

# WECAN Full Membership Application Instructions for Home Programs

for the 2021-22 School Year

1. Go to the Membership page of the WECAN website [www.waldorfearlychildhood.org](http://www.waldorfearlychildhood.org).
  - a) Download the WECAN Membership Handbook.
  - b) Access the application documents by clicking on Applications, then Full Membership, then Home Programs.
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 \$110 payable to WECAN.
  - Electronically to the Membership Coordinator at [membership@waldorfearlychildhood.org](mailto:membership@waldorfearlychildhood.org). Please attach both your application and a copy of your state, provincial, or local license. Pay the \$110 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](mailto: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 files for use in your next membership renewal.
5. Read the Site Visit Guidelines for the Program.
6. Arrange for a Site Visit. Contact your WECAN Regional Rep(s) for suggestions for site visitors. See the Site Visit Guidelines for information. *Note: If this would be your year to renew membership, your site visit must be completed by May 1.*
7. At least two weeks prior to the visit, forward electronically to the site visitor:
  - Your completed Self-Study  
Your previous Self-Study and Site Visit Report (*if you do not have these on file, request them from the WECAN Membership Office Administrator, [ofcmembership@waldorfearlychildhood.org](mailto:ofcmembership@waldorfearlychildhood.org)*)
  - Orientation for the Site Visitor (available on the WECAN website)
  - Site Visit Report Form (available on the WECAN website)
8. Complete the Site Visit. Remind the site visitor to submit the completed report to you within 30 days of the visit.
9. 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 files for use in your next membership renewal.

Following a review of your Self-Study and Site Visit Report, the Membership Committee, with the support of the Regional Rep, will make a decision regarding acceptance of the program as a WECAN Full Member.

**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](mailto:membership@waldorfearlychildhood.org).**