

# WECAN Associate Membership Renewal 2018-19

## Site Visit Guidelines for the School

### PURPOSE OF THE WECAN SITE VISIT

A site visit is required for all WECAN membership applications and renewals. The purpose of the site visit is to identify overall strengths and challenges of the early childhood programs, rather than to focus on specific pedagogical practices. The visitor will seek to gain as full a picture as possible of the early childhood program(s) in relation to the completed Self-Study Update and the WECAN Shared Principles, and will make commendations and recommendations for the growth and development of the program. Schools and programs are expected to work actively with these recommendations in preparation for the next membership renewal.

### ARRANGING FOR A SITE VISIT

Your WECAN Regional Representative(s), listed in the *WECAN Membership Handbook*, can provide you with a list of potential WECAN site visitors. The Regional Rep may also be able to recommend a particular site visitor that would be a good fit for your program. You are responsible for reaching out to possible site visitors and arranging for the visit. If you have a particular visitor in mind who is not on the WECAN site visitor list, you may request approval for this site visitor from your Regional Rep and the Membership Coordinator.

Please arrange for your site visit to take place by March 1<sup>st</sup> to ensure that your renewal can be completed by the end of the school year. The usual WECAN site visit is one day. *However, we encourage schools, especially those with multiple early childhood groups or those seeking extra support, to arrange for a longer visit.*

### HONORARIUM AND EXPENSES

The school is responsible for the honorarium, travel expenses, and, if needed, meals and accommodations for the site visitor by prior arrangement. The honorarium is \$350 for a one-day site visit or \$600 for a two-day visit plus the writing of the report. For car travel, the reimbursement is \$.54 per mile.

For programs in Mexico, Puerto Rico and on tribal lands, a lesser honorarium may be mutually agreed upon by the school and the individual site visitor prior to the visit. All schools and programs are expected to pay the full honorarium for the site visit unless the site visitor agrees to a different amount in advance.

### TWO WEEKS PRIOR TO THE VISIT

Forward the following electronically to the site visitor:

- Your completed Self-Study Update (*this document should also be forwarded to the Membership Coordinator and your Regional Rep(s) at this time*)
- Your *previous* Self-Study and Site Visit Report (*If you do not have these in your files, request them from Susan Wallendorf, [ofcmembership@waldorfearlychildhood.org](mailto:ofcmembership@waldorfearlychildhood.org)*)

Also provide the site visitor with the following documents, forwarded electronically. These are available on the Membership page of our website, [www.waldorfearlychildhood.org](http://www.waldorfearlychildhood.org). Click on Renewals, then Associate Membership, then Schools and Centers; or you may request the documents from the Membership Coordinator, [membership@waldorfearlychildhood.org](mailto:membership@waldorfearlychildhood.org).

- Orientation for the Site Visitor
- Site Visit Report Form

Please assemble for the site visitor to review during the visit any of the following you have developed:

- Program brochures, recent newsletters, parent handbook, etc.
- Faculty/staff handbooks and policies

## THE VISIT

Please prepare a schedule of the day for the visitor, including visits to the early childhood groups in attendance that day, and separate meetings with a few parents, administrative staff, and, if feasible, board members. It is also helpful if the visitor is given some time during the day to make notes and prepare for meetings. It is always important for the visitor to see a representative cross-section of all programs including childcare, parent-infant, parent-child, nursery/preschool, kindergarten, before school, afternoon and extended care.

Please be sure to arrange time (at least 90 minutes) and a quiet place for the visitor to meet with as many early childhood teachers and care providers as possible, including parent-infant, parent-child, childcare and afternoon teachers, particularly those who carry responsibility for the development of the program. This will be an opportunity for the site visitor to share impressions, review commendations and recommendations, and answer questions. This is also an opportunity for the teachers to learn more about the activities of WECAN. If assistants can attend meetings as well, that is ideal.

Here is a sample schedule which can be adapted to your situation as agreed upon with your site visitor:

<b>Day 1</b>	7:45-8:15	check in and tour school
	8:15-9:00	meet with parents
	9:00-9:45	observe a kindergarten or preschool class
	9:45-10:00	break
	10:00-10:45	observe a parent-child class
	10:45-11:30	observe a kindergarten or preschool class
	11:30-12:15	meet with Board member
	12:15-1:30	lunch break and quiet time to reflect on observations and meetings and prepare for afternoon
	1:30-2:15	observe afternoon program
	2:15-3:15	meet with administrator
3:15-4:00	observe aftercare program	
<b>Day 2</b>	7:45-8:15	observe before school care
	8:15-9:00	observe a kindergarten or preschool class
	9:00-9:45	observe childcare program
	9:45-10:00	break
	10:00-11:30	meet with afternoon teachers and caregivers
	11:30-12:15	observe a kindergarten or preschool class
	12:15-1:30	lunch break and quiet time to reflect on observations and meetings and prepare for afternoon
1:30-3:00	meet with morning teachers and caregivers	

## 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, within 30 days of the visit. The site visitor will send the report to you for review. If you do not receive the report within 30 days, please check with your visitor.

Once you receive the report, please contact the site visitor if there are inaccuracies or if you feel anything has been misrepresented in the report. If the visitor declines to adjust the report to address your concern, you may write an

addendum to the report offering a different viewpoint, and this addendum will be filed along with the report in the membership files. *You are responsible for forwarding the final report (with addendum, if any) electronically to your WECAN Regional Representative(s) and to the WECAN Membership Coordinator at [membership@waldorfearlychildhood.org](mailto:membership@waldorfearlychildhood.org).*

Please keep a copy in your school files for use in renewing your membership.

The WECAN Regional Representative(s) and Membership Coordinator will review the report and contact you regarding your membership renewal.

**Questions regarding the Site Visit may be addressed to your Regional Representative(s). If you have further questions, please contact Laura Mason, WECAN Membership Coordinator, at 425-837-9192 (Issaquah, WA) or [membership@waldorfearlychildhood.org](mailto:membership@waldorfearlychildhood.org).**