

Victory Montessori Schools
Teacher Training Institute

444 S. Sierra Madre Blvd.

Pasadena, CA 91107

(626) 577-8007

School Catalog

www.victorymontessoritraining.com

The Victory Montessori Teacher Training Mission

Our mission is to provide individuals with a clear and confident command of Dr. Maria Montessori's principles, both theoretical and practical. Our objective is to train individuals to become fully qualified Montessori teachers, that will be able to immediately attain positions as either head or assistant instructors at various Montessori school.

Physical Facility:

The Victory Montessori Teacher Training Institute holds classes at the San Marino Montessori School, a division of the Victory Montessori Schools, Inc., located at 444 S. Sierra Madre Blvd, Pasadena, CA 91107. Information beyond the scope of this catalog is available at (626) 577-8007.

The course is given in a fully equipped Montessori classroom with additional adjacent classrooms so students have plenty of opportunities for hands-on practice with Montessori materials, including math, language, music, botany, geography, zoology, sensorial and practical life. A library is located on premises, which houses a number of books on the Montessori method. Students are encouraged to check out resources of interest, they may utilized for a two week period. Renewals are permitted. There is parking spaces available on the school grounds along with ample street parking. Restrooms and a lounge are located near the room in which the course is taught, and are easily accessible.

This institution, the facilities it occupies, and the equipment it utilizes, fully comply with all federal, state, and local ordinances, and regulations; including those requirements pertinent to building, and health and safety.

Course Information

Course Title: Montessori Teaching Training Course

Course Length: 331 hours of lecture and demonstration
400 hours of practice teaching internship
6 of class - observation

Maximum Occupancy: 30 students

Attendance Schedule: Two Monday and Tuesday evenings a month from 6:30 pm to 9:30 pm
and two Saturdays of each month from 8:30 am to 5:30 pm

Practical Life Exercises	
Hours.....	54
Use of Montessori Sensorial Apparatuses	
Hours.....	25
Uses of Montessori Math, Materials & Apparatuses	
Hours.....	50
Language as taught in a Montessori environment	
Hours.....	52
Cultural subjects as taught in a Montessori environment	
Hours.....	40
Montessori Theory and Class Management included throughout observations and language	
Observations: Observe course content, specific aspects of the Montessori classroom, practical life, sensorial, math, and language	
Hours.....	6
Internship:	
Observing and implementing all course content learned throughout the duration of the 10 months. Internships will include an emphasis on practical life, sensorial, math, culture, classroom management, and theory exercises.	
Hours.....	400

Ownership:

Victory Montessori Schools, Inc.

Executive Director and Instructor:

Thomas A. Tindall, with a B.A. in Psychology, and Master's Degree work in Supervision and Curriculum, has been a Montessori educator since 1972. He has also consulted with both public and private schools vis a vis hands on methodology and individualized curriculum, school, and classroom management. Mr. Tindall is a co-founder and executive director of the Victory Montessori Schools, Inc., which include the San Marino Montessori School (serving children ages 2 through 12), and Pasadena Montessori School (serving ages 2 through 6). He has taught parents and professionals in early learning and child development throughout North and South America. He is a past president of the Montessori Accreditation Council for Teacher Education, and has served on its board of directors and executive committee.

Administration Director and Instructor:

Linda Hughes, has a B.A. In Child Development, a Master's Degree in Supervision and Curriculum, as well as elementary, secondary, and administrative credentials. She has been a Montessori educator since 1974. Linda has worked in the San Marino public school district at the elementary and junior high school levels. Ms. Hughes is a co-founder and administrative director of the Victory Montessori Schools Inc., which include the San Marino Montessori School (serving children ages 2 through 12), and Pasadena Montessori School (serving ages 2 through 6).

Study Groups:

A certain percentage of class time is devoted to individual and small study groups, of three people or less. The supervising instructor will oversee these study sessions in their use of Montessori materials, which are provided for their use by the school. Students are encouraged to assist one another and to role-play as students and teachers.

