

Application Instructions: WECAN Full Membership 2018-19 Home Programs

1. Go to the Membership page of the WECAN website www.waldorfearlychildhood.org.
 - a) Download the *WECAN Membership Handbook*.
 - b) Access the application documents by clicking on Applications, then Full Membership, then Home Programs.
2. Read the *WECAN Membership Handbook* and review the Shared Principles.
3. Complete the Application Form. Send it, with your application fee of \$100, payable to WECAN, to the WECAN Office, 285 Hungry Hollow Rd., Spring Valley, NY 10977. *Please attach a copy of your state, provincial, or local license.*
4. Complete both sections of the Self-Study. Send the completed document electronically to your WECAN Regional Representative(s) and to the Membership Coordinator. Keep a copy of the Self-Study in your files for use in your next membership renewal.
5. Read the Site Visit Guidelines for the Program.
6. Arrange for a Site Visit. Contact your WECAN Regional Rep(s) for suggestions for site visitors. See the Site Visit Guidelines for information on expenses and other details. **Note: If this would be your year to renew membership, your site visit must be completed by March 1.**
7. At least two weeks prior to the visit, forward electronically to the site visitor:
 - Your completed Self-Study
 - Your previous Self-Study and Site Visit Report*
 - Orientation for the Site Visitor (available on the WECAN website)
 - Site Visit Report Form (available on the WECAN website)

**Note: If you do not have these on file, request them from
Susan Wallendorf, ofcmembership@waldorfearlychildhood.org.*

8. Complete the Site Visit. Remind the site visitor to submit the completed report to you within 30 days of the visit.
9. After reviewing the Site Visit Report for accuracy, forward it electronically to your WECAN Regional Rep(s) and to the Membership Coordinator. Remember to keep a copy in your files for use in your next membership renewal.

Once you have completed the application process, your Regional Rep(s) and the WECAN Membership Committee will review your application and contact you.

If you have any questions, please contact your Regional Representative(s), or Laura Mason, WECAN Membership Coordinator, at 425-837-9192 (Issaquah, WA) or membership@waldorfearlychildhood.org.