

## **Renewal Instructions: WECAN Full Membership 2019-20 Schools and Centers**

1. Go to the Membership page of the WECAN website [www.waldorfearlychildhood.org](http://www.waldorfearlychildhood.org).
  - a) Download the *WECAN Membership Handbook*.
  - b) Access the documents you will need by clicking on Renewals, then Full Membership, then Schools and Centers.
2. Read the *WECAN Membership Handbook* and review the Shared Principles.
3. Complete both sections of the Self-Study Update. Send the completed document electronically to your WECAN Regional Representative(s) and to the Membership Coordinator, as instructed on the form. Keep a copy of the Self-Study Update in your school files for use in your next membership renewal.
4. Read the Site Visit Guidelines for the School.
5. Arrange for a Site Visit to be carried out before March 1, 2020. Contact your WECAN Regional Representative(s) for suggestions for site visitors. See the Site Visit Guidelines for information on expenses.
6. At least two weeks prior to the visit, forward electronically to the site visitor:
  - o Your completed Self-Study Update
  - o Your previous Self-Study and Site Visit Report\*
  - o Orientation for the Site Visitor (available on our website)
  - o Site Visit Report Form (available on our website)

*\*Note: If you do not have these on file, request them from the WECAN Membership Office Administrator, [ofcmembership@waldorfearlychildhood.org](mailto:ofcmembership@waldorfearlychildhood.org).*
7. Complete the Site Visit. Remind the site visitor to submit the completed Site Visit Report to you within 30 days of the visit.
8. After reviewing the Site Visit Report for accuracy, forward it electronically to your WECAN Regional Representative(s) and to the Membership Coordinator. Remember to keep a copy in your school files for use in your next membership renewal.

Once you have submitted your Self-Study Update and Site Visit Report, your Regional Representative(s) and the WECAN Membership Coordinator will review them and contact you.

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