



Becoming a LifeWays Representative

Benefits for Representatives

- Standing in the world as a LifeWays Representative tells the public that you have met our highest standards and are certified by a national early childhood organization. Offering a program recognized throughout North America can be a positive factor with parents, as well as sometimes proving helpful in licensing and evaluative processes.
- Representatives may use (and are encouraged to use) the name LifeWays in their name. This can be in the actual name or as a by-line. For example: LifeWays Early Childhood Center of Milwaukee or Rosebud Play School, a LifeWays Early Childhood Center.
- Representatives are listed in the Program Directory on the LifeWays website, and all Representatives are highlighted with contact information and a link to your website if you have one. In addition to bringing people to you, this also makes LifeWays more visible and a greater force for affecting change in North America.
- Representatives will be given a free copy of the books *Home Away From Home: LifeWays Care of Children and Families* and *Life is the Curriculum* and the LifeWays DVD about LifeWays Living Arts and general principles of care. They will also be given a 15% discount on all products offered for sale on the LifeWays website.
- We also encourage Representatives to set up workshops, seminars, and LifeWays reunions in their regions. LifeWays can help with the administration and outreach materials for such gatherings.
- Representatives may request LifeWays brochures and sign up their parents to receive the LifeWays quarterly newsletter.
- Representative programs will be featured in the newsletter and are encouraged to submit articles for the newsletter and blog.
- A site visit by a LifeWays North America consultant has determined that the Representative can stand as a model of what is taught in the LifeWays Certificate training. The Representative status will be reviewed every three years through a Self-Assessment document and a consultant evaluation process. If, after the review and consultation, it is determined that an on-site consultant visit would be helpful, the Representative is asked to covers travel costs (including food and housing if needed) and LifeWays will pay the consultant fees which are typically \$350-\$500 a day. This consulting service includes observing all programs connected with the Representative program, meeting with the staff and sending a follow-up consultant report. It may also include meeting with the board and offering a parent evening. Other requested services, such as offering a workshop or public talk, are paid for by the Representative. Should the Representative request an additional site visit, workshop or other LifeWays presentation before the next three-year period for a site visit, the Representative covers all expenses.
- LifeWays Representatives are eligible to consult with a LifeWays Advisor/Consultant by phone, email or video conference call as needed.

Representative Programs making an annual 1% gross earnings donation to LifeWays North America are eligible for the following additional benefits:

- A 25% tuition discount for staff members enrolled in the LifeWays Certificate training. Employees may also attend LifeWays workshops and seminars at a 25% discount and are encouraged to be presenters.
- Parents/guardians of children in your program receive 25% off LifeWays online courses. Please ask them to put a note on their online enrollment stating that they are a parent in your program.

- A free copy of each new LifeWays publications and a 25% discount on all products offered for sale on the LifeWays website.

LifeWays Representative Programs meet the following criteria:

- Representative's work is in alignment with the principles, practices and Living Arts taught in the LifeWays training.
- Representative's approach to working with children and families is based on concepts taught in the LifeWays training with particular emphasis on Rudolf Steiner's research on human development.
- All primary caregivers at the site have completed the LifeWays Certificate training or are currently enrolled in LifeWays Certificate training or have made a commitment to enrolling in a timely manner.
- When applicable, the director of the site will have completed the LifeWays Certificate training or its equivalent and is responsible for insuring that the staff is trained in the principles and practices associated with LifeWays.
- An on-site visit by a LifeWays North America consultant has determined that the Representative can stand as a model of what is taught in the LifeWays Certificate training. The Representative status will be reviewed every three years through a self-assessment and a consultant evaluation process.
- Students from LifeWays Certificate trainings will be welcomed to observe at Representative Programs whenever feasible.
- A Representative center or home is fiscally sound and meets all licensing requirements. In some cases a Representative may be in an advocacy process with licensing, requesting an exception if the requirement is developmentally inappropriate or physically or spiritually unhealthy for young children.
- Caregivers and teachers in Representative Programs are committed to ongoing self-development. Attendance at a LifeWays or Waldorf conference, workshop or seminar is recommended at least every two years. We recommend that Representatives remain aware of current trends and policies in conventional early childhood education to be advocates for healthy policies and practices within the field. It is recommended that the staff in Representative Programs take up a collegial study each year to further their self-development. One example would be to work through the questions at the end of each chapter of *Life is the Curriculum*.
- Representatives support LifeWays North America through an annual contribution of 1% of gross earnings or an agreed-upon amount.

NOTE: Although rare, there are factors that could result in withdrawal of Representative status. These include a drop in standard of care and environment, loss of key trained staff, loss of licensing, moving the center or home, or non-compliance with the criteria listed above. These are handled on a case-by-case basis and every effort is made to support re-establishing Representative status.

The process to become a LifeWays Representative is as follows:

- The applicant graduates from the LifeWays training and lists his/her program on the LifeWays North America website. (During this time of working together to determine Representative status, the program must be current in paying to list its program on the LifeWays website.)
- The applicant contacts LifeWays North America about becoming a Representative and is sent information about the process, along with an Application Form and the Self-Assessment questionnaire.
- Applicant completes both forms and returns them to the Member Services Director.
- LifeWays consultant establishes a date for a site visit. The consultant's fee is paid by LifeWays North America, while the applicant is asked to reimburse his/her travel expenses.
- After the consultation visit, a LifeWays consultant team reviews the consultation report and makes a recommendation regarding Representative status.
- The report and recommendations are sent to the applicant. If the consultant team determines that Representative criteria are in place, the program is granted Representative status and sent an Agreement Form describing payment options (Representative Programs support LifeWays North America through an annual contribution of 1% of gross earnings or an agreed-upon amount).
- When this agreement is signed and returned, the applicant is listed on the website as a Representative Program and is free and encouraged to use the name LifeWays. A letter of congratulation will be sent, followed by a certificate suitable for framing and the two books and DVD.
- If the consultation report requires the program make changes before being granted Representative status, a timeline is established to support the applicant in implementing necessary changes. A determination is made as to whether there needs to be a follow-up visit before granting Representative status.



LifeWays Representative (**Deleted Program**) Application Form

Name of **Program** _____

Address (Street, City, State, Zip) _____

Phone _____ Email _____

Website (if you have one) _____

Contact Person's Name and Position _____

I have read the Representative (**Deleted Membership**) Benefits and the LifeWays Representative Process and Criteria.

Please check one of the following:

Please have a LifeWays Consultant contact me/us right away to begin the process for applying to be a Representative of LifeWays.

I/We have spoken with a LifeWays Consultant and have enclosed responses to the *Life is the Curriculum* questions with this application. Please contact me/us to set up a site visit.

Name _____ Date _____

Signature _____

Please send to Rhoda Kambandu, LWNA, 1657 Birchwood Dr, Green Bay WI 54304
[Rhoda, is there a reason you do not want them to have to option to email it to you?]