

WECAN Site Visit Guidelines 2009-10 For Applicants for Developing Membership

The Site Visit and Site Visit Report are required for applicants for WECAN Developing Membership. The purpose of the WECAN Site Visit is to identify strengths and challenges and to offer commendations and recommendations for the overall growth and development of the program on the path toward Full Membership in WECAN.

ARRANGING FOR A WECAN SITE VISIT

You may ask your WECAN Regional Representative for names of early childhood colleagues who might be able to act as WECAN site visitors. The Applicant is responsible to pay for the site visitor's travel, accommodations and honorarium. The suggested honorarium rate is \$300 per one-day visit, including the writing of the report.

PRIOR TO THE VISIT

You should provide the site visitor with the following:

Cover Letter for Site Visitors

Site Visit Guidelines

Site Visit Report Form

A copy of your completed Self-Study.

The site visitor should review your Self-Study; the *WECAN Membership Handbook* and *WECAN Shared Principles* are also helpful sources of information as preparation for the visit.

Please also assemble the following for the site visitor to review during the visit:

Program brochures, recent newsletters, parent handbooks, etc.

Faculty/staff handbooks or policies

Your current budget and/or most recent audited financial statement.

THE VISIT

The site visitor should visit early childhood groups during the visit; the focus is on program development rather than individual teacher development. The visitor's goal is to gain as full a picture as possible of the development of the early childhood programs in relation to the completed Self-Study and the *WECAN Shared Principles*, and to make commendations and recommendations for the growth and development of the program in the next two years until renewal.

In the course of the visit, the site visitor will want to review documents, and may ask to meet individually with a few parents, board member(s), administrative staff and others.

It is helpful if the visitor is given some time during the day to make notes, and to participate in a meeting with those who carry responsibility for the development of the program in order to share impressions, review commendations and recommendations, and answer questions. This is also an opportunity for the applicant to learn more about the activities of WECAN.

FOLLOWING THE VISIT: The Site Visit Report

Following the visit, the site visitor should complete the Site Visit Report, using the Site Visit Report Form, within 30 days of the visit. The site visitor will send the report to you for review, and you will send a copy to your WECAN Regional Representative. Please keep a copy for reference in future renewals of your membership.

The WECAN Regional Representatives will review the report. They will then make a recommendation to the WECAN Membership Committee regarding your application for WECAN Developing Membership. Developing WECAN Membership will be granted following this review, including mention of any areas of particular concern.

Questions regarding the site visit may be addressed to the WECAN Regional Representative (listed in the *Membership Handbook*) or to the WECAN Membership Office at 845-517-2388 x.17 in Spring Valley, NY.