Operating Schedule:

Office hours are from 8:00am to 5:00pm, Monday through Friday. Classes are scheduled on the basis of enrollment. Student will be advised of the starting dates at the time of enrollment. Important scheduling information: holidays, vacations, class schedules and revisions of them will be announced to the students in advanced.

Certification:

The Montessori teacher's diploma will be issued by the Victory Montessori Teacher Training Institute to the student upon successful completion of all phases of the Montessori Training program, which includes: a typed manual of class notes, a successful completion of both oral and written exams, a successful 400 hour internship under an approved master teacher, 6 hours of class observation, 90% of attendance to classes, and completion of work on all teacher made materials and manuals.

Students not desiring to complete the oral and written examinations may obtain attendance certification. This course is approved by the Superintendent of Public Instruction under California education code section 94311.d.

This training prepares the teacher candidate to conduct Montessori classes for young children, between the ages of 2 ½ and 7, and to direct activities for preschools, daycare centers, or child development facilities which enroll children in that age range.

Observation: 6 hours of observations throughout the course is required. Two observations will serve as general visits, and the other four is for specific course content: practical life, sensorial, math, and language. Observations of children shall be done during the school year and school hours (September-June/ 9:00am-3:00pm).

Internship:

400 hours as an intern under a fully qualified Montessori head teacher must be completed. Internships may be completed at the Victory Montessori Schools Inc., or at other local Montessori schools. If internship hours are completed outside of Victory Montessori Schools Inc. they must at an approved Montessori school. Approvals must be from the Victory Montessori Teacher Training Course Administrator. Teacher internship is a mandatory segment of the training.

The student may not begin an internship in a particular segment until the academic phase for that segment has been completed. Once a student is ready to begin their internship, he or she will be given an internship contract. The contract must be filled out and signed by the Executive Director of Victory Montessori Teacher Training Course, or his designate, as well as the Director/Principal of the internship school.

Internship hours must be kept track of with the "Internship Sign In/Out" form. The student is solely responsible for keeping track of all internship hours, and for having the Director/Principal sign off on hours.

School Records:

Applicants are advised and cautioned that state law requires educational institutions to maintain school and student records for a minimum of five years. All students are required to sign in/out upon each class attendance.

Attendance Requirements/Admissions Procedure:

Students may enroll to begin classes on the first day of any one of the six phases of the course. Minimum age is 18 years. Each applicant will have an in-person interview when the applicant's goals will be discussed. A tour of the facility will be provided, and the course will be explained. Interviews and enrollments can be arranged by appointment any day the school is in session.

90% attendance is required in order to complete the course. The professors must be informed of all necessary absences. Students shall be present at scheduled classes as they are expected to be present for work.

Housing:

Victory Montessori Schools, Inc. does not maintain dormitories. There are apartments and single rooms in the vicinity of the school. Since most of our students come from the community, the institution has found no need, nor has it assumed responsibility, to assist students in finding housing.

Granting of Academic Credit for previous work:

Upon request, Victory Montessori Schools will credit previous academic work if the two following conditions are met:

1. The student must provide evidence of completion (transcripts or certificate) of the Montessori philosophy portion of the course. For materials presentation credit, the student must produce a Montessori material manual, and all required teacher made materials.
2. The student must pass his or her oral and written exams administered by the director of training.

a. Absence:

Attendance will be recorded. Satisfactory attendance is 90%. Students failing to maintain satisfactory attendance will be advised by the administrator. Regarding the 10% acceptable absence policy, students must arrange with the instructor to make up work missed. He/She will be expected to secure all class notes from other students and will be held responsible for papers when due, regardless of absence.

The demonstration of Montessori equipment is unique and requires the presence of the student to assimilate the information. When the student fails to attend three consecutive classes, he/she will be considered withdrawn from the course as of the date of last attendance. Students are still responsible for formally dropping out of the course by submitting a notice of intent to withdrawal. Students will be held financially responsible for all course content from the first day of attendance, until the notice of intent to withdrawal has been submitted and signed. On completion of 61% of the course or more, students will be held financially responsible for the entire course.

