

WECAN Site Visit Guidelines 2018-19

for institutes aligning WECAN Full Member renewal with AWSNA renewal

PURPOSE OF THE WECAN SITE VISIT

The Site Visit and Site Visit Report are WECAN requirements for both Associate and Full Membership applications and renewals. The purpose of the WECAN Site Visit is to identify strengths and challenges of the early childhood teacher education programs, rather than to focus on specific pedagogical practices.

The visitor(s) will seek to gain as full a picture as possible of the early childhood teacher education program in relation to the completed Self-Study and the WECAN *Shared Principles for Waldorf Early Childhood Teacher Education*. The visitor(s) will make commendations and recommendations for the growth and development of the program.

Renewal Site Visits: The AWSNA Site Visit may be used to fulfill the requirement for a WECAN Site Visit if the following conditions are met:

- 1) An early childhood teacher trainer is a member of the AWSNA visiting team.
- 2) Prior to the visit, the early childhood person on the team has received copies of the Institute's current WECAN Abbreviated Self-Study, the previous Site Visit Report Form and the One Year Follow-up Report (if applicable).
- 3) The early childhood visitor completes a WECAN Site Visit Report, including commendations and recommendations.
- 4) The program or institute forwards this report to the WECAN Early Childhood Teacher Education Committee, c/o the WECAN Teacher Education Coordinator.
- 5) The institute completes a One Year Follow-up Report one year after the site visit, and a WECAN Abbreviated Self-Study four years after the site visit.

If an early childhood person is not able to be on the AWSNA Team, the training program or institute is responsible for arranging a separate WECAN Site Visit and will need to pay for the costs of travel and honorarium for the WECAN site visitor.

ARRANGING FOR A SITE VISIT

Please contact Holly Koteen-Soule, WECAN Teacher Education Coordinator, at teachered@waldorfearlychildhood.org to arrange for a site visit. She will coordinate the arrangements for the joint visit with the AWSNA Teacher Education Delegates Circle Chair.

HONORARIUM AND EXPENSES

WECAN recommends an honorarium of \$350 for a one-day site visit; this includes the writing of the report. For car travel, WECAN recommends a reimbursement of \$.55 per mile.

PRIOR TO THE VISIT

Please forward your completed Self-Study electronically to the WECAN Teacher Education Committee Chair, Holly Koteen-Soule. Keep a copy of the Self-Study in your files for use in renewing your membership in three years.

Please assemble any of the following you have developed, for the site visitor to review during or if requested prior to the visit:

- Early childhood program brochures, course catalogs, class schedules, student handbooks, sample copies of student records, transcripts, certificates or diplomas, etc.
- Faculty/staff handbooks and policies
- Course evaluations from students, graduation and work statistics, etc.

THE VISIT

Please prepare a schedule of the day for the visitor including visits to the early childhood teacher education courses taking place that day, and separate meetings with a few students (during breaks), early childhood program director, other carrying colleagues, administrative staff, and, if feasible, board members and alumni. It is helpful if the visitor is given some time during the day to make notes.

Please be sure to arrange time and a quiet place for the visitor to meet with the early childhood teaching faculty and those colleagues who carry responsibility for the development of the program(s), in order for them to share impressions, review commendations and recommendations the site visitors will be making, and to answer questions. This is also an opportunity for the teachers to learn more about the activities of WECAN in relation to Waldorf early childhood teacher education.

FOLLOWING THE VISIT: The Site Visit Report

Following the visit, the site visitor(s) will complete the Site Visit Report, using the Site Visit Report Form, and send the report to you within 30 days of the visit. After reviewing the completed Site Visit Report for accuracy, send any comments or questions to the site visitor. The site visitor forwards the final copy of the Site Visit Report to you and to the WECAN Teacher Education Committee Chair. Remember to keep a copy of the final Site Visit Report in your files for use in renewing your membership.

The WECAN Waldorf Early Childhood Teacher Education Committee will review the report and contact you regarding your renewal of Developing Membership.

Questions regarding the Site Visit may be addressed to Holly Koteen-Soule, WECAN Teacher Education Committee Chair of the WECAN Early Childhood Teacher Education Committee at teachered@waldorfearlychildhood.org.