

WECAN Site Visit Guidelines 2018-19

for schools aligning WECAN Full Membership renewal with AWSNA Full Member accreditation

PURPOSE OF THE WECAN SITE VISIT

The WECAN visit should take place by May 1, 2019. The purpose of the site visit is to address WECAN Shared Principles that are not covered in the AWSNA accreditation process, by providing:

- a. Observation of the early childhood program
- b. Review of the completed *WECAN Abbreviated Self-Study*
- c. Focused support time between WECAN and the school's early childhood program faculty

The visitor will be seeking to gain as full a picture as possible of the early childhood program in relation to the completed self-study through observation of and discussion about the program.

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.

The usual WECAN site visit is one person/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. Please note that this differs from the AWSNA accreditation visit, for which there is no honorarium.

PRIOR TO THE VISIT

Forward the following electronically to the site visitor at least 2 weeks prior to the visit:

- Your completed *WECAN Abbreviated Self-Study* (This document should also be forwarded to the Membership Coordinator and your Regional Rep(s) at this time.)
- Your previous *Site Visit Report* (If you do not have this document in your files, request it 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, or you may request them from the Membership Coordinator, membership@waldorfearlychildhood.org

- *WECAN Orientation for the Site Visitor*
- *WECAN Site Visit Report Form*

THE VISIT

Please prepare a written schedule of the day for the visitor (see example below) including visits to the early childhood groups in attendance that day, a meeting with a few parents and a meeting with the early childhood teachers. 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. Provide lunch for the site visitor and schedule time and a quiet place for the visitor to reflect on the observations and take notes.

Please be sure to arrange plenty of time (at least 90 minutes) 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:

Day 1	7:45-8:15	check in and tour school
	8:15-9:00	meet with parents
	9:00-9:45	observe childcare, parent-child, preschool or kindergarten
	9:45-10:00	break
	10:00-12:15	observe childcare, parent-child, preschool or kindergarten
	12:15-1:30	lunch break and quiet time to reflect on observations and meetings and prepare for afternoon
	1:30-2:15	meet with morning program teachers and caregivers
	2:15-4:00	observe afternoon/aftercare programs
Day 2	7:45-8:15	observe before school care and/or morning drop-off
	8:15-9:45	observe childcare, parent-child, preschool or kindergarten
	9:45-10:00	break
	10:00-11:30	meet with afternoon teachers and caregivers
	11:30-12:15	observe childcare, parent-child, preschool or kindergarten
	12:15-1:30	lunch break and quiet time to reflect on observations and meetings and prepare for afternoon
	1:30-3:00	final meeting with all available teachers and caregivers

FOLLOWING THE VISIT: The Site Visit Report

Following the visit, the site visitor will complete a site visit report, using the *WECAN 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.* Please keep a copy in your school files for use in renewing your membership.

Once you have submitted your *WECAN Abbreviated Self-Study* and *Site Visit Report*, your Regional Representative(s) and the WECAN Membership Coordinator will review them and contact you if needed for clarification. A decision about membership renewal will be made in the 2019-20 school year upon final review of the WECAN documents and the completed *AWSNA Accreditation Team Report*.

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