

**WECAN Site Visit Guidelines
for Renewal of WECAN Full Membership
2009-10
Independent Programs**

The Site Visit and Site Visit Report are required for renewal of WECAN Full Membership, once every five years. Each visit builds on the prior visit and offer opportunities for self-reflection and peer review and support.

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.

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 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.

THE 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, want to review documents, and will ask to meet individually with a few parents, board member(s), administrative staff and 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.

FOLLOWING THE VISIT: The 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.

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.