

## **WECAN Full Member Site Visit Guidelines 2018-19**

for institutes renewing WECAN Full Membership

### **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* and will make commendations and recommendations for the growth and development of the program.

### **ARRANGING FOR A SITE VISIT**

Please contact Holly Koteen-Soule, WECAN Teacher Education Coordinator, at [teachered@waldorfearlychildhood.org](mailto:teachered@waldorfearlychildhood.org) to arrange for a site visit.

### **HONORARIUM AND EXPENSES**

The WECAN honorarium to be paid to the site visitor by the institute is \$350 for a one-day site visit and \$600 for a two day visit; this includes the writing of the report. The teacher education institute or program is responsible for the travel expenses, and, if needed, meals and accommodations for the site visitor(s) by prior arrangement. For car travel, the reimbursement amount is \$.54 per mile.

### **PRIOR TO THE VISIT**

Please forward your completed Self-Study electronically to the WECAN Teacher Education Coordinator, 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.
- Your current budget and/or recent audited financial statement.

## **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. 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. Please keep a copy in your training program's 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 Full Membership.

Questions regarding the Site Visit may be addressed to Holly Koteen-Soule, WECAN Teacher Education Coordinator and Chair of the WECAN Early Childhood Teacher Education Committee at [teachered@waldorfearlychildhood.org](mailto:teachered@waldorfearlychildhood.org).