5**b. Tardiness:**

Tardiness is a disruption of a good learning environment. Two occasions of tardiness without legitimate reasons will be considered an absence.

c. Class Cuts/Early Leaves:

Class cuts will be considered absences.

d. Makeup Work:

Make up work will be arranged with the professor and head administrator of the program.

e. Leave of Absence:

Students may be granted a leave of absence from the course if they obtain written approval from the course director/head administrator. The administration discourages students from taking leaves of absence, as it may significantly increase the possibility of not completing the course.

f. Student Conduct:

Students who conduct themselves in a disorderly and unprofessional manner, which includes but is not limited to: the use of drugs and alcohol during school hours, dishonesty, disrupting classes, profanity, excessive tardiness, violation of safety rules, not abiding by the school rules, or continuous negative discussion of the course or fellow students will be put on probation or dismissed from classes.

g. Change of Address:

The student shall notify the school office of any change in address during the school year.

h. Placement Assistance:

While the institution can make no guarantees for employment, our experience has shown that those who truly wish to work as Montessori teachers have no difficulty finding employment. Trained Montessori teachers are in very high demand. We do not provide formal placement assistance. However, every effort is made to field all offers which come to the attention of our administration. These may be posted at a central location or announced privately in class. Counseling for job placement is not formally offered; however, our instructors are happy to offer their professional opinions.

Application Procedure

Prospective applicants are encouraged to visit the physical facility of the school and to discuss educational and occupational plans with school personnel prior to enrolling or signing enrollment agreements.

Applicants requesting admittance into the Montessori Teacher Training Program are expected to hold a high school diploma or equivalent.

If you wish to attend the Victory Montessori Teacher Training Institute, complete the attached application form and mail it along with the application fee of \$100.00. This fee is non-refundable if the applicant is accepted for enrollment.

Fees:

Application Fee:	\$100.00
Tuition:	<u>\$2,395.00</u>
TOTAL	\$2495.00

Students are responsible for purchasing their own material and textbooks. (approximately \$300)

Make checks payable to Victory Montessori Schools.
Payment plans can be made through the office.

Withdrawal & Refunds:

A student teacher intending to withdraw from this course must submit his/her notice of intent to withdrawal in writing. Students will continue to be charged per month until a notice of intent to withdrawal is submitted and signed by the Administrator, Linda Hughes.

You have the right to withdraw from a course of instruction at any time, once a notice of intent to withdrawal is submitted and signed. The institutional refund policy for students who have completed 60 % or less of the course of instruction shall receive a pro-rated refund. Students will be held financially responsible for all course content from the first day of attendance, until the notice of intent to withdrawal has been submitted and signed. On completion of 61% of the course or more, students will be held financially responsible for the course in its entirety. If you withdraw from the course of instruction after the period allowed for cancellation; which is 5pm the next business day following the first class you attended, you will be refunded for course content paid for, but you will not be refunded for the registration fee. Students are obligated to pay only for educational services rendered. Refunds will be calculated by using the following equation:

Total cost of the course divided by the total amount of hours of instruction, multiplied by the number of hours offered at the time of withdrawal (not the amount of hours just completed).

If the amount paid is more than the amount owed for the time attended, then a refund will be made within thirty days of withdraw. If the amount owed is more than the amount paid, arrangements will need to be made to complete payments.

Students whose entire tuition and fees are paid by a third party organization are not eligible for a refund.

Five-Day Full Refund Period:

Students may cancel enrollment within five working days following enrollment and receive a refund of all money paid, provided no classes have been attended.

Cancellation After Five-Day Period:

Any cancellations made after a five-day period will not be refunded the application fee. A refund of all other money paid will be refunded, for classes not taken. A refund check will be issued within 30 working days.

HYPOTHETICAL REFUND EXAMPLE

Assume that a student upon enrollment in a 400 hour course pays \$2,495 for tuition, \$100 for registration; and withdrawals after completing 30 hours of instruction (with 40 hours of instruction being offered). The student's refund will be \$249.50.

COMPLAINT/GRIEVANCE PROCEDURE:

From time to time, differences in interpretation of school policies will arise among students, faculty, and/or the administration. When such differences arise, usually a miscommunication or

misunderstanding is a major contributing factor. For this reason, we urge both students and staff to communicate directly with the individuals involved. If the problem cannot be resolved in this manner, the Director of the school should be contacted. If the complaint cannot be resolved after exhausting the institution's complaint/grievance procedure, the students may file a complaint with the appropriate state agency; the Bureau for Private PostSecondary and Vocational Education (BPPVE), physical address: 2532 Capitol Oaks Dr suite 400 Sacramento, CA 95833. Mailing address: PO box 980818 W. Sacramento, CA 95798-0818 (916) 431-6959 (888) 370-7589

The school was granted institutional approval from the Bureau for Private PostSecondary and Vocational Educational pursuant to the California Educational Code, section 94718. The Bureau's approval means they have determined and certified that an institution meets minimum standards established by the Bureau for integrity, financial stability, and educational quality. This also includes the offering of bona fide instruction by qualified faculty and the appropriate assessment of student's achievement prior to, during, and at the end of it's program. The institution is not a public institution.

WE DO NOT OFFER ENGLISH AS A SECOND LANGUAGE

This institution does not discriminate on the basis of race, color, national or ethnic origin, religion, age, sex, disability, or prior military service. We provide equal opportunities to all applicants for educational admissions, employment, programs, policies and/or activities.

Student Tuition Recovery Fund (STRF):

The student Tuition Recovery Fund (STRF) was established by the legislature to protect any California resident who attends a private postsecondary institution from losing money if a student prepaid tuition and suffered a financial loss as a result of the school: closing, failing to live up to its enrollment agreement; or, refusing to pay a court judgment. To be eligible, a student must be a "California resident" and reside in California at the time the enrollment is signed, or when the student received lessons at a California mailing address from an approved institution offering correspondence instruction. Students who temporarily reside in California for the sole purpose of pursuing an education, specifically those who hold student visas, are not considered "California residents."

To qualify for STRF reimbursement, a student must file a STRF application within one year of receiving notice from the Bureau, the student has four years from the date of closure to file a STRF application. If a judgment is obtained, the student must file a STRF application within two years of the final judgment.

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It is important that you keep copies of the enrollment agreement, financial aid papers, receipts and any other information that documents the money paid to the school. Questions regarding the STRF may be directed to the Bureau for Private PostSecondary and Vocational Education (BPPVE), 2535 Capitol Oaks Dr suite 400 Sacramento, CA 95833 (916) 431-6959 (888) 370-7589.

76215. Student Tuition Recovery Fund Disclosures

"You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

- 1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and**
- 2. Your total charges are not paid by any third-party payer such as an employer, government program or**

other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party."

(b) In addition to the statement described under subdivision (a) of this section, a qualifying institution shall include the following statement on its current schedule of student charges:

"The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency programs attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act."

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

Note: Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Section 94923, Education Code.

Questions regarding the STRF may be directed to:

State of California Department of Consumer Affairs
Bureau for Private PostSecondary and Vocational Education
2535 Capitol Oaks Dr suite 400
Sacramento, CA 65833 (916) 431-6959 (888) 370-7589

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Notice:

“ANY HOLDER OF THIS CONSUMER CREDIT CONTRACT IS SUBJECT TO ALL CLAIMS AND DEFENSES THAT THE DEBTOR COULD ASSERT AGAINST THE SELLER OF GOODS OR SERVICES OBTAINED PURSUANT HERETO OR WITH THE PROCEEDS HEREOF, RECOVERY HEREUNDER BY THE DEBTOR SHALL NOT EXCEED AMOUNTS PAID BY THE DEBTOR HEREUNDER.”

My signature below certifies that I have read, understood and agree to my rights and responsibilities,

and the constitution's cancellation and refund policies have been clearly explained to me.

Student's Signature

Date

School Representative's Signature

Date

**VICTORY MONTESSORI SCHOOLS
TEACHER TRAINING COURSE
444 S. SIERRA MADRE BLV.
PASADENA, CA 91107
(626) 577-8007**

APPLICATION FORM

Name: _____
(First) (Middle) (Last) (Maiden)

Date of Birth: _____ Place of Birth: _____

Citizenship: _____ Phone: _____

Email: _____

Address: _____
(Street) (City) (State) (Zip)

Education: High School(s): _____

Type of Diploma: _____

College(s): _____

Major Field(s): _____

Minor Field(s): _____

Dates Attended: _____ Degree Granted: _____

Teaching License (if any): _____

Talents or interests which may be related to your interest in Montessori: _____

Native Language: _____ 2nd Language: _____

Business Experience (if any): _____

Teaching Experience (use separate page, if necessary):

School: _____ Dates: _____ Grades: _____

School: _____ Dates: _____ Grades: _____

School: _____ Dates: _____ Grades: _____

Previous Montessori Training (if any):

Where: _____ When: _____

Diploma Granted: _____ Age Level: _____

Please answer in essay form each of the following questions on a separate page:

1. Why do you want to study the Montessori Method?
2. What application does Montessori have to your profession?

References (please list three complete names and addresses of professional associates):

1. _____
2. _____
3. _____

The following must be submitted with this application:

1. A current physical including the results of a TB test.
2. Fingerprint clearance card
3. Recent photograph
4. Transcripts
5. Application fee
6. Essay

Students are expected to abide by the rules and regulations laid down by the course. It is possible, during the course, to change from a determination to obtain a certificate to merely audit the course. One may also choose to audit the course from the beginning.

Signature

Date

Enrollment Agreement

Victory Montessori Teacher Training Institute
444 South Sierra Madre Blvd.
Pasadena, CA 91107
Tel: (626) 577-8007 Fax: (626) 577-4566

_____	_____	_____	
Student Name	Social Security No.	Phone No.	
_____	_____	_____	
Street Address	City	State	Zip Code

PROGRAM TITLE OR EDUCATIONAL SERVICE: _____

Total number of clock hours to be completed: _____

Start Date: _____ Schedule Completion Date: _____

TOTAL FEES, CHARGES & EXPENSES: \$ _____

Schedule of Payments: (Please circle one)

- | | |
|----------------------------------|--|
| 1. Paid in full \$2495.00 | 2. \$200/month payments |
| paid on _____ Check number _____ | \$100/Registration fee & \$395/Deposit |
| | Starting: _____ Ending: _____ |

You are responsible for this amount. If you get a student a student loan, you are responsible for repaying the loan amount plus any interest. This agreement is not binding unless signed by both the student and/or his or her guardian and the school's representative.

If you have chosen option #1, please proceed to the bottom of page #2. If you have chosen option #2, please fill out page page #2 in full.

Student Signature

Date

School Representative's Signature & Title

Date

**If you have any questions, complaints or problems which you cannot work out with the school, write or call:
Bureau for Private Postsecondary and Vocational Education
2535 Capitol Oaks Dr suite 400
Sacramento, CA 65833 (916) 431-6959 (888) 370-7589**

METHOD OF PAYMENT

I, _____ agree to pay Victory Montessori Teacher Training Institute \$2,495.00 (includes registration fee) in payments for the Montessori Teacher Training conducted at the San Marino Montessori School from _____ to _____
(Starting Date) (Ending Date)

2. Montessori Teacher Training Course paid in installments:

Registration fee of \$100.00

Down payment of \$395.00 to be paid on first day of course: _____
(Starting Date)

The remainder of \$2,000.00 to be paid as follows:

\$200.00 beginning on _____, with the last payment of

\$200.00 ending on _____.

- All monthly payments are due by the 20th of each month, if this date falls on a weekend, then the payment is due by the following Monday. All monthly payments not received by the 20th will be charged a **\$25 LATE FEE.**
- All students will be dropped from the course who have not paid within 14 days of the deadline.

Additional material fees for the course (approximately \$300.00) to be paid by student.

**NO DIPLOMA WILL BE ISSUED
OR UNITS GRANTED**

**UNTIL TOTAL PAYMENT IS RECEIVED, 90% OF THE COURSE IS ATTENDED, ALL
OBSERVATION/INTERNSHIP HOURS, AND MATERIALS ETC.(as stated before) ARE
COMPLETED!!!**

Name of Student: _____

signature of Student: _____

Witnessed by: _____
(Print) (Signature)

Date: _____

