

# **WECAN Full Membership Renewal 2018-19 Site Visit Guidelines for the Home Program**

## **PURPOSE OF THE WECAN SITE VISIT**

A site visit is required for all WECAN membership applications and renewals. Though the visit focus is on program development rather than specific pedagogical practices, in home programs with a single care provider, or provider and assistant, the provider's development is a key element. The visitor will seek to gain as full a picture of the program as possible in relation to the completed Self-Study and the WECAN Shared Principles, and will make commendations and recommendations for the growth and development of the program and the self-development of the provider. The provider is 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 person/one day. Some programs may want to arrange for a longer visit to receive extra support.

## **HONORARIUM AND EXPENSES**

The program 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. All 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*)

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 Full Membership, then Home Programs; 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.
- Policies for staff

## **THE VISIT**

The site visitor will visit the program in session. In the course of the visit, the site visitor will want to review documents, and may ask to meet individually with a few parents. It may be helpful for the visitor to arrive early for these purposes. It may also be helpful if the visitor is given some time during the day to make notes.

Please arrange for time and a quiet place to meet with the site visitor following the day's activity in order for the site visitor to share impressions, review commendations and recommendations, and answer questions. This is also an opportunity for you to learn more about the activities of WECAN.

## **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 files for use in renewing your membership.

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