

WECAN Full Membership Renewal Instructions

for schools aligning WECAN Full Membership renewal with AWSNA Full Member accreditation
2021-22 School Year

WECAN and AWSNA have established a cooperative process for integrating membership activity for Full Members in the interest of reducing redundancy between membership processes. The normal WECAN renewal rhythm for Full Members is every 5 years. To streamline processes for AWSNA Full Member accredited schools, WECAN offers the option of adjusting the rhythm to match the accreditation rhythm. Further, because the WECAN and AWSNA self-studies and site visits cover many of the same topics, WECAN has simplified both its self-study and site visit and will accept the AWSNA accreditation team report to inform us about school matters that are not specific to the early childhood program such as governance, finance and administration. The WECAN documentation and site visit are focused on addressing WECAN Shared Principles that may not be covered extensively in the AWSNA accreditation process.

Please note that while the AWSNA accreditation team may include an early childhood team member, this team member will not be representing WECAN, and will not be provided with WECAN documents unless the school elects to provide them.

Instructions:

1. Complete the WECAN Abbreviated Self-Study and submit it to the WECAN Membership Coordinator and your Regional Representative(s).
2. Read the WECAN Site Visit Guidelines for the School and arrange for a visit to be carried out before May 1, 2022. Contact your WECAN Regional Representative(s) for suggestions for site visitors. We encourage schools with multiple early childhood groups to consider arranging for a 2-day visit.
3. At least two weeks prior to the visit, forward electronically to the site visitor:
 - a. The completed WECAN Abbreviated Self-Study
 - b. Your previous Site Visit Report (If you cannot locate this document, please request it from the Membership Office Administrator at ofcmembership@waldorfearlychildhood.org)
 - c. WECAN Site Visit Orientation (available on our website)
 - d. WECAN Site Visit Report Form (available on our website)
4. Remind the site visitor to submit the completed Site Visit Report to you within 30 days of the visit. After reviewing the completed report for accuracy, forward it electronically to your WECAN Regional Representative(s) and to the Membership Coordinator.

When your AWSNA accreditation process is complete, AWSNA will provide WECAN with the Accreditation and Review Committee's (ARC) decision letter. Once we have received all relevant documents (WECAN Abbreviated Self-Study, WECAN Site Visit Report, and AWSNA decision letter) your Regional Representative(s) and the WECAN Membership Coordinator will review them and contact you if needed for clarification. The decision about renewal will be made by the WECAN Membership Coordinator, with the support of the Regional Representative(s) and WECAN Membership Committee, upon final review.

5. Four years after completion of your process, WECAN will request an update to your WECAN Abbreviated Self-Study. Add and highlight any new information and submit your Abbreviated Self-Study electronically to the WECAN Membership Coordinator at membership@waldorfearlychildhood.org. Keep a copy of the updated Self-Study in your files for use in your next renewal.

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).