

Proposed Guidelines for allowing children to change groups

Minute approved by the Junior Gathering Subcommittee of the FGC 2004 Gathering Committee, on May 1, 2004:

The Junior Gathering of 2004 will implement the pilot guidelines for changing groups (below) during this session. Following the 2004 Gathering, the co-clerks will convey the pilot guidelines, feedback, and lessons learned to the Junior Gathering Subcommittee of LRCP for development of a policy for future Gatherings.

Pilot Guidelines:

A form with explanation (attached) was developed and approved by the Junior Gathering Subcommittee of the 2004 Gathering committee. That form will be initiated by parent(s) and given to the receiving group coordinator, requesting face-to-face discussion of the proposed change, between the 2 group coordinators. After this discussion, one of the 2 group coordinators will bring the form to one of the Junior Gathering co-clerks, and/or the FGC Staff Junior Gathering Coordinator for consultation and final determination. The co-clerks and/or staff coordinator will communicate the final determination to the parents.

A child may be moved from the group to which he/she was assigned to another same aged group if all of the following apply:

- ☼ Parents request the move before 7 pm on Monday.
- ☼ Change should enhance the health and welfare of the child.
- ☼ All coordinators involved agree on the change.
- ☼ Change should enhance or maintain size balance in the groups.
- ☼ Change should enhance or maintain gender balance in the groups.
- ☼ Change cannot destabilize staffing pattern.

To improve the information flow, group notebooks will contain several copies of a request form to be filled out by the parent(s) of the child requesting the change. Families will take the completed and signed request form first to the current group coordinator for a signature and then to the coordinator of the group they wish to join. During the next available non-program time, the coordinators will meet to consult. A valid reason for coordinators to delay a decision would include their perception that not all change requests have been considered. Changes that involve the health and welfare of the child will receive top priority. Changes will NOT be discussed or processed during program time. At such time as an agreement is reached, the coordinators will exchange the child's health form. At all times, the child will stay in his/her original group until the health form has been exchanged. The decision will be final before Tuesday at 8:45am. No changes will be made after Tuesday.

Group Change Request Form

Parent: Please fill out this form, get the signature of the Coordinator of the group to which your child is now assigned, and leave this form with Coordinator of the group to which your child wishes to be moved

Child's Name:	
Parent(s) Name:	
Current Group:	Requested Group:
Reason for requested change:	

This section to be completed by group coordinators:

Current Group Coordinator signature: _____
Best time and place for me to discuss this:
Requested group coordinator signature: _____
Best time and place for me to discuss this:

Group Change Process Form

Coordinators,, please attach this to Group Change Request Form and give to one of the co-clerks, or the JG Staff Coordinator. The decision will be communicated to the parent(s) by a co-clerk.

Comments by coordinators:

(Check one) Change is recommended
 Change is not recommended
 More consultation is needed. Best time to meet is _____

This change would reduce **current** group _____ to _____ girls and _____ boys
(_____ total)

This change would increase **requested** group _____ to _____ girls and _____ boys
(_____ total)

Ways in which the staffing pattern is affected:

Final Decision: _____

Decision communicated to parents by: _____
(additional notes may be made on reverse side)

Additional Notes: