

STUDENT HANDBOOK/CATALOG
MONTESSORI EARLY CHILDHOOD
TEACHER CREDENTIAL COURSE

Administrative Office:

16492 Foothill Boulevard
San Leandro, California 94578

Academic Coursework:

16492 Foothill Boulevard
San Leandro, California 94578

and

790 East Duane Avenue, Building V
Sunnyvale, CA 94086

and

3080 La Selva Street
San Mateo, CA 94403

(510) 278-1115 (510) 278-1577 FAX

Affiliated with the American Montessori Society

Accredited by the Montessori Accreditation Council for Teacher Education

*Approved by the State of California
Bureau for Private Postsecondary and Education*

Montessori Teacher Education Center

San Francisco Bay Area

believes that Montessori pedagogy

is a way of life, a way of living.

Adult Learners participating in this course

will be forever changed,

forever seeing life and its processes in a totally new way.

Every person has within

a desire and inner urging for full expression.

Within this urging for excellence is

the need that the larger society

has for responsible actions.

Each person's urgings in a society are aided by others,

and redefined by others,

and circumscribed by others.

This process makes for the

harmonious working together of peoples.

CODE OF ETHICS

Principle I – Commitment to the Adult Learner

In fulfillment of the obligation to the Adult Educator:

1. shall encourage independent action in the pursuit of learning;
2. shall protect the opportunity to provide for participation in teacher training programs without regard to race, sex, color, creed or national origin;
3. shall protect the health and safety of adult learners;
4. shall honor professional commitments, maintain obligations and contracts while never soliciting nor involving adult learners in schemes for commercial gain;
5. shall keep in confidence information that has been secured in the course of professional service, unless disclosure serves professional purposes or is required by law.

Principle II – Commitment to the Public

The MTEC-SFBA shares in the responsibility for the development of policy relating to the extension of educational opportunity for all and for interpreting educational programs and policies to the public.

In fulfilling these goals, the MTEC-SFBA:

1. shall support the American Montessori Society and not misrepresent its policies in public discussion. Whenever speaking or writing about policies, the educator should take the precaution to distinguish MTEC-SFBA views from the official position of the AMS;
2. shall not interfere with nor exploit the rights and responsibilities of colleagues within the teaching profession.

Principle III – Commitment to the Profession

The MTEC-SFBA makes efforts to raise professional standards and conditions to attract persons worthy of trust to careers in Montessori education.

In fulfilling these goals, the MTEC-SFBA:

1. shall extend just and equitable treatment to all members of the Montessori education profession;
2. shall represent his or her own professional qualification with clarity and true intent;
3. shall apply for, accept, offer, recommend, and assign professional positions and responsibilities on the basis of professional preparation and legal qualifications;
4. shall use honest and effective methods of administering duties, use of time, and conducting business.

As American Montessori Society affiliate program, we pledge to conduct ourselves professionally and personally, in ways that will reflect our respect for each other and for the adult learners we serve. We will do whatever is within our talents and capacity to protect the right of each adult learner to have the freedom and opportunity to develop his/her full potential.

Adopted by the MTEC-SFBA from the American Montessori Society Code of Ethics October 1969, June 1975, October 2008 and 2010, accepted by MTEC-SFBA 2011.

The child should love everything that he learns,

for his mental

and emotional growth are linked.

Whatever is presented to him

must be made beautiful and clear,

striking his imagination.

Once this love has been kindled,

all problems

confronting the educationalist

will disappear.

– Maria Montessori

TABLE OF CONTENTS

Introduction: Mission, Purpose and Objective..... 1

Student Tuition Recovery Fund 2

Montessori EC Teacher Credential Course 3

Truth in Advertising 4

Accreditation - MACTE 4

Affiliation - AMS 4

Approved - BPPE..... 5

Corporate Structure..... 5

Officials 5

MTEC/SFBA Main Campus Hours 5

Levels of Courses 5

Cancellation of Enrollment 6

Confidentiality 6

Credit /Units– California State University, East Bay 6

Credit/Units - MTEC/SFBA..... 6

Credit/Units - MTEC/SFBA..... 7

Master’s Degree Available 8

Credential 8

Certificate of Completion 8

English as a Second Language..... 9

Description of Early Childhood Teacher Credential Course 9

Description of Classes, Clock Hours and Credits 9

Objectives 11

Competencies 12

Facilities and Location 13

Faculty and their Qualifications 14

Housing/Fees.....	16
Non-Discrimination Policy	16
Schedule of Tuition, Fees and Other Charges	16
Payment Schedule	17
Instructional Material.....	17
Extended Enrollment/Inactive Enrollment.....	17
Refund Policy and Schedule	17
Financial Scholarship	18
Admission/Credential Requirements	18
Admission Procedure.....	20
Degree Requirements for Teachers	20
Professional Development Guidelines	20
Admission – Ability to Benefit	20
Leave of Absence/Change of Status	20
Record Retention	21
Occupation/Career Information	21
Attendance Policy: Absences and Tardy Arrivals	21
Make-Up Classes	21
Grading and Adult Learner Assessment Policy	22
Academic Advisement	22
Adult Learner Services	22
Library and Research Sources.....	22
Adult Learner Assessment of Instructor and Program.....	23
Student Body Representative.....	23
Adult Learner Conduct/Code of Conduct.....	23
Adult Learner Rights and Responsibilities.....	23
Children Not Permitted in Class.....	25
Rules of Operation and Conduct - Dismissal	25
Procedure.....	25

