



STUDENT CATALOG HANDBOOK

Assistants to Infancy Course

A Two Summer Program

2010- 2011

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INTRODUCTION

The Montessori Institute of San Diego directs a course of study for two summers preparing adults to work with children from birth to three years of age according to the Montessori principles. This course leads to the internationally recognized Assistants to Infancy Montessori Diploma of the Association Montessori Internationale.

The curriculum includes lectures on the Montessori philosophy, psychology (theory and practice), Anatomy, Physiology, Hygiene, Obstetrics and Nutrition, Music, Art and Spiritual Development as well as observation at homes, hospitals and infant communities. Lectures include early childhood development and a comparative study of the child, family and community. The relationship between Montessori education and current childhood practices are also included. AMI examinations are given by an examining panel selected by the AMI and the MISD. Students reaching a satisfactory standard at these examinations will be awarded the AMI Assistants to Infancy Diploma.

Instruction is in residence, with class sizes limited to 40 students. The course is conducted during two summers: the first summer from [June 14 – July 30, 2010](#) and the second summer from [June 14 – July 29, 2011](#).

The school currently does not have available sponsored programs, government or otherwise, to provide grants or to pay for portions of tuition fees.

Prospective enrollees are required to visit the physical facilities of the school, and to discuss personal education and occupational plans with school personnel prior to enrolling or signing enrollment agreements. The prospective student is required to have a bachelor's degree. Under special circumstances, the Course Director may make exceptions to this requirement after a review of alternative credentials and a personal interview.

The Montessori Institute of San Diego does not, at this time, provide English as a second

language instruction. Nor are we able to provide lodging or transportation.

We are approved by the Bureau for Private Postsecondary and Vocational Education.

The Bureau had determined that this institution's operational plan satisfies the minimum standards listed in Education Code, section 94915 (b) (formerly 94781/ 94311 (a)). The school code is 3789731.

All information in the content of this school catalog handbook is current and correct, and is so certified as true by Silvia C. Dubovoy PhD. Director.

ADMISSION REQUIREMENTS

The Montessori Institute of San Diego does not discriminate on the basis of gender, race, color or ethnic origin. All qualified students are afforded the rights, privileges, programs and activities generally accorded or made available to any student at the Center. It also abides by the rules of the Student Tuition Recovery Fund established by the State of California.

A bachelor's degree in any field of study is preferred, although the Course Director may make exceptions to this requirement under special circumstances. Applicants must demonstrate personal suitability for training that needs emotional maturity, integrity of character, intellectual creativity and the aptitude for psychological insight and understanding.

The applicant must provide transcripts of college records, two recent photographs and a completed application form. An application fee must accompany a submitted application. A personal interview is required during the application process. Applications will be reviewed on a rolling basis until enrollment has reached capacity, at which time a waiting list would be established. If enrollment does not reach quorum, as defined by the Director, the course will not be given.

REQUIREMENTS FOR GRADUATION

The Diploma of the Association Montessori Internationale is granted upon satisfactory completion of the course requirements as follows:

- 90 percent attendance of lectures, observation work and practical sessions with materials.
- personally prepared reference albums containing illustrated notes on demonstrations and lectures
- assigned material-making projects

- successful practice-teaching as scheduled in A.M.I. classes
- assigned written reports
- passing grades on both written and on oral examinations conducted by Examiners of the Association Montessori Internationale

Admission to the training course does not guarantee certification. All students are given progress conferences at the end of the first summer. Students not fulfilling any part of the course, or any part of the course examination, must retake that part the following year, at a location where the course is offered, after complying with recommendations made by the A.M.I. Board of Examiners. The examination may only be taken twice.

Student files and records will be kept in the school office for no less than 5 years, and will be available to students on request.

COURSE OF STUDY

Montessori Assistants to Infancy Teacher Training Course

Psychology and Philosophy of the Montessori Method 3 units

Child Growth and Development I

Early Childhood Education

Human Relations and Self Awareness in Young Children

Comparative Study of Child, Family and Community

Anatomy, Physiology, Hygiene, Obstetrics and Nutrition 3 units

Child Growth and Development II

Child Neuropsychiatry 3 units

Creating Healthy, Safe Environments for Infants 3 units

Creating Healthy, Safe Environments for Toddlers 3 units

Developmentally Appropriate Practices for Infants 3 units

Developmentally Appropriate Practices for Toddlers 3 units

Parent Education for Families of Young Children 3 units

Montessori Observation and Practicum

Supervised Practice with Montessori Material

Material Making

6 units

Total: 30 Semester Units*

* 30 Semester Units is equal to approximately 900 hours.

The Montessori Institute of San Diego is non-departmental in structure and curriculum and does not employ standard departmental subject divisions in the recording of credits. We supply a division of credits into traditional categories in response to specific inquiries, but it is to be understood that any such division is approximate, given the integrated nature of the curriculum.

FACILITIES

The Assistants to Infancy Summer Program will be given at University of San Diego facilities during the two summer sessions, located at: 5998 Alcalá Park, San Diego, CA, 92110. School of Leadership and Education Sciences, Mother Rosalie Hill Hall, Room MRH127.

The Montessori Institute of San Diego is comprised of the following available space and facilities in the La Jolla location:

- 5200 square feet
- Administrative office
- Director's office
- Library
- One lecture room
- Model classrooms: one Infant Community (18 months to 3 years) and Two Primary classrooms (3-6 years)
- Practice room for trainees containing Montessori materials
- A student lounge and kitchen
- Bathrooms
- Parking facilities

This institution with the facilities it occupies and the equipment it utilizes fully complies with any and all Federal, State and local ordinances and regulations, including those requirements as to fire safety, building safety and health.

The maximum enrollment for each Montessori Teacher Training Course will be 35 students.

FACULTY

Dr. Silvia C. Dubovoy General Director, Teacher Trainer and Instructor

Dr. Dubovoy is a 0- 6 level trainer, lecturer, consultant, and examiner for the Association Montessori Internationale worldwide. She has been involved in Montessori education since 1965, as a parent, board member and coordinator of her children's school. Dr. Dubovoy holds a Bachelor of Arts in psychology, a Master's in Psychological Research and Intervention, and a Ph.D. in Psychology from the University of Barcelona. She also has the AMI Primary, AMI Special Education, and AMI Assistants to Infancy Diplomas. Dr. Dubovoy was a Board member of AMI, headquartered in Amsterdam, since 1982 to April, 2010. She is a member of the AMI Scientific Pedagogic Group, the AMI Research Group and one of the AMI representatives to the United Nations. As a psychologist she studied and worked with Dr. Carl R. Rogers a humanistic psychologist. She is a Lead Clinical Faculty at University of San Diego and an Associate Professor at Loyola University in Maryland.

Jacquelyn Moss General Administrator of the Montessori Institute of San Diego

Ms. Moss began working at MISD in November, 2008, having previously worked for more than two years at the North American Montessori Teachers' Association (NAMTA), a teachers organization located in Ohio and affiliated with the Association Montessori Internationale (AMI). With NAMTA, Ms. Moss planned national conferences and events for Montessori teachers, and also coordinated the travel and display of a touring exhibit showcasing 100 years of Montessori education around the world. She has a Bachelor's degree in Journalism from Ohio University (Athens, OH) with a concentration in Communication and Spanish.

Corina Allende Course Assistant for the Assistants to Infancy Program. Mrs. Allende holds an AMI Assistants to Infancy Diploma (0-3yr.) and an AMI Primary Diploma (3-6yr.). She has a Masters degree in Political Science from Universidad Catolica de Cordoba, Argentina and a Masters Degree in Biblical Science at Pontificio Istituto Bibblico in Rome , Italy. In addition she has a M.Ed. in Montessori Education from Loyola University, Maryland. Mrs. Allende also works at CETYS University in Baja California, Mexico, as a professor of different topics related with Social and Human Development at the undergraduate and graduate levels. She has worked at the Infant Community of the Montessori Institute of San Diego from 2006 to present. She is on the AMI Training of Trainers Programme at the Assistants to Infancy level.

Alejandra Rosas Course Assistant for the Assistants to Infancy Program. Ms. Rosas holds a Bachelor of Arts degree in Early Childhood Education from the Secretaria de Educacion Publica in Mexico. She received her AMI Montessori Diploma from the Centro Internazionale Montessori I Perugia in 1996 and her AMI Assistant to Infancy Diploma from the Montessori Institute of San Diego in 2004. She has thirteen years of Montessori classroom experience, has worked in the Infant Community of Santa Fe Montessori School and is currently in the AMI Training of Trainers program for the Assistant to Infancy level.

Mario L Salguero M.D., Ph.D. Lecturer for the Montessori Institute of San Diego

Dr. Salguero is a graduate of University of Guadalajara Medical School. After graduating he earned a Diploma on Clinical Nutrition at the National Institute of Nutrition in Mexico and a Ph.D. in Molecular Biology in Medicine at the University of Guadalajara. Dr. Salguero is a recipient of

several awards and grants for his work. He has authored multiple articles and chapters in medical and scientific journals and in textbooks. His focus has been on integrative medicine, where taking the person as a whole has been central while using nutrition, meditation and genetic polymorphisms tools for research, teaching and clinical applications; in preparation to training and applying it in Psychiatry. He has additional experience in creating a course on “Health and Healing” and teaching for the University of Wisconsin Medical School, collaborating in the creation of the Program of Integrative Medicine at the latter, and in founding a private laboratory for stem cell genetic characterization. Dr. Salguero’s overall vision is to develop state-of-the-art ways to empower psychiatric patients during their treatment and care.

INFORMATION, SCHEDULE OF COURSE AND
STATEMENT OF CONDITIONS

ASSISTANTS TO INFANCY PROGRAM
BIRTH TO 3 YEARS

FIRST SUMMER: [June 14 - July 30, 2010](#)

Montessori Theory: A study of Montessori Philosophy and Psycho-Pedagogy, following the child's natural development. We will focus on the child from prenatal birth to age three.

Obstetrics: Anatomy and physiology of the reproductive systems, conception, fetal development, birth, and the eight weeks following birth (*puerperium*).

Nutrition: Anatomy and physiology of the digestive system, breast-feeding, weaning, basic nutrition and preparation of food for young children.

Hygiene: Maternal hygiene; the characteristics of full term, premature and post mature newborns; assessment at birth, diseases during the first year, immunizations, health issues.

Environment: Will include both at home or in child care from birth to three years. Study of the appropriate and supportive environment, both at home and in a child care setting for infants and toddlers, and its adaptation to the child's progressive changing needs.

Observation: The skills of observation through practical training and direct observation of children.

A total of 250 Hours* of observation are required as follows:

- | | |
|---------------------------|------------|
| 1) Birth to 8 weeks: | 30 hours |
| 2) 8 weeks to 1 year: | 110 hours* |
| 3) 1 year to 3 years: | 110 hours* |
| a) In a home minimum | 40 hours |
| b) In a community minimum | 40 hours |

** 50 hours of guided observation are provided, each summer at the institute, as part of the course.*

Reference Albums: Preparing of personal textbooks for the different topics.

Practical Sessions: -Supervised preparation of hand-made required developmental materials.
Preparation of the internal and external pregnancy chart and the birth to twelve months psychomotor development time line.

Practice Teaching: Each student shall work with children in an Infant Community, and be visited for support and evaluation by a course staff member, at least once. This may be done by returning to the training center to work, or by being visited at one's own location. Travel and lodging expenses are the student's responsibility. (Practice teaching arrangements need to be discussed with the Director of Training).

At the end of the first Summer and internal written examination and an oral personal assessment will be given. The results must be satisfactory in order to be admitted to the second summer.

SECOND SUMMER: [June 13 – July 29, 2011](#)

Child Neuropsychiatry: The history of child Neuropsychiatry; issues applicable to the first three years of life, with an emphasis on family importance in human psychological development; review of minor pathologies.

Environment: The environment for children from 12 to 36 months in an Infant Community (an out-of-home setting), appropriate materials and activities.

Practicum Evaluation: Work in the on- site Infant Community, supported and evaluated by a course staff member.

Reference Albums: Continue with preparation of the reference albums for the new topics,

Practical Sessions: Developmental Materials for children ages 1 to 3.

Psycho-motor development Time line from 12 to 36 months.

Written Exams: Two three-hour written examination papers.

Oral Exams: An oral examination with an AM I external examiner and training staff.

AMI Diploma

All requested material and five completed albums are to be handed in for final evaluation as arranged by the Director. These albums must meet the required standards set by the Director before the student can be allowed to take the written and oral examinations.

Grading system:

A	<i>Excellent</i>	High achievement and indicates intellectual initiative beyond the objectives of the course
B	<i>Good</i>	Good work that meets the objective for the course and intellectual command expected of a graduate student
C	<i>Unsatisfactory</i>	Denotes work of inferior quality, compared to the objectives of the course. It is the lowest passing grade.
F	<i>Failure</i>	Academic dismissal
W	<i>Withdrawn</i>	Authorized departure from the course without completion. It does not enter into the grade point average calculation
I	<i>Incomplete</i>	Students may not graduate with a grade of 'I' in any course of their record
GL	<i>Grade Later</i>	Denotes the first semester is completed in a two semester course for which a full year grade is issued
NG	<i>no Grade</i>	<i>Denotes grade to be submitted later or a course for which no credit or grade is given</i>
P	<i>Pass</i>	Satisfactory work, a 'B' or better, in an ungraded mark Course

Additional suffixes of (+) and (-) may be attached to passing grades to more sharply define the academic achievement of a student. In calculating a student's quality point average (QPA) on a per credit basis: A=4.000; A- = 3,670; B+ = 3.330; B = 3.000; B- = 2.670; C = 2.000; F - 0000. The QPA is computed by multiplying the grade points for each course, times the number of credits for that course, summing these points and dividing by the total credits taken.

