



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 a WECAN Full Member as part of their renewal process. 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. Your site visit report will also be sent by the school to the WECAN Regional Representative and WECAN Membership Coordinator for review.

Please note: if you are making a visit as part of an AWSNA Accreditation Team, the process described below will be modified. You will follow the accreditation team guidelines for filing your report. WECAN requests one additional report form for additional commendations and recommendations (WECAN Site Visit Report Form B, attached). Please contact the WECAN Office or your AWSNA Accreditation Team Leader if you have questions.

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 Full Membership Renewal
- WECAN Site Visit Report Form
- A completed Self-Study Update
- A copy of the previous Site Visit Report with commendations and recommendations.

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 during the visit:

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

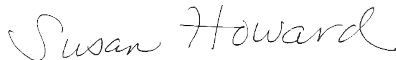
In the course of the visit you will need time to meet individually with others in the school community to gain a full picture of the program, such as parents, board member(s), and administrative staff. It is helpful if you can be given some time during the visit to review documents and make notes. At the end of the day, you should schedule 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 us.

With warm wishes,



Susan Howard
WECAN Coordinator



Andrea Gambardella
WECAN Membership Coordinator