Complaints	25
Arbitration Committee and Procedures.....	26
Purpose	26
Composition.....	26
Areas of Grievances/ Complaint	26
Grievance Procedure	26
Complaint Procedure	27
Stand-by Member	27
Stipulation.....	27
Practicum	27
Practicum Site Requirements	27
Practicum Field Consultant.....	28
Supervising Teacher	29
Practicum with Head Teacher	29
Course Completion/Performance Standards.....	29
Grading	30
Transfer Credit.....	30
Transferability of Units and Degrees.....	31
Certificate of Completion	31
Readings and Text	31
Personal Materials	31
State Requirements for Employment	32
Summer Instructional Calendar	32
Year Round Instructional Calendar	32
Staff Directory	33
Field Consultant Directory	34
Appendix A- Final Grade Sheet	35
A-1 Child Growth and Development/ Psychology	36
A-2 Observations in Child Development.....	37
A-3 Practical Life, Sensorial, Mathematics, Language Arts	38
A-4 Art, Music, Movement.....	39
A-5 Physical and Life Science, Social Studies.....	40
A-6 Classroom Leadership	41

A-7 Child, Family, & Community 42
A-8 Yearlong 43
Appendix B Enrollment Agreement 44
Appendix C– School Performance Fact Sheet 48
Appendix D – Transfer Credit 50
Appendix E – Change of Status 51
Appendix F – Complaint/Concern Notification 52
Appendix G – Graduate Placement Form 53
Appendix H - Notice of Refund 54
Appendix I- Assignment Due Dates 55
Appendix J - Handbook Acknowledgement 56

STUDENT HANDBOOK/CATALOG
MONTESSORI INFANT AND TODDLER
TEACHER COURSE

Administrative Office:

**16492 Foothill Boulevard
San Leandro, California 94578-2107**

Academic Coursework:

**790 East Duane Avenue
Sunnyvale, CA 94085**

(510) 278-1115

(510) 278-1577 FAX

www.MontessoriTrainingUSA.org

CODE OF ETHICS*
OF THE
MONTESSORI TEACHER EDUCATION CENTER SAN FRANCISCO BAY AREA

As part of the Montessori Teacher Education Center San Francisco Bay Area, we pledge to conduct ourselves professionally and personally in ways that will reflect our respect for each other. We will do whatever is within our talents and capacity to protect the rights of each person to have the freedom and opportunity to develop his/her full potential.

Principle I – Commitment to the Student

In fulfillment of the obligation to the student, the Montessori Teacher Education Center San Francisco Bay Area educator:

1. Will encourage independent action in the pursuit of learning.
2. Will protect the opportunity to provide for participation in educational programs without regard to race, gender, color, creed, disability or national origin.
3. Will protect the health and safety of students.
4. Will honor professional commitments, maintain obligations and contracts while never soliciting nor involving students in schemes for commercial gain.
5. Will keep in confidence information that has been secured in the course of professional service, unless disclosure serves professional purposes or is required by law.

Principle II – Commitment to the Public

The Montessori Teacher Education Center San Francisco Bay Area educator shares in the responsibility for the development of policy relating to the extension of educational opportunity for all and for interpreting educational programs and policies to the public.

In fulfilling these goals, the educator:

1. Will support the professional society and not misrepresent its policies in public discussion. Whenever speaking or writing about policies, the educator should take the precaution to distinguish private views from the official position of the Center.
2. Will not interfere with nor exploit the rights and responsibilities of colleagues within the teaching profession.

Principle III – Commitment to the Profession

The Montessori Teacher Education Center San Francisco Bay Area educator makes efforts to raise professional standards and conditions to attract persons worthy of trust to careers in Montessori education.

In fulfilling these goals the educator:

1. Will extend just and equitable treatment to all members of the Montessori education profession.
2. Will represent his/her own professional qualifications with clarity and true intent.
3. Will apply for, accept, offer, recommend, and assign professional positions and responsibilities on the basis of professional preparation and legal qualifications.
4. Will use honest and effective methods of administering duties, use of time and conducting business.

