is anticipated that the Kindergarten will begin with a base of forty students, with two qualified teachers and maid service as necessary.
12. Registration fee \$5.00. (General Fund).