



WALDORF EARLY CHILDHOOD
ASSOCIATION OF NORTH AMERICA

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Dear Colleague,

Thank you for acting as a Site Visitor for WECAN!

You will be visiting an applicant 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. You will also be asked to recommend to the WECAN Membership Committee whether the applicant should be accepted, either unconditionally or with particular conditions or concerns.

PRIOR TO YOUR VISIT

The school or program should provide you with the following:

- this Cover Letter for Site Visitors
- WECAN Site Visit Guidelines for Applicants for Developing Membership
- the WECAN Site Visit Report Form
- a copy of the applicant's completed Self-Study.

The WECAN *Membership Handbook* and Shared Principles (included in the *Handbook*) are also helpful sources of information as preparation for your visit. Please visit the WECAN website at www.waldorfearlychildhood.org, and click on the link to "Membership".

Based on your review of the Self-Study, you may want to ask for further information or let the applicant know of particular questions you would like to explore during your site visit.

The applicant is also asked to assemble the following for you to review either prior to or during the visit:

- program brochures, recent newsletters, parent handbooks, etc.
- faculty/staff handbooks or policies
- a current budget and/or most recently audited financial statements.

THE VISIT

You should visit early childhood groups during the visit; the focus, however, 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, you will need time to review documents, and may ask to meet individually with a few parents, board member(s), administrative staff and others, in order to gain a full picture of the program and its development.

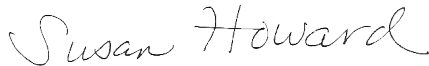
It is helpful if you can be given some time during the visit to make notes, and to then participate in a meeting with those who carry responsibility for the development of the program. In this meeting you can share impressions, make commendations and recommendations, answer questions and offer advice. This is also an opportunity for the applicant to learn more about the activities of WECAN.

YOUR REPORT

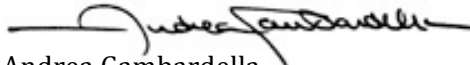
Please send your report to the school no later than 30 days after your visit.

Questions regarding the site visit may be addressed to the WECAN Regional Representative (listed in the *Membership Handbook*) or to the WECAN Membership office.

With warm wishes,



Susan Howard
WECAN Coordinator



Andrea Gambardella
WECAN Membership Coordinator