***Adopted from the American Montessori Society Code of Ethics, adopted 1981, no revisions.**

TABLE OF CONTENTS

Introduction: Mission, Purpose and Objective	1
Student Tuition Recovery Fund	2
Montessori Infant and Toddler Teacher Credential Course	4
Accreditation - MACTE	5
Affiliation - AMS	5
Approved - BPPE	5
Truth in Advertising	5
Corporate Structure	5
Officials.....	5
MTEC/SFBA Administrative Office Hours.....	6
Levels of Courses.	6
Basic Time for Completion.....	6
Cancellation of Enrollment.....	6
Confidentiality.....	6
Credit /Units– California State University, East Bay	7
Credit/Units - MTEC/SFBA	8
Certificate of Completion.....	8
English as a Second Language	8
Description of the Infant and Toddler Teacher Credential Course	9
Description of Classes, Clock Hours and Credits	9
Objectives	10
Competencies	12
Facilities and Location.....	12
Faculty and their Qualifications	13
Housing	14
Non-Discrimination Policy	14
Schedule of Tuition, Fees and Other Charges.....	14

Payment Schedule	14
Cost for Books and Other Costs	15
Housing Fees	15
Extended Enrollment/ Inactive Enrollment	15
Instructional Materials Fees.....	15
Instructional Materials	16
Financial Aid	16
Refund Policy and Schedule	16
Admissions Requirements	16
Admission Procedure	17
Degree Requirement for Teachers	18
Professional Development Guidelines.....	18
Admission: Ability to Benefit.....	19
Leave of Absence/ Change of Status	19
Record Retention	19
Occupation/ Career Information	19
Placement Services.....	20
Attendance Policy: Absences and Tardy Arrivals	20
Make-Up Classes	20
Grading and Student Assessment Policy	20
Academic Advisement	21
Student Services	21
Library	21
Student Assessment of Instructor and Program	21
Student Body Representatives	21
Student Conduct/ Code of Conduct.....	22
Student Rights and Responsibilities.....	22
Children Not Permitted in Class	23
Dismissal- Rules of Operation and Conduct	23

Dismissal Procedure	23
Grievance/Complaints	24
Grievance/Complaint Committee and Procedures.....	24
Purpose	24
Composition	24
Areas of Grievances/Complaint.....	24
Grievance/Complaint Procedure.....	25
Stand-by Member.....	25
Stipulation	25
Practicum.....	25
Practicum Site Requirements	26
Practicum Field Supervision	27
Supervising Teacher	27
Practicum Models and Time Periods	27
Course Completion/Performance Standards/Due Dates	28
Grading/Student Assessment.....	29
Transfer Credit	30
Transferability of Units and Degrees	31
Certificate of Completion.....	31
Readings and Text.....	31
Personal Materials.....	31
State Requirements for Employment	32
Summer Instructional Calendar	32
Year Round Instructional Calendar	32
Practicum Calendar	32
Staff Directory.....	32
Field Supervisor Directory	33
Appendix A- Final Grade Sheet	
A-1 Child Growth and Development/Psychology.....	34
A-2a Philosophy, Pedagogy, Environment I.....	35
A-2b Philosophy, Pedagogy, Environment II.....	36
A-2c Philosophy, Pedagogy, Environment II	37

A-2d Philosophy, Pedagogy, Environment II.....	38
A-3 Program Leadership & Administration	39
A-4 Child, Family & Community	40
A-5 Observation	41
A-6 Personal Growth.....	42
A-7 Practicum Assignments.....	43
Appendix B	
B-1 Field Supervisor Report	44
B-2 Observation – Infant Center	48
B-3 Observation - Toddler Center.....	50
Appendix C – School Performance Fact Sheet.....	53
Appendix D - Enrollment Agreement	55
Appendix E – Transfer Credit.....	60
Appendix F – Change of Status	61
Appendix G Buyer’s Right to Cancel.....	62
Appendix H - Notice of Refund.....	63
Appendix I – Grievance/Complaint/Concern Notification	64
Appendix J–Graduate Placement Form.....	65
Appendix K- Infant Toddler File Check List	66
Appendix L- State of California Teacher Requirements	67
Appendix M – Administrator Assessment.....	69
Appendix N – Graduate Self-Assessment.....	71
Appendix O - Handbook Acknowledgement.....	73

**Montessori Infant and Toddler
Teacher Credential Course
Summer – 2011**

Wednesday through Friday, 8:00 AM – 5:00 PM
June 8, 9 & 10 Early Childhood Overview
for Student without the
Early Childhood Credential **Kathy McIntosh**

Monday through Friday 8:00 AM - 5:00 PM
Week of:

June 27 **Child Development** **Ann Gavey**

July 4 **Montessori Philosophy,** **Irena Shklovsky**
Pedagogue, and
Environmental Design
for the 18 month to Three Year Old

July 11 **Montessori Philosophy,** **Mercedes Castle**
Pedagogue, and
Environmental Design
for the Infant – 18 month

July 18 - 19 **Observation** **Kathy McIntosh**
(Monday & Tuesday)

July 20 - 21 **Personal Growth** **Pamela Rigg**
(Wednesday & Thursday)

July 22 **Child Development** **Ann Gavey**
(Friday)

Schedule released: January 2011
 Call the MTEC/SFBA to verify this schedule.
 The schedule is open to change.

Montessori Infant and Toddler Teacher Credential Course

2011 – 2013 Year Round Schedule

Beginning Date: September 11, 2011

Ending Date: June 30, 2013

Early Childhood Overview:

August 6 - 7 and August 13 – 14, 2011 Sunnyvale Campus
or August 20 - 21 and August 27 – 28, 2011 San Leandro Campus

Schedule for Academic Phase: 2011 - 2012

Montessori Philosophy and Pedagogy,
Environmental Design – Toddler – Two Year Old
Single Course Tuition Fee - \$325.00

Saturdays from 8:00 AM - 5:00 PM
September 10 & 24, 2011
October 8 & 22, 2011
November 5, 2011

Observation
Single Course Tuition - \$130.00

Saturday from 8:00 AM - 5:00 PM
November 19 & December 3, 2011

Child Development
Single Course Tuition Fee - \$390.00

Saturdays and Sundays from 8:00 AM - 5:00 PM
January 7 & 8, 14 & 15 and 28 & 29, 2012

Montessori Philosophy and Pedagogy,
Environmental Design: Infant
Single Course Tuition Fee - \$325.00

Saturdays and Sundays from 8:00 AM - 5:00 PM
March 10 & 11, 2012
April 14 & 15, 2012
May 12, 2012

Personal Growth
Single Course Tuition Fee - \$130.00

Saturdays and Sundays from 8:00 AM - 5:00 PM
June 9 & 23, 2012

Schedule for Practicum Phase for 2012 – 2013:

See Practicum Seminar Schedule: September 2012 through June 2013

\$350. Practicum I - September – December;

\$350. Practicum II- January - May

Classes held at 790 East Duane, Sunnyvale, CA 94085

INFANT AND TODDLER

PRACTICUM SEMINAR 2011 – 2012

September 10	Program Leadership & Administration 8:00 AM – 5:00 PM Practicum Handbook and Practicum Planning Journal Kathy McIntosh
October 1	Child, Family and Community 8:00 AM – 5:00 PM Practicum Handbook and Practicum Planning Journal <i>The Child in the Family and in the Community</i> required Ann Gavey
November 12	Child, Family and Community 8:00 AM – 5:00 PM Practicum Handbook and Practicum Planning Journal <i>The Child in the Family and in the Community</i> required Ann Gavey
February 11	Montessori Philosophy and Pedagogy, and Environmental Design: Peace Education 8:00 AM – 5:00 PM Practicum Handbook and Practicum Planning Journal Sonnie McFarland
April 14	Montessori Philosophy and Pedagogue: Music & Movement, and Literature Practicum Handbook and Practicum Planning Journal Observation Reports Thomas Lubrano & Irena Schklovsky
May 5	Program Leadership & Administration, and Observation 8:00 AM – 5:00 PM Practicum Handbook and Practicum Planning Journal Elizabeht Thur
June 29	2:00 – 4:00 PM Personal Growth and Development 4:00 - 5:00 PM Graduation

All Classes held at: 790 East Duane Avenue, Sunnyvale, CA 94086,

INTRODUCTION MISSION, PURPOSE AND OBJECTIVE

The Montessori Teacher Education Center San Francisco Bay Area is a Montessori Teacher Credential Center for courses in Infant and Toddler, Early Childhood, Elementary Level I and Level II and Administration.

The **age range** of this Student Handbook is for the Elementary Level II Teacher Credential Course, which prepares the student for working with children nine to twelve years old. The length of this Course is twelve months for the summer schedule, and twenty-one months for the year round schedule.

The **mission** of the Montessori Teacher Education Center San Francisco Bay Area is to provide an infant and toddler course, early childhood course, elementary courses and administration course for adults that lead to employment in a Montessori educational setting as teacher or administrator.

The **purpose** of the Montessori Teacher Education Center San Francisco Bay Area is to create, establish and provide an independent non-profit educational resource for the advancement of education and for scientific purposes, in order that improved ways of assisting children in their learning and development can be explored, demonstrated, and implemented.

The **objective** of the Montessori Teacher Education Center San Francisco Bay Area is to provide a growing and developing quality of Montessori teachers and administrators. This objective is met by providing quality teacher and administrator education courses that meet the high teacher credential requirements of the American Montessori Society in the Society's delineated competencies.

This Student Handbook contains detailed information regarding the Elementary Level II Teacher Credential Course which prepares a teacher for working with children nine to twelve years old. However, it does not take the place of the formal and informal meetings we will have as a group to discuss issues and concerns. Rather, may it serve as a reference and base from which we may operate.

As a faculty we look forward to a rewarding experience of personal and professional growth.

STUDENT TUITION RECOVERY FUND- FORM 4

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 the resident has 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 for STRF, you must be a "California resident" and reside in California at the time the enrollment agreement is signed or when you receive lessons at a California mailing address from an approved institution offering correspondence instruction. Students who are temporarily residing in California for the sole purpose of pursuing an education, specifically those who hold student visas, are not considered a "California residents."

To qualify for STRF reimbursement you must file a STRF application within one year of receiving notice from the Bureau that the school is closed. If you do not receive notice from the Bureau, you have four (4) years from the date of closure to file a STRF application. If a judgment is obtained you must file a STRF application within two years of the final judgment.

It is important that you keep copies of the enrollment agreement, financial aid papers, receipts or any other information that documents the monies paid to the school. Questions regarding the STRF may be directed to the:

**Bureau for Private Postsecondary and Vocational Education
California State Department of Education
1625 North Market Boulevard, Suite S-02
Sacramento, CA 95834
(916) 445-3428
Mailing:
P.O. Box 980818
West Sacramento, CA 95798-0818**

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 (BPPVE).

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, a time 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.

THE FOLLOWING STATEMENT SHALL BE INCLUDED ON BOTH THE CURRENT SCHEDULE OF STUDENT CHARGES AND THE ENROLLMENT AGREEMENT.

You must pay the state-imposed fee for the Student Tuition Recovery Fund (STRF) if all 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 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 SRRF 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 to separate agreement to repay the third party.

**Montessori Elementary Level II Teacher Credential Course:
208 Academic Hours**

Instruction is on site in San Leandro, with class size limited to 20 students per class. The Certification of Completion is awarded for satisfactory completion of the academic phase. Written papers, materials, demonstrations, and manuals, must be completed. There are occupational requirements for a public school teacher at this time in California.

Methods of paying tuition are available. The Montessori Teacher Education Center San Francisco Bay Area does not have available sponsored programs, government or otherwise, to provide grants or to pay for portions of tuition fees.

Prospective enrollees are encouraged to visit the physical facilities of the MTEC/SFBA to discuss educational and occupational plans with program personnel prior to enrolling or signing enrollment agreements

Persons seeking to resolve problems or complaints should first contact the instructor in charge. Requests for further action may be made to the Program Director, Dr. Pamela Zell Rigg. Unresolved complaints may be directed to the:

**Bureau for Private Postsecondary and Vocational Education
California State Department of Education
1625 North Market Boulevard, Suite S-202
Sacramento, CA 95834
(916) 445-3428**

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

**Montessori Accreditation Council for Teacher Education (MACTE)
524 Main Street, Suite 202
Racine, WI 53403
(262) 898-1846**

Truth in Advertising:

It is the policy and procedure of the Montessori Teacher Education Center San Francisco Bay Area that all announcements and advertising are true and accurate and not misleading, and accurately reflect the Montessori Elementary Level II Teacher Credential Course and any classes held in connection to the Center.

All information in the content of this handbook/catalog is current and correct and is so certified as true by Dr. Pamela Z. Rigg, Program Director.

Accreditation – MACTE:

Montessori Teacher Education Center San Francisco Bay Area is accredited by the Montessori Accreditation Council for Teacher Education (MACTE, 1999 - 2006), 524 Main Street, Suite 202 Racine, WI 53403- (262) 898-1846.

Affiliation – AMS:

The Montessori Teacher Education Center San Francisco Bay Area is affiliated with the American Montessori Society, 281 Park Avenue South, New York, NY 10010-6102 - (212) 358-1250.

Approved -BPPE:

Montessori Teacher Education Center San Francisco Bay Area, 16492 Foothill Boulevard, San Leandro, CA 94578, is approved by the Bureau of Private Postsecondary Education, State of California. Approved means that MTEC/SFBA has met certain minimum standards imposed by the state for approved schools on the basis of our written application to the state. Approval means we have met all of the extensive standards required by the state for schools that are approved to operate or are licensed or that the state has verified the information MTEC/SFBA submitted with our re-approval application form.

Corporate Structure:

Montessori Teacher Education Center San Francisco Bay Area is a non-profit California corporation with a board of directors:

Dr. Pamela Rigg	President
Chandra Zell Kreuzer	Secretary
Dr. Richard Rigg	Treasurer

Officials:

Program Director	Dr. Pamela Zell Rigg
Program Coordinator	Elizabeth Mroz
Admission Officer	Elizabeth Mroz
Placement Officer	Dr. Pamela Zell Rigg

Custodian of Records-Financial	Evelyn Mckenzie
Custodian of Records-Academics	Dr. Pamela Zell Rigg
Complaint Designee	Dr. Pamela Zell Rigg
Recruitment Agent	Dr. Pamela Zell Rigg
Chief Financial Officer	Evelyn McKenzie
Credentialing Officer	Elizabeth Mroz
Practicum Coordinator	Elizabeth Mroz
Foreign Student Supervisor	Dr. Richard Rigg

MTEC/SFBA Administrative Office Hours:

Office hours are from 9:00 AM to 4:00 PM Monday through Friday. MTEC/SFBA is closed on weekends and most holidays. The MTEC/SFBA is open on July 4th.

Levels of Courses:

The Montessori Teacher Education Center San Francisco Bay Area has established four courses of study:

Montessori Infant and Toddler Course	Birth - 3
Montessori Early Childhood Course	2.5 - 6
Montessori Elementary Level I Course	6 - 9
Montessori Elementary Level II Course	9 - 12
Administration Course	

Cancellation of Enrollment:

A student may terminate enrollment until midnight of the fifth business day after the first attended class. Business day means a day on which you were scheduled to attend a class session. Cancellation will occur when you give written notice of cancellation to the MTEC/SFBA by mail, hand delivery, FAX, or e-mail. The written notice of cancellation may take any form.

Confidentiality:

Confidentiality is pledged to all students regarding their records in accordance with the *Family Educational Rights and Privacy Act*. The Student has access to personal records. Access is also granted to the Administrator and the Custodian of Records. The Student grants authorization for the release of records to the American Montessori Society for the purpose of the teacher credential.

Credit/Units – California State University, East Bay:

Academic quarter credits are available through Extended and Continuing Education, California State University, East Bay. Fee for the credits is \$54.00 per quarter unit. This fee may be paid by check (made payable to CSU-EB) or credit card (MasterCard or Visa). CSU-EB Extended and Continuing Education is responsible for the credit portion of this class only. Forms for receiving academic credit are available at the Center.

Thirty-six (36) quarter units of credit are available for the academic coursework, plus nine (9) quarter units for the practicum. These units may be useful for the pay increases.

Title	Quarter Units	Cost
Montessori Philosophy/Child Development	1.5	\$81
Management/Elem Classroom	1.5	\$81.
Curriculum Design and Strategies	1.5	\$81
Mathematics	6.0	\$324.
Geometry and Fractions	3.0	\$162.
Language Art	3.0	\$162
History and Geography	1.5	\$81.
Biological Science	1.5	\$81

Credit/Units - MTEC/SFBA:

The Montessori Teacher Education Center San Francisco Bay Area offers a transcript that details the Elementary Level II classes and the units of credit earned. Upon successful completion of the Elementary Level II Teacher Credential Course, eleven (11) semester units for the coursework.

Credential:

Upon successful completion of all course components of the Elementary Level I Teacher Credential Course a certificate of completion is issued. For students with a bachelor’s degree, and the Elementary Level I credential, the American Montessori Society issues the Montessori Elementary Level I- II Teacher Credential.

English as a Second Language:

English as a second language is not provided.

Description of the Elementary Level II Credential Course:

The Montessori Elementary Level II Teacher Credential Course is comprised of 208 instructional clock hours which, when successfully completed, enables the student to be awarded the American Montessori Society Elementary Level I - II Teacher Credential when the student already has the Elementary Level I Teacher Credential. Instruction includes Montessori Philosophy/Child Development, Management in an Elementary Classroom, Curriculum Design and Strategies, Mathematics Curriculum, Geometry Curriculum, Language Arts Curriculum, Geography Curriculum, History Curriculum, and Biological Sciences Curriculum.

Description of Course Components
for the Montessori Elementary Level II Teacher Credential Course:

5.3.1. Montessori Philosophy and Child Development - 26 Hours (2 units)

Montessori's view of child development with four planes of development to include the study of the development of intelligence, the development of language, moral development, social development, cognitive and logico-mathematical development. Characteristics of the child from six to twelve and their implication for design of the Montessori elementary curriculum, current theories and research, and the child's relationship to the culture.

5.3.2. Management in an Elementary Classroom – 13 Hours (1 units)

Starting a new class in addition to the study of the preparation of the physical environment, preparation of a schedule, and the spiritual and psychological conditions of the environment.

The role of the teacher as initiator, observer, group leader, and keeper of records.

5.3.3. Curriculum Design and Strategies – 13 Hours (1units)

Theories of curriculum development are studied in addition to the creation of original material and reconfiguration of current learning materials.

5.3.4. Mathematics Curriculum - 60 Hours (4 units)

Philosophy and rationale of the curriculum area of mathematics to include the study of the concept of number and quantitative relationships, base ten systems, four fundamental operations, laws of arithmetic. Measurement (time, space, weight, money), ratio and proportion (fractions, percentage, decimals), problem-solving, exponential notation. Preparation for algebra (concept of unknown, equations in the concrete) and probability and statistics (data collection and methods of data display).

5.3.5. Geometry Curriculum - 30 Hours (2 units)

Philosophy and rationale of the curriculum area of geometry to include the study of three dimensional and two dimensional geometric shapes, nomenclature of geometric concepts, relationships and shapes, equivalence, congruence and similarity, and area and volume.

5.3.6. Language Arts Curriculum - 30 Hours (2 units)

Philosophy and rationale of the curriculum area of language arts to include the study of expressive and receptive language to include speaking and listening, writing and reading, grammar functions, and structural grammar (analysis). Literature and library reference and research skills.

5.3.7. Geography Curriculum - 12 Hours – with History (1 units)

Philosophy and rationale of the curriculum area of geography to include the study of physical geography, political geography, the child's place in the world, vertical and horizontal knowledge of the earth, geological and climatological phenomena of the earth, economic and ethnological geography.

5.3.8. History Curriculum - 12 Hours – with Geography (1 units)

Philosophy and rationale of the curriculum area of history to include the study of the great lessons of history and fundamental needs of humans, time concepts, introduction to the cosmos (formation of the earth), timeline of life, time line of humans (cultural, philosophical, technological, and artistic development) and history of the country and state or province.

5.3.9. Biological Sciences 12 Hours (.5 units)

Philosophy and rationale of the curriculum area of biology to include the study of the criteria for classifying living and non-living, the five kingdoms, animal and plant kingdom with classification, characteristics, external parts, habitat, internal parts, and functions, study of the prokaryote, protocista and fungi kingdoms, human anatomy and ecology.

Objectives:

Successful completion of the Elementary Level I Teacher Credential Course requires that objectives are met in the coursework and in the practicum experience in order to meet the requirements of the competencies.

1. Montessori Philosophy and Human Development

- a. The student is introduced to the Montessori philosophy, cosmic curriculum, and peace education for the elementary years through Montessori writings and various other books and articles. The student demonstrates an understanding of Montessori philosophy, cosmic curriculum, and peace education through the writing of the philosophy manual, In the practicum the student demonstrates the ability to implement the Montessori philosophy, cosmic curriculum and peace education with children six to nine years old.
- b. The student is introduced to the major educational theorist and in the principles of human growth and development with an emphasis on the elementary years from six (6) through twelve (12) years of age. The student demonstrates comprehension through discussion and presentations to the group. The student exhibits and understanding of the stages of human growth, development and educational theories in the classroom practicum setting.
- c. The student is provided the opportunity and format within which personal growth through self-evaluation and introspection is demonstrative in the Practicum Planning Journal/ Reflective Practitioner Journal.

- d. The student is provided developmental and behavioral norms and potential recommendations for special support services in order to demonstrate this knowledge and referral ability.

2. Classroom Leadership

- a. The student is introduced to observational forms and to observational approaches in order to demonstrate skills in observation, planning and recording the needs and progress of elementary age children;
- b. The student is provided with information on the uniqueness of each child in that child's relationship to his/her family and culture.
- c. Techniques are demonstrated to individualize educational plans for a variety of learning styles. The practicum serves the purpose of implementing the strategies.
- d. The student is introduced to effective classroom leadership strategies that build community and support learning.
- e. The student is modeled by the instructors proper channels of communication, administrative functions, and professional conduct. These skills are then expected in the practicum and assessed in the practicum setting.

3. Curriculum Implementation

- a. The student is introduced to the Montessori cosmic curriculum and plans for its implementation.
- b. The student is shown Montessori curriculum materials and the principles and purposes of the materials and the presentations.
- c. Various designs for a developmentally appropriate Montessori environment in response to the needs of students is discussed in addition to a plan to maintain the environment.
- d. A variety of instructional strategies and assessment methods are introduced to the student in relationship to the Montessori curriculum materials.
- e. Governmental regulations, guidelines and educational standards for the State of California are introduced to the student.

4. Communication and Partnership with Families

- a. The importance of cultural sensitivity in fostering professional school-family partnerships is discussed to support the students' awareness of the role of family and culture in the educational setting.
- b. Community resources in support of children and families are identified for the student.
- c. Major professional associations and societies are identified for the student.

Competencies:

Successful completion of the Elementary Lever I Teacher Credential Course requires that the following competencies are met in the coursework and in the practicum experience.

1. Montessori Philosophy and Human Development

- a. defines and implements an understanding of Montessori philosophy, cosmic curriculum, and peace education for the elementary years;

- b. defines the principles of human growth, development, and educational theories with an emphasis on the elementary years from six (6) through twelve (12) years of age;
- c. demonstrates evidence of personal growth through self-evaluation and introspection;
- d. demonstrates knowledge of developmental and behavioral norms and potential recommendations for special support services.

2. Classroom Leadership

- a. demonstrates the ability to observe, plan and record the needs and progress of elementary age children;
- b. demonstrates sensitivity to the psychological and cultural needs of individual children;
- c. demonstrates the ability to personalize educational plans for a variety of learning styles;
- d. identifies and initiates effective classroom leadership strategies that build community;
- e. shows awareness of proper channels of communication, administrative functions, and professional conduct.

3. Curriculum Implementation

- a. implements an integrated Montessori cosmic curriculum;
- b. demonstrates proficiency in applying Montessori principles in the context of the curriculum, didactic materials, and lesson presentations;
- c. designs and maintains a developmentally appropriate Montessori environment in response to the needs of students;
- d. utilizes a variety of instructional strategies and assessment methods;
- e. demonstrates an awareness and understanding of governmental regulations.

4. Communication and Partnership with Families

- a. utilizes cultural sensitivity in fostering professional school-family partnerships;
- b. articulates an awareness of community resources for additional support of children and families;
- c. identifies and has knowledge of available professional associations.

Facilities and Locations:

The Montessori Teacher Education Center San Francisco Bay Area administrative offices are at 16492 Foothill Boulevard, San Leandro, CA 94579.

The academic classes are conducted at 16492 Foothill Boulevard San Leandro, CA 94579 and at 790 Duane Avenue, Sunnyvale, CA 94086.

The classrooms are approximately 900 square feet in size, and accommodate up to twenty (20) students. The material appropriate for each curriculum area is available in the classroom for instructor presentation and student practice. A limited reference library is available.

Faculty and their Qualifications:

Dr. Pamela Zell Rigg: Program Director

Pamela Zell Rigg has an MA in Early Childhood Education from New York University, an MA in Educational Psychology from the University of Arizona, and her Ph.D. from U.C. Berkeley in Math, Science, and Technology. She received her Montessori Early Childhood (3-6) training under Nancy Rambusch in 1966 (AMS) and completed her Montessori Elementary I training in 1979 (AMS). She currently serves as a consultant for the AMS Consultation Services, and the Teacher Education Committee of AMS. She has served as first chairperson of the Heads of Schools Section of AMS, and as Western Seminar Chairperson, 1984, 1988, and 1991.

Linda Aaquist: Biological Sciences, Science, History, Geography, Curriculum Design, Management, and Philosophy.

Linda Aaquist has her American Montessori Society Early Childhood and Elementary Level I-II Teacher Credentials and a BS in Geology. She has taught the elementary age level with particular interest in the earth sciences. For the Center Linda teaches Functional Geography and Cultural Subjects.

Judith Ann Bauerlein: Language Arts, Curriculum Design, Management, and Philosophy.

Judi Bauerlein began her career in education in 1960 at Louisville High School in Woodland Hills where she taught for ten years. With the birth of her third child, she developed an infant-toddler environment in her home. In 1973 Judi received her Montessori Early Childhood Teacher Credential and M.Ed. from College of Notre Dame and later received her Montessori Elementary Level I and Level II Teacher Credential from AMS. In 1975 she started the Public Montessori program in San Mateo and in 1981 helped begin the Public Montessori in San Geronimo. Since 1974 Judi has been an instructor in national and international Montessori Teacher Education programs. She has been with the Center since 1985. She serves as a consultant for AMS and gives workshops in Cultural Subjects and Language Experience. Judi teaches Language Arts for the Center.

Susan Turof: Geometry, Curriculum Design, Management and Philosophy.

Susan Turof has a BA degree in Art Education and M.Ed. in Education, and an A.M.S. Early Childhood Teacher Credential and Elementary Level I and II Teacher Credential. She has taught in the classroom since 1978. Susan Turof has been with the training program since 1986 and teaches mathematics, art and philosophy.

Jane Wechsler: Mathematics, Curriculum Design, Management and Philosophy.

Jane Wechsler has her BA from the University of Southern California in Liberal Studies, and her MA in Early Childhood Education from St. Mary's College. Ms. Wechsler has her AMS Early Childhood Teacher Credential and Elementary Level I and Level II Teacher Credential. She has given workshops and parent presentations in the Bay Area over the past fifteen years. For the Center Jane teaches Mathematics Elementary Level I and Geometry Elementary Level II.

Non-Discrimination Policy:

The program is nonsectarian and provides all students and staff regardless of race, color, sex, sexual orientation, or ethnic origin with all of the rights, privileges, programs, and activities generally accorded or made available to students in a school. We do not discriminate on the basis of race, color, sex, sexual orientation, disability, or national or ethnic origin in administration of our educational policies, admissions policies, or scholarship and loan programs.

Schedule of Tuition, Fees and Other Charges:

Elementary Level I Teacher Credential Courses:	
Registration Fee (\$75 non-refundable)	\$100.00
Tuition	\$1750.00
*Classes may be taken per course for \$400.00	
TOTAL TUITION AND REGISTRATION	\$1850.00*
Certification Fees:	
American Montessori Society Fee	\$ 115.00
MACTE Fee	\$ 125.00
Full Set of Syllabi	\$ 10.00
FAX charge per page	\$ 1.50

Monthly installments may be arranged.

*The total includes the Student Tuition Recovery Fund fee.

Cost for Books, etc

Fees do not include books, manuals, supplies, and materials estimated to cost approximately \$300.00.

Housing and Housing Fees:

Fees also do not include housing nor is housing provided by the Center.

Housing is not available through the MTEC/SFBA. The MTEC/SFBA provides information on accommodations.

Extended Enrollment and Inactive Enrollment:

For enrollment that extends beyond the twelve (12) month completion date for the summer intensive schedule, or enrollment which has become inactive (defined as no progress toward course completion within a year period) there is a registration fee of \$100.00 to extend or to reactivate the enrollment.

Instructional Materials Fees:

Cost for manuals and books will be approximately \$300.00. Please see a complete list of required reading materials listed in this handbook under Readings and Text.

Instructional