



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 this program as part of their WECAN Full member application process. The purpose of the WECAN Site Visit is to identify strengths and challenges, to offer commendations and recommendations for the overall health of the program, and discern how this program applies the Shared Principles of WECAN in its daily work with the children. You will also be asked to make a recommendation regarding the school's application for Full Membership in WECAN. Your site visit report will be sent by the school to the WECAN Regional Representative for review.

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 Application for first time applicants
- the WECAN Site Visit Report Form
- a 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 "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 and policies, especially for teacher development
- your current budget and/or most recent audited financial statement.

THE VISIT

The school will prepare a schedule including visits to the early childhood group(s) and meeting with parents. Where it applies you will also meet with administrative staff and possibly a board member, in order for you to gain a full picture of the program. The focus is on program development rather than individual teacher development. In the course of the visit you will also want to schedule time for making notes.

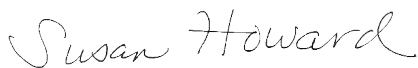
At the end of the day, the schedule will include meeting with those who carry responsibility for the development of the program. In this meeting you can share impressions, make commendations and recommendations, answer questions and offer advice. This is also an opportunity for the applicant to learn more about the activities of WECAN Full Members.

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