Under no circumstances will a student be permitted to graduate unless the QPA is 3.000 or

higher.

Final Written Examinations:

Two three-hour written exams will be scheduled at the end of the second summer. Students select 4 out of 7 questions offered on each examination. A passing grade of 50 points is required on each examination.

Final Oral Examination:

At the end of the second summer each student is required to demonstrate his/her knowledge, during an oral examination before an external examiner from the Association Montessori Internationale and the Director of Training.

Make-Up and Retake of Work or Examinations:

Students not satisfactorily completing any portion of the Course work must make special arrangements for its completion with the director. **There are extra charges for review of late work and for re-sitting the exams.**

Students failing any portion of the final written or oral examinations may retake that (those) part(s) of the examinations the following year at any certified AMI Training Center offering the appropriate level of training during their regularly scheduled examination periods. Additional practice, written work and/ or attendance at lectures may be required as a prerequisite for retaking the examination(s). The written and oral examinations may only be taken twice.

N.B. Each student will be notified by letter the results of the examination. The decision of the AMI examiners is final. Students must complete the course with the grade of "pass," both in the written examinations and the international oral examination held in August of the Second Summer, in order to graduate and be granted the AMI

international Assistants to Infancy Diploma by the Association Montessori Internationale.

The Diploma will be awarded by the Association Montessori Internationale to those students who have satisfied the AMI examiners in each of the above requisites. The diploma must bear the signatures of the Director-General and the Chairman of the Association Montessori Internationale, and be signed by the Director of the Training Program. The AMI diploma certifies that the person has successfully completed the Assistants to Infancy Montessori Training Course and is, therefore, qualified to apply the Montessori Method with children from birth to three years of age, and be employed as a Montessori Assistant to Infancy Teacher.

Graduate Program in Montessori Education:

Loyola College in Maryland / AMI Institute

Students admitted to this graduate program may take their Montessori Course work at the Montessori Institute of San Diego. Additional course work (9 credits) must be done in residence at Loyola College in Maryland. Loyola has designed a special intense summer session for Montessori Graduate Students who are completing their course of study. Graduates receive both the internationally recognized AMI Diploma from the Montessori Institute of San Diego and the Master of Education (M.Ed.) Degree from Loyola College in Maryland. Applicants seeking admission to the Degree Program in Montessori Education must have completed a BA Degree from an accredited college or university.

University of San Diego/MISD

Students admitted to this graduate program may take their Montessori Course work at the Montessori Institute of San Diego. Additional course work (12 credits) must be done during 13 ½ months at the USD Campus during the Montessori program. You may access this program through their website: www.sandiego.edu/graduate/soles.

GUIDELINES FOR ACADEMIC STANDARDS, BEHAVIOR AND ATTITUDES

The following guidelines are set forth in bringing the student's work in the course to the level required for the AMI examination and in order for them to be prepared for the task of assisting children in their development. Due to the special nature of this course and its instruction, its intensity and the importance of continuity, no credit towards completion is granted for previous experience or training.

Attendance

Attendance is required at all lectures, demonstrations, practice and observations sessions as scheduled. Attendance will be taken at all lectures, supervised practice, laboratory and independent practice classes. Attendance records are also kept on students outside observations and student teaching practice.

Any absences from the course must have the approval of the Director. In the event of extended absence due to medical reasons, each individual case will be reviewed by the Director. Students must arrange with individual instructors to make up work missed due to excused absence.

The work of the course is condensed to a tight schedule, so absences will be difficult to make up, and would therefore affect academic and practical performance.

Students failing to maintain at least 90 percent attendance will be notified by the administrator. If attendance fails to improve, the administrator, acting at her discretion, may dismiss a student for unsatisfactory attendance. Three absences will be grounds for dismissal of that student from the course.

Re-enrollment Policy for Students Terminated Due to Absence /Make-up for Work Missed

A student who has been terminated from the course may re-enroll to continue the course; for lectures missed during the time he/she did not have sufficient attendance, to receive special

tutoring by a trained staff member, or to attend selected units or lectures during the subsequent course. An additional fee will be charged. Re-enrollment is at the discretion of the course director.

Quality of Work

Work at college level is expected. Progress conferences are held during the first and second summers by the Director of the course. Any student not performing at the standards expected may be asked to withdraw from the course. Students may be asked to discontinue the training course for medical, psychological, academic or other cogent reasons. Students are expected to abide by the conditions laid down for taking the course and any arrangements made for their training during the course.

Work Schedule and Requirements in the Classroom for Observations and Assisting

Please read the regulations of the training center and refer to them frequently to be aware of your responsibilities. This will save time, as well as allow you to give the Director every possible assistance in attending to the work at hand.

Commitment of Time

Since it will be to your advantage, it is suggested you keep your outside activities and part-time work to a minimum. The greater commitment you can make to the work of the course the better your ability will be to prepare yourself for the AM examinations, and for the work that you will carry out in the future. Characteristics of behavior and qualities of personality will be taken into account and related observations will be discussed with you throughout the course.

General Attitudes

A professional and positive attitude must be maintained at all times. This is in fairness to yourself, the children and their parents with whom you will be in contact during the course. Please feel free to discuss your opinions with the director.

Ethical Conduct

The Montessori Institute affirms the dignity and worth of every person, and values the contribution each makes to the learning community. Mutual respect of individuals is expected at all times. In order that a productive work environment exist, verbal or physical conduct by any staff member and student which harasses, disrupts or interferes with another's work performance, or which creates an intimidating, offensive or hostile environment, will not be permitted. All Board members, staff and students are expected to be conscious of their personal conduct and how it reflects on the integrity of the Montessori Institute, taking care not to exhibit any conduct that may have an adverse effect on it. Discipline of staff members and students for inappropriate behavior is imposed in a fair and consistent manner.

Dismissal

At the discretion of the Director, a student may be dismissed from school due to behavior, creating a safety hazard to other persons at school, disrespectful behavior to students or faculty members.

Manner of Dress

You are required to dress in a professional manner at the University of San Diego, at the MISD Institute and at all homes, hospitals and schools during observation and practice teaching periods. Montessori work requires you bend in many different positions and therefore necessitates clothes that prevent excessive exposure of the body, such as shorts, low cut blouses and low waist cut trousers. Each student will take personal responsibility for maintaining an appropriate appearance and manner.

