

WECAN Site Visit Guidelines 2009-10 for Renewal of WECAN Full Membership for AWSNA affiliated schools

The Site Visit and Site Visit Report are required for renewal of WECAN Full Membership, once every five years, or in conjunction with the AWSNA renewal/accreditation schedule. The purpose of the WECAN Site Visit is to offer opportunities for self-reflection, peer review and support for the early childhood programs in the WECAN/AWSNA Full Member School. This purpose is different from that of an AWSNA accreditation team visit.

There are two options for AWSNA affiliated schools to choose from for renewing their WECAN Full Membership: Option (A) a separate WECAN site visit, or Option (B) as part of the AWSNA renewal or accreditation team visit.

WECAN encourages schools to have a separate WECAN site visit, in order to focus on collegiality between the school's early childhood faculty/staff and the wider Waldorf early childhood movement. This visit provides for in-depth dialogue around early childhood issues that is not possible in the context of an AWSNA accreditation visit.

WECAN makes provisions for AWSNA affiliated schools to combine their WECAN Full Member renewal activity with the AWSNA renewal/accreditation in order to support the work of the early childhood program in the context of a whole school.

ARRANGING FOR A SITE VISIT

OPTION A: Separate WECAN Site Visit

Choose this option if:

1. You prefer to engage in the opportunities described above
2. You use this visit as preparation for the AWSNA renewal/accreditation visit, and
3. There is no early childhood member on the AWSNA visiting team.

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.

OPTION B: Using an AWSNA Accreditation Visit to Fulfill the WECAN Requirement

Use this option if:

1. Your AWSNA Self Study will serve for the required WECAN Self Study
2. An early childhood member is part of the AWSNA visiting team, and

3. The early childhood team member fulfills the role of the WECAN site visitor as described below.

You may ask your WECAN Regional Representative for names of early childhood colleagues who might be able to serve on the AWSNA team. Remuneration (honoraria, travel, etc.) is included in your AWSNA visiting team expenses.

PRIOR TO THE VISIT

OPTION A: Separate WECAN SITE 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.

The site visitor should review your Self-Study Update; 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 either prior to or during the visit:

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

OPTION B: AWSNA ACCREDITATION VISIT ONLY

Please follow the instructions of the AWSNA Accreditation Team. The AWSNA Self Study guidelines will include the necessary questions for WECAN renewal.

THE VISIT

OPTION A: Separate WECAN Site Visit

The focus of the visit 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 since the last site visit 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 five years until renewal.

In the course of the visit, the site visitor will visit early childhood groups, review documents, and meet individually with a few parents, board member(s), administrative staff and/or 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 members to learn more about the activities of WECAN.

OPTION B: AWSNA Accreditation Visit Only

The Accreditation Team will visit the early childhood programs as part of its visit. This does not usually include the process described in Option A above, but focuses on the school's documentation submitted to the team and observations of the school as a whole, including the early childhood programs.

FOLLOWING THE VISIT: The Site Visit Report

OPTION A: WECAN Site Visit Report

Following the visit, the site visitor will complete the Site Visit Report, using the Site Visit Report Form. 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.

OPTION B: AWSNA Accreditation Report

The AWSNA Team will submit a report to the school. In addition to the team report, the early childhood team member will complete the WECAN Site Visit Report Form B and submit this to you. You will send a copy of the relevant sections of the team report and the Site Visit Report Form B to your WECAN representative. Please keep a copy for future renewal of your membership.

MEMBERSHIP RENEWAL APPROVAL

The WECAN Regional Representatives and WECAN Membership Coordinator will review the report and contact you regarding the renewal of your 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.