

Application Instructions: WECAN Associate Membership 2020-21

Note: The WECAN membership application process includes an in-person site visit to the school. This process has been amended for the current school year in response to the pandemic and will *not* include a school visit in 2020-21. Once a program has been accepted, its continued membership status will be contingent upon a follow-up site visit to the school when such a visit is determined by WECAN to be safe and reasonable.

1. Go to the Membership page of the WECAN website www.waldorfearlychildhood.org.
 - a) Download the *WECAN Membership Handbook*.
 - b) Access the application documents by clicking on Applications, then Associate Membership, then Schools and Centers.
2. Read the *WECAN Membership Handbook* and review the Shared Principles.
3. Complete the Application Form. Send it using one of the following options:
 - In the mail to the WECAN Office, 285 Hungry Hollow Rd., Spring Valley, NY 10977. Please attach a copy of your state, provincial, or local license and include a check with your application fee of \$50 payable to WECAN.
 - Electronically to the Membership Coordinator at membership@waldorfearlychildhood.org. Please attach both your application and a copy of your state, provincial, or local license. Pay the \$50 application fee via credit card by calling Melissa Lyons at the WECAN Office at 845-352-1690 and providing your credit card information or by PayPal with info@waldorfearlychildhood.org as the recipient.
4. Complete both sections of the Self-Study. Send the completed document electronically to your WECAN Regional Representative(s) and to the Membership Coordinator. Keep a copy of the Self-Study in your school files. **Please note: The Self-Study must be completed within 12 months of the date of application.**
5. WECAN will contact you to set up remote meetings between the Membership Coordinator, Regional Rep or other members of the Membership Committee and relevant parties within the school. This may include the early childhood faculty, administrators, board members and parents.
6. The Membership Coordinator will send you a Meeting Report within 30 days of the meetings. Review the report for accuracy and let the Membership Coordinator know if you approve it. Keep a copy of the approved Meeting Report for your files.

The Membership Committee, with the support of the Regional Rep, will make a decision regarding acceptance based on review of the Self-Study and Meeting Report. Continued membership will be contingent upon a follow-up site visit to the school when such a visit is determined by WECAN to be safe and reasonable. At that time, please complete the following:

1. Arrange for a Site Visit. See the Site Visit Guidelines (which will be available on our website when applicable) for information on expenses and other details.
2. At least two weeks prior to the visit, forward electronically to the site visitor:
 - Your completed Self-Study and Meeting Report
 - Orientation for the Site Visitor (available on our website when applicable)

- Site Visit Report Form (available on our website when applicable)
3. Complete the Site Visit. Remind the site visitor to submit the completed report to you within 30 days of the visit.
 4. After reviewing the Site Visit Report for accuracy, forward it electronically to your WECAN Regional Rep(s) and to the Membership Coordinator. Remember to keep a copy in your school files for use in renewing your membership in three years.

Once you have completed these steps, Your Regional Rep(s) and the WECAN Membership Committee will review your Site Visit Report and contact you regarding your continued membership status.

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