Drugs and Intoxicating Beverages

Drugs and intoxicating beverages are completely forbidden and will not be tolerated under any circumstances while attending the Montessori Institute. This also applies to any center activity. No exception will be made to this rule except drugs taken under medical prescription. Further, any prescribed drugs must be kept out of reach of children attending classes.

N.B. Eating or drinking will not be allowed in the prepared environment, children's classes or the lecture halls of the center. No smoking is allowed on the school premises

Examination and Results

Association Montessori Internationale standards and goals for teacher trainees are set very high, albums and materials compiled by the trainee will be critically evaluated by the AMI examiners.

Grievance Procedure

A grievance is defined as a written statement which alleges a specific violation of procedures, rules or regulations infringing on the personal and professional rights of the griever. An informal meeting may reach a resolution to solve the problem. An informal request for a meeting to resolve the problem must be filed, and a meeting must be held, before a grievance can be filed formally. If no decision is reached, or if an appeal is requested, the following procedure must be followed:

A formal hearing will require an appeal letter to the Director, giving a factual statement or evaluation of a problematic area, The letter must specifically name the person or persons to whom the grievance is directed, and the procedures or rules or regulations which as the basis for the grievance.

A response from the Director must be forthcoming by personal service or Certified Mail within 10 days. The response must name the place, date, time and individuals who may be present. The hearing must be held within 30 days. One member of the advisory board or the designee of the advisory board shall be a member of the hearing board. The Director or a designee shall be a member of the hearing board. The Director or a designee shall be present. Any witness whose testimony is to be considered must be present.

The formal hearing will be governed by procedures set by the advisory board and administered by the Director or a designee. Robert's Rules of Order will be used. Each meeting will be taped to provide a record of the hearing and the tape will be kept in the office of the Director until 30 days following the completion of the appeal process.

If the decision reached at the formal hearing is not acceptable to the grievor, the grievor shall file a written request for appeal with the Director within 10 days and request that all materials then be sent to the governing board for a final decision. A final decision will be reached within 30 days.

If, for any reason, the preceding process is not followed by the grievor, the grievance will be considered void, the case will be closed, and all information will be sent to the governing board for filing.

STUDENT INFORMATION

Non-Discrimination Policy

The Montessori Institute of San Diego does not discriminate on the basis of sex, race, color, age, or national or ethnic origin in its admission policies, educational policies, or any other Training Center-administered program.

Course Fees and Payment Schedule

Course fees of \$9,100.00 are payable as follows:

- 1) \$ 100.00 application fee to be submitted with application (non refundable)
- 2) \$ 1,100.00 enrollment fee to be paid with Enrollment Agreement upon acceptance into course
- 3) \$ 4,500.00 first summer, due on or before [June 14, 2010](#)
- 4) \$ 1,200.00 second summer, due on or before [March 14, 2011](#)
- 5) \$ 2,200.00 second summer, due on or before [June 13, 2009](#)

Total tuition: \$9,100.00

Students should also budget approximately \$650.00 for textbooks, album preparation and material-making, all of which will be retained by the student as personal property for their future work.

** In addition to the tuition fee, there is a \$50.00 AMI Membership fee required each summer. The Institute will pay for this fee the first summer.*

N.B. The Montessori Institute may retain up to \$150.00 if the Enrollment Agreement is not canceled before midnight of the fifth business day following the first class attended. Reimbursement related to later course withdrawal will be prorated.

Dropout or Leave of Absence Policy

Students who drop out or ask for a leave of absence may attend the following year to fulfill needed classes and take the examination. This applies only to the year following dropout or absence; after that the student would be required to reapply and retake the full course. (This does not apply to the present summer course, because no subsequent course is planned).

Student Records

The institution shall maintain current records for a period of not less than five years.

Job Opportunities

The Institute receives many job offerings and this information is made available to the trainees. Job placement information is also available through communication with the Montessori community, addresses of which are also made available to trainees. It should be noted that AMI Montessori certified personnel continue to be in great demand world-wide.

No specific job placement assistance is offered through the Institute.

Notice of student rights to cancel contract

You may cancel your contract for training without any penalty or obligations on the fifth business day following your first class session, as described in the Notice of Cancellation form that will be given to you at the first day of class. The institution shall provide the student with two cancellation forms at the first class attended by the student. Read the Notice of Cancellation form for an explanation of your cancellation rights and responsibilities. If you have lost your Notice of Cancellation form, ask the school for a sample copy.

After the end of the cancellation period you also have the right to stop training at any time, and you have the right to receive a refund for the part of the course not taken. Your refund rights are described in the *enrollment agreement*. If you have lost your enrollment agreement, ask the school for a copy of the refund policy.

If the training center closes before you graduate, you may be entitled to a refund. Contact the Bureau for Private Post-secondary and Vocational Education, at the address and telephone number printed below, for information.

If you have any complaints, questions, or problems which you cannot work out with the training center, write or call:

BPPE

1625 North Market Blvd., Suite S-202

Sacramento, CA 95834

P.O. Box 980818, West Sacramento, CA 95798-0818

Telephone: (916) 574-7720 Fax (916) 574-8648

www.bppe.ca.gov

Student Tuition Recovery Fund

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

1. You are a student, who is a California resident and prepays 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 fee, if either of the following applies:

1. You are not a California resident.
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."

"The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by California residents who were students attending schools approved by, or registered to offer Short-term Career Training with, the Bureau for Private Postsecondary and Vocational Education.

You may be eligible for STRF if you are a California resident, prepaid tuition, paid the STRF fee 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. The school's breach or anticipatory breach of the agreement for the course of instruction.
5. There was a decline in the quality of the course of instruction within 30 days before the school closed or, if the decline began earlier than 30 days prior to closure, the period of decline determined by the bureau.
6. The school committed fraud during the recruitment or enrollment or program participation of the student.

You may also be eligible for STRF if you were a student that was unable to collect a court judgment rendered against the school for violation of the Private Postsecondary and Vocational Education Reform Act of 1989."

SD/CDL/ 6/10

STUDENT HANDBOOK

Primary Course
2010 - 2011

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INTRODUCTION

The Montessori Institute of San Diego directs a course of study for one academic year preparing adults to work with children three to six years of age according to the Montessori principles. This course leads to the internationally recognized Primary Montessori Diploma of the Association Montessori Internationale.

The curriculum includes lectures on the Montessori philosophy, psychology (theory and practice), demonstrations of the Montessori apparatus and supervised practice sessions with these materials, as well as observation and practice teaching in AMI approved Montessori schools. Lectures include early childhood development and a comparative study of the child, family and community. The contrasts between Montessori education and current childhood practices are also discussed. AMI examinations are given by a panel selected by AMI and MISD jointly. Students reaching a satisfactory standard at these examinations will be awarded the AMI Primary Diploma.

