

## **WECAN Site Visit Guidelines for Applicants for WECAN Full Membership 2009-10**

The Site Visit and Site Visit Report are required for applicants for WECAN Full Membership. The visitor's goal is to gain as full a picture as possible of the development of the early childhood program in relation to the completed Self-Study Update and the WECAN *Shared Principles*.

The site visitor will make commendations and recommendations for the growth and development of the program. The site visitor is also asked to make a recommendation regarding Full Membership in WECAN. This is also an opportunity for the school to learn more about the activities of WECAN Full Members.

Note: If you have had a WECAN Site Visit in the past 12 months, you do not need an additional site visit for this application. Instead, please attach the recent Site Visit Report, with notes responding to its recommendations.

### **ARRANGING FOR A 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. You are 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 Update.

Please also assemble the following for the site visitor, either sending them in advance or providing them for review during the visit:

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

### **THE VISIT**

The purpose of the WECAN Site Visit is to identify strengths and challenges, determine progress made since the last site visit, and to offer commendations and recommendations for the overall health of the program.

Prepare a schedule of the day for the visitor including visits to each early childhood group in attendance on that day, individual meetings with a few parents, board members(s), and administrative staff. 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.

**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 future reference in the renewal process.

The WECAN Regional Representatives and WECAN Membership Coordinator will review the report and contact you regarding your application for Full Membership.

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.