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The school currently does not have access to sponsored programs, government or otherwise, to provide grants or pay for portions of tuition. The Montessori Institute of San Diego does not provide English as a second language instruction. Nor are we able to provide lodging or transportation.

Prospective enrollees are encouraged to visit the physical facilities of the school, and to discuss personal education and occupational plans with school personnel prior to enrolling. The prospective student is required to have a bachelor's degree. Under special circumstances, the Course Director may make exceptions to this requirement after a review of alternative credentials and a personal interview.

We are approved by the Bureau for Private Postsecondary and Vocational Education. The Bureau had determined that this institution's operational plan satisfies the minimum standards listed In Education Code, section 94915(b) formerly 94781/94311(a). The school code is 3789731.

All information in the content of this school handbook is current and correct, and is so certified as true by Silvia C. Dubovoy, Ph. D. Director of Training.

ADMISSION REQUIREMENTS

The Montessori Institute of San Diego does not discriminate on the basis of gender, race, color or ethnic origin. All qualified students are afforded the rights, privileges, programs and activities generally accorded or made available to any student at the Center. It also abides by the rules of the Student Tuition Recovery Fund established by the State of California, for California residents.

A bachelor's degree in any field of study is preferred, although the Course Director may make exceptions to this requirement under special circumstances. Applicants must demonstrate personal suitability for training, including emotional maturity, integrity of character, intellectual creativity and the aptitude for psychological insight and understanding.

The applicant must provide transcripts of college records, two recent photographs and a completed application form. An application fee must accompany a submitted application. A personal interview is sometimes required during the application process. Applications will be reviewed on a rolling basis until enrollment has reached capacity, at which time a waiting list will be established. If enrollment does not reach quorum, as defined by the Director of Training, the course will not be given.

REQUIREMENTS FOR GRADUATION

The Diploma of the Association Montessori Internationale is granted upon satisfactory completion of the course requirements as follows:

- 90 percent attendance of lectures, observation work and practical sessions with materials.
- personally prepared reference albums containing illustrated notes on demonstrations and lectures
- assigned material-making projects
- successful practice-teaching as scheduled in AMI classes
- assigned written reports
- passing grades on both written and on oral examinations conducted by examiners of the Association Montessori Internationale

Admission to the training course does not guarantee certification. All students are given progress conferences at the end of the first semester. Students not fulfilling any part of the course, or any part of the course examination, must retake that part the following year, after complying with recommendations made by the AMI Board of Examiners. The examination may only be taken twice.

Student files and records will be kept in the school office for no less than 5 years, and will be available to students on request.

COURSE OF STUDY

Montessori Primary Teacher Training Course

The Study of Child, Family and Community	
Human Relations and Self Awareness in Young Children	3 units
Early Childhood Education	
Development from Infancy through Adolescence	3 units
Language Arts / Reading Curriculum and Instruction	3 units
Mathematics and Science Curriculum and Instruction	3 units
Creative Activities (Music, Art, Movement)	3 units
Demonstration and Theory of Montessori Materials	
Foundations of the Montessori Method	
Montessori Child Psychology	
Philosophy and Education Theory	
History - Former Educators	3 units
Perceptual Motor Development-Sensorial	3 units
Teaching Strategies and Social Development	
Administration/Supervision Techniques	
Classroom Management	
Parent Education, Techniques and Family Development	3 units
Supervised Field Experience	3 units
Practicum / Practice Teaching in Approved Montessori Schools	

Observation

Supervised Practice with Montessori Material

Material Making

3 units

Total Semester Units: 30

Units*

* 30 Semester Units is equal to approximately 900 hours.

The Montessori Institute of San Diego is non-departmental in structure and curriculum and does not employ standard departmental subject divisions in the recording of credits. We supply a division of credits into traditional categories in response to specific inquiries, but it is to be understood that any such division is approximate, given the integrated nature of the curriculum.

FACILITIES

The Montessori Institute of San Diego is comprised of the following available space and facilities:

- Approx. 5200 square feet
- Administrative office
- Director's office
- Three Demonstration Classrooms (one 18 month to 3 year, two 3 to 6 year classrooms)
- Lecture Room
- Practice room for trainees containing Montessori materials
- Student lounge
- Two bathrooms
- Parking facilities at the school

This institution with the facilities it occupies and the equipment it utilizes fully complies with any and all federal, state and local ordinances and regulations, including those requirements as to fire safety, building safety and health.

The maximum enrollment for each Montessori Teacher Training Course will be 40 students.

FACULTY

Silvia C. Dubovoy, Ph.D.

General Director, Director of Primary Teacher Training and instructor of The Montessori Institute of San Diego.

Dr. Dubovoy is a primary level trainer, lecturer, consultant, and examiner for the Association Montessori Internationale worldwide. She has been involved in Montessori education since 1965, as a parent, board member and coordinator of her children's school. Dr. Dubovoy holds a Bachelor of Arts in Psychology, a Master's in Psychological Research and Intervention, and a Ph.D. in Psychology from the University of Barcelona. She also has the AMI Primary, AMI Special Education, and AMI Assistants to Infancy diplomas. Dr. Dubovoy was a Board member of AMI, headquartered in Amsterdam, from 1982 until last year. She currently serves on the Research Committee. She is also one of the AMI representatives to the United Nations. As a psychologist she studied and worked with Dr. Carl R. Rogers, a humanistic psychologist.

Jacquelyn Moss

General Administrator

Jacquelyn Moss began working at MISD in 2008, having previously worked for the North American Montessori Teacher' association (NAMTA), a teachers organization located in Ohio and affiliated with the Association Montessori Internationale (AMI). With NAMTA, Ms. Moss planned national conferences and events for Montessori teachers, in addition to coordinating the travel and display of a touring exhibit showcasing 100 years of Montessori education around the world. She has a Bachelor's degree in Journalism from Ohio University.

Cristina A. De Leon M.

Course Assistant

Ms. De Leon holds a Bachelor of Arts degree in Clinical Psychology from Centro de Enseñanza Técnica y Superior in Tijuana, Mexico, a Masters in Pedagogy from State University of Pedagogy Studies and a M.Ed. from Loyola College in Maryland. She holds both the Primary AMI Diploma and the Elementary

AMI Diploma. From 1998 to 2003 she worked as a Primary teacher at Scripps Montessori School, in San Diego CA and as a course assistant at the Montessori Institute of San Diego since 2003.

Guadalupe Borbolla

Auxiliary Trainer

Ms. Borbolla holds a Bachelor of Science degree in Political Science from Birmingham University, England and a Master's in Education from Loyola University in Maryland. She holds the Assitants to Infancy, Primary, and Elementary AMI Diplomas. She also has a post-graduate degree in Special Education from West London Institue, England. She has worked since 1985 in her own school: Colegio Montessori de Tepoztlan, A.C. in Cuernavaca, Mexico. She has the NAMTA Adolescent Orientation Certificate which has allowed her to be the project director of the Farm School in Chinconcuac, Morelos. This is her 3rd year at Montessori Institute of San Diego.

Course Information

Duration of School Year

The Montessori Primary Teacher Training Course will begin September 3, 2010 and will end with graduation held before June 15, 2011.

Office hours are from 8.00 a.m. to 4:00 p.m., Monday through Friday. Course hours are from 8:00a.m. To 2:00 p.m., Monday through Friday.

Observation and Teaching Practice Hours:

- First semester, 3 weeks of assigned classroom observation will be: 8:30 a.m. to 3:00 p.m., Monday through Friday.
- Second semester, 6 weeks of assigned classroom Teaching Practice will be: 8:30 a.m. to 3:00 p.m., Monday through Friday.

Lectures, Demonstrations and Supervised Practice

Lectures will be given in the Montessori Method, including Philosophy and Psychology, and its practical application by AMI Trainers. The lectures will include demonstration of all exercises. Periodic sessions to be held with guest lecturers will be announced. Opportunities will also be provided for discussion of presented material.

An introduction and detailed demonstrations of Montessori activities will be presented in each of the following four areas of work:

a) Practical Life b) Sensorial c) Language d) Mathematics

*Art, Music and Movement are included in these areas.

Students are required to observe and record all demonstrated exercises according to the prescribed form, including related materials illustrations as assigned. Students are expected to turn in their typed notes on the lectures and demonstration, as well as written notes on the recommended readings for review on specific dates given by the lecturer.

Supervised and Independent Practice

Practice is the time for each student to become familiar with each exercise before attempting to write that exercise as demonstrated. Each student is required to attend a minimum of 140 hours supervised practice scheduled by the Director of Training. Each student is responsible for personally meeting the balance of the weekly minimum expected hours. Students are expected to independently explore each demonstrated exercise soon after its presentation, recording

questions and difficulties they would like addressed during supervised practice.

Required Individual Work (Homework)

Students should expect to dedicate a considerable number of hours on their course work outside of Institute-scheduled classes and activities. A minimum of 15 hours of work each week are usually needed for preparing albums, illustrating exercises, making language and cultural materials, reading and studying. This time expectation is in addition to the required independent practice at the Institute.

All written and art work is considered to be individual work to be done outside of class hours. Typed, or neatly handwritten, illustrated records of each demonstrated activity are to be handed in for correction on specific due dates.

Observations

90 hours of assigned observation will be scheduled at AMI Montessori schools. Students will select 3 additional preschools that are not used for assigned observations, but instead for observation at large. Students will be required to travel to selected schools. It will be necessary to observe a baby for 10 hours during the school year during three different periods of time. Students may contact a family with a newborn baby and schedule their observation time. Written observation notes are to be handed in after each observation period. Discussions on observations will be periodically arranged. Any questions arising during observations must wait for discussion until after the observation period.

Homework

Each student will complete an album of written and illustrated exercises for each of the four areas as noted above. These exercises must be written out as each student's original work, according to the prescribed format, and must include individual sketches of the materials used in each exercise. A second illustration, where required, is to be included showing the material in use. For this the student may use photographs or drawings. See calendar for the due dates of the albums.

In addition, students are required to prepare:

1. A theory album, consisting of lectures given and book summaries
2. Series of Vocabulary and Language cards and materials as researched, according to the directions given.
3. Selected materials for each area, which will be the student's property.
4. Four essays on theory lectures.

N.B. Any or all work that does not meet Director-defined standards, and any failure to turn in albums as required, will result in the denial of the Oral Examination to such trainee.

Four completed materials albums, the theory album and the additional material are to be handed in for final evaluation as arranged by the Director. These albums and materials must meet the required standards set by the Director before the student can be allowed to take the oral examinations.

Student Teacher Practice

Beginning in January, each student will be given the opportunity to assist in selected AMI classrooms. The student will work full-time at the assigned sites, so as to fulfill the required minimum 100 hours of student teaching. Students will coordinate their schedule and practice with the assigned supervising AMI directress.

Students' Work Due Dates and Deadlines

Students must complete each unit of study in a satisfactory manner before proceeding to the next unit of study. Students are expected to turn in papers, albums, observations journals and hand-made materials on the specific due dates given by the course staff. Late work can only be accepted for review if a student has made special prior arrangements with the director or lecturer. Any work which does not meet acceptable standards will have to be upgraded and resubmitted by the student.

Grading system:

A	<i>Excellent</i>	High achievement and indicates intellectual initiative beyond the objectives of the course
B	<i>Good</i>	Good work that meets the objective for the course and intellectual command expected of a graduate student
C	<i>Unsatisfactory</i>	Denotes work of inferior quality, compared to the objectives of the course. It is the lowest passing grade.
F	<i>Failure</i>	Academic dismissal
W	<i>Withdrawn</i>	Authorized departure from the course without completion. It does not enter into the grade point average calculation
I	<i>Incomplete</i>	Students may not graduate with a grade of 'I' in any course of their record
GL	<i>Grade Later</i>	Denotes the first semester is completed in a two semester course for which a full year grade is issued
NG	<i>No Grade</i>	Denotes grade to be submitted later, or a course for which no credit or grade is given
P	<i>Pass</i>	Satisfactory work, a 'B' or better, in an un-graded course

Additional suffixes of (+) and (-) may be attached to passing grades to more sharply define the academic achievement of a student. In calculating a student's quality point average (QPA) on a per credit basis: A=4.000; A- = 3,670; B+ = 3.330; B = 3.000; B- = 2.670; C = 2.000; F = 0000. The QPA is computed by multiplying the grade points for each course, times the number of credits for that course, summing these points and dividing by the total credits taken.

Under no circumstances will a student be permitted to graduate unless the QPA is 3.000 or higher.

Final Written Examinations:

Three-hour written exams to be scheduled on each of two subsequent days, generally in March or April and focused as follows:

Day 1: Exam A covering Montessori Philosophy and Psychology

Day 2: Exam B covering Theory and Methods of Application

Examinations are administered by the Training Staff of The Montessori Institute during the two day period. Students select 4 out of 7 questions offered on each examination. A passing grade of 50 points is required on each written examination.

Final Oral Examination:

Each student is required to demonstrate his/her knowledge of Practical Life, Sensorial, Language and Mathematics,

during a two hour oral examination before an examining committee from the Association Montessori Internationale and the Montessori Institute of San Diego. These tests will be held on dates determined by the Executive Board of AMI in Amsterdam, The Netherlands, usually in late May or early June. A passing grade of 12 ½ points out of 25 points in each of four areas is required to pass the oral examination.

Make-Up and Retake of Work or Examinations:

Students not satisfactorily completing any portion of the Course work must make special arrangements for its completion with their advisor. There is a fee for review of late work and for re-sitting the exams.

Students failing any portion of the final written or examinations may retake that (those) part(s) of the examinations the following year at any certified AMI Training Center offering the appropriate level of training during their regularly scheduled examination periods. Additional practice with the apparatus, written work and/or attendance at lectures may be required as a prerequisite for retaking the examination(s). Final examinations may only be taken twice.

N.B. Each student will be notified by letter the results of the examination. The decision of the AMI examiners is final. Students must complete the course with the grade of "pass," both in the spring written examinations and the international oral examination held in May or June, in order to graduate and be granted the AMI international primary diploma by the Association Montessori Internationale.

The Diploma

The Diploma will be awarded by the Association Montessori Internationale to those students who have satisfied the AMI examiners in each of the above requisites. The diploma must bear the signatures of the General Secretary and the President of the Association Montessori Internationale, and be signed by the Director of the Training Program and the AMI External Examiner. The AMI diploma certifies that the person has successfully completed the Primary Montessori Training Course and is, therefore, qualified to apply the Montessori method with children between the ages 3 to 6, and be employed as a Montessori primary classroom teacher.

Graduate Program in Montessori Education:

Loyola College in Maryland / AMI Institute

Students admitted to this graduate program may take their Montessori Course work at the Montessori Institute of San Diego. Additional course work (9 credits) must be done in residence at Loyola College in Maryland. Loyola has designed a special intense summer session for Montessori Graduate Students who are completing their course of study. Graduates receive both the internationally recognized AMI Diploma from the Montessori Institute of San Diego and the Master of Education (M.Ed.) Degree from Loyola College in Maryland. Applicants seeking admission to the Degree

Program in Montessori Education must have completed a BA Degree from an accredited college or university.

University of San Diego

In partnership with the university of San Diego, students at the Montessori Institute of San Diego can earn a Master's of Education in Curriculum and Teaching degree with specialization in Montessori Education from USD's School of Leadership and Education Sciences (SOLES). To earn this Master's degree, you must be admitted to USD and must also complete Primary and Assistants to Infancy training at MISD. As with the Loyola program, the majority of the units required to earn the degree are earned through successful completion of the Montessori training courses (both Primary and Assistants to Infancy) at MISD, while some coursework is completed through the University. These classes will occur once a week, in the evenings, at the University of San Diego. For further information please refer to the webpage below:

<http://www.sandiego.edu/soles/programs/learning> and [teaching/graduate_programs_montessori.php](http://www.sandiego.edu/soles/programs/teaching/graduate_programs_montessori.php)

GUIDELINES FOR ACADEMIC STANDARDS

The following guidelines are set forth in order to prepare for the task of directing children and bringing the student's work in the course to the level required for the AMI examination. Due to the unique nature of this course and its instruction, its intensity and the importance of continuity, no credit towards completion is granted for previous experience or training.

Attendance

Attendance is required at all lectures, demonstrations, practice and observations sessions as scheduled. Attendance will be taken at all lectures, supervised practice, laboratory and independent practice classes. Attendance records are also kept on student's outside observations and student teaching.

Any absences from the course must have the approval of the Director. In the event of extended absence due to medical reasons, each individual case will be reviewed by the Director. Students must arrange with individual instructors to make up work missed due to excused absence.

The work of the course is already condensed to a tight schedule, and absences will be difficult to make up, and would therefore affect your academic and practical performance.

Students failing to maintain at least 90 percent attendance will be notified by the Course Assistant. If attendance fails to improve, the director, acting at her discretion, may dismiss a student for unsatisfactory attendance.

Re-enrollment Policy for Students Terminated Due to Absence/ Make-up for Work Missed

A student who has been terminated from the course may re-enroll to continue the course, for lectures missed during the time he/she did not have sufficient attendance, to receive special tutoring by a trained staff member, or to attend selected units or lectures during the subsequent course. An additional fee will be charged. Re-enrollment is at the discretion of the course director.

Quality of Work

Work at college level is expected. All papers must be written in clear English, with correct spelling and grammar. Papers must be organized with headings and subheadings. Periodic evaluations in the Theory and Practical work of the students will be made by the Course Staff throughout the year. Any student not performing at the standards expected will be expected to correct/complete their work within a determined length of time. A student who is unable to bring work up to the expected standards may be asked to withdraw from the course.

Commitment of Time

Since it will be to your advantage, it is suggested you keep your outside activities and part-time work to a minimum. The greater commitment you can make to the work of the course the better your ability will be to prepare yourself for the AMI examinations, and for the work that you will carry out in the future. Characteristics of behavior and qualities of personality will be taken into account and related observations will be discussed with you throughout the year.

Examination and Results

Association Montessori Internationale standards and goals for teacher trainees are set very high, and albums compiled by the trainee will be critically evaluated by the AMI examiners. A student failing in any one section of the oral or theory test must repeat that part of the examination in the following year.

BEHAVIOR AND ATTITUDES

General Attitudes

A professional and positive attitude must be maintained at all times. This is in fairness to yourself, the children, your colleagues and the course staff with whom you will be in contact during the school year. Students must maintain a professional demeanor at all times when they are guests at a school for Observation and Teaching Practice.

Ethical Conduct

The Montessori Institute affirms the dignity and worth of every person, and values the contribution each makes to the learning community. In order that a productive work environment exist, verbal or physical conduct by any staff member and/or student which harasses, disrupts or interferes with another's work performance, or which creates an intimidating, offensive or hostile environment, will not be permitted. Mutual respect of individuals is expected at all times. All Board members, staff and students are expected to be conscious of their personal conduct and how it reflects on the integrity

of the Montessori Institute, taking care not to exhibit any conduct that may have an adverse effect on it. Discipline of these policies is fair and consistent.

Punctuality

Punctuality is a virtue of primary importance for all teaching professionals. Students are expected to be in their places at the beginning of each lecture/presentation. It is therefore recommended that students plan to arrive at least 10 minutes before the official class time. Latecomers are a disruption to the class and to the lecturer. To avoid being a distraction to the class, latecomers are asked to sit near the door until the next break. Students are marked for tardiness and 3 late arrivals are counted as 1 absence. A student, who must leave early for an essential appointment, must ask permission of the lecturer or staff person in charge.

Dismissal

At the discretion of the Director, a student may be dismissed from school for behavior, which creates a safety hazard to other persons at school, disobedient or disrespectful behavior to a student or faculty member, or any other stated or determined infraction of conduct.

Manner of Dress

You are required to dress in a professional manner, both at the Institute and at all visited schools during observation and practice teaching periods. Each student will take personal responsibility for maintaining an appropriate appearance and manner.

Drugs and Intoxicating Beverages

Drugs and intoxicating beverages are completely forbidden and will not be tolerated under any circumstances while attending the Montessori Institute. This also applies to any center activity. No exception will be made to this rule except drugs taken under medical prescription. Further, any prescribed drugs must be kept out of reach of children attending classes. No smoking is allowed on the school premises.

* N.B. Eating or drinking will not be allowed in children's classes or the lecture halls of the center. No smoking is allowed on the school premises

Grievance Procedure

A grievance is defined as a written statement which alleges a specific violation of procedures, rules or regulations infringing on the personal and professional rights of the grievant. An informal meeting may reach a resolution to solve the problem. An informal request for a meeting to resolve the problem must be filed, and a meeting must be held, before a grievance can be filed formally. If no decision is reached, or if an appeal is requested, the following procedure

must be followed:

A formal hearing will require an appeal letter to the Director, giving a factual statement or evaluation of a problematic area. The letter must specifically name the person or persons to whom the grievance is directed, and the procedures or rules or regulations which as the basis for the grievance.

A response from the Director must be forthcoming by personal service or Certified Mail within 10 days. The response must name the place, date, time and individuals who may be present. The hearing must be held within 30 days. One member of the advisory board or the designee of the advisory board shall be a member of the hearing board. The Director or a designee shall be a member of the hearing board. The Director or a designee shall be present. Any witness whose testimony is to be considered must be present.

The formal hearing will be governed by procedures set by the advisory board and administered by the Director or a designee. Robert's Rules of Order will be used. Each meeting will be taped to provide a record of the hearing and the tape will be kept in the office of the Director until 30 days following the completion of the appeal process.

If the decision reached at the formal hearing is not acceptable to the grievant, the grievant shall file a written request for appeal with the Director within 10 days and request that all materials then be sent to the governing board for a final decision. A final decision will be reached within 30 days.

If, for any reason, the preceding process is not followed by the grievant, the grievance will be considered void, the case will be closed, and all information will be sent to the governing board for filing.

The Director and staff of the Montessori Institute of San Diego will give every possible assistance to all students in the Course.

STUDENT INFORMATION

Non-Discrimination Policy

The Montessori Institute of San Diego does not discriminate on the basis of sex, race, color, age, or national or ethnic origin in its admission policies, educational policies, or any other Training Center-administered program.

Course Fees and Payment Schedule

Course fees of \$ 9,600.00* are payable as follows:

- 1) \$ 100.00 application fee to be submitted with application
 - 2) \$1,100.00 deposit, due upon acceptance as part of the tuition
 - 3) \$ 8,400.00 remaining tuition balance
- Total* \$9,600.00 Paid through either *Plan A* or *Plan B* as described below:

Plan A: Two Semester payments

\$4,200.00 Paid in September, no later than the first day of class (first semester)

\$4,200.00 Paid in January, no later than the first day of class (second semester)

Plan B: A monthly payment schedule can be arranged for any student who requires it.

\$1,050.00 Paid on the first day of class each month for the first four months

\$ 840. 00 Paid the first day of class each month for the remaining five months.

An administrative fee of \$125.00 will apply to this payment plan, and it is due together with the first payment.

\$1,050.00 + \$125.00

administrative fee = \$1,175.00 due and payable on or before
September 3, 2010.

A \$50.00 AMI membership fee is included in the tuition.

STRF fees in the amount of \$20.00 (\$2.50 per \$1000 tuition paid) will be paid on behalf of eligible CA residents.

*Students should also budget approximately \$650.00 for fingerprinting, CPR, textbooks, album preparation, and material-making, all of which will be retained by the student as personal property for their future work.

N.B. The Montessori Institute may retain up to \$150.00 if the Enrollment Agreement is not canceled before midnight of the fifth business day following the first class attended. Reimbursement related to later course withdrawal will be pro-rated.

Dropout or Leave of Absence Policy

Students who drop out or ask for a leave of absence may return the following year to fulfill needed classes and take the examination. This applies only to the year following dropout or absence; after that the student would be required to reapply and retake the full course.

Student Records

The institution shall maintain current records for a period of *not less than* five years.

Job Opportunities

The Institute receives many job offerings and this information is made available to the trainees. These opportunities are posted at the Institute. Job placement information is also available through communication with the International Montessori community, addresses of which are also made available to the trainees. It should be noted that AMI Montessori certified personnel continue to be in great demand world wide. The demand always surpasses the availability of teachers.

No specific job placement assistance is offered through the Institute.

Notice of student rights to cancel contract

You may cancel your contract for school without any penalty or obligations on the fifth business day following your first class session, as described in the Notice of Cancellation form that will be given to you at the first day of class. The institution shall provide the student with two cancellation forms at the first class attended by the student. Read the Notice of Cancellation form for an explanation of your cancellation rights and responsibilities. If you have lost your Notice of Cancellation form, ask the school for a sample copy.

After the end of the cancellation period you also have the right to stop school at any time, and you have the right to receive a refund for the part of the course not taken. Your refund rights are described in the enrollment agreement. If you have lost your enrollment agreement, ask the school for a description of the refund policy.

If the training center closes before you graduate, you may be entitled to a refund. Contact the Bureau for Private Post-secondary and Vocational Education, at the address and telephone number printed below, for information.

If you have any complaints, questions, or problems which you cannot work out with the school, write or call:

Bureau for Private Postsecondary and Vocational Education
1625 North Market Blvd., Ste. S-202
Sacramento, CA 95834
P.O. Box 980818, West Sacramento, CA 95798-0818
Telephone: (916) 574-7720 Fax (916) 574-8648

Student Tuition Recovery Fund

MISD will pay on your behalf the state-imposed fee for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student, who is a California resident and prepays 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 fee, if either of the following applies:

1. You are not a California resident.
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.

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by California residents who were students attending schools approved by, or registered to offer Short-term Career Training with, the Bureau for Private Postsecondary and Vocational Education.

You may be eligible for STRF if you are a California resident, prepaid tuition, paid the STRF fee 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. The school's breach or anticipatory breach of the agreement for the course of instruction.
5. There was a decline in the quality of the course of instruction within 30 days before the school closed or, if the decline began earlier than 30 days prior to closure, the period of decline determined by the bureau.
6. The school committed fraud during the recruitment or enrollment or program participation of the student.

You may also be eligible for STRF if you were a student that was unable to collect a court judgment rendered against the school for violation of the Private Postsecondary and Vocational Education Reform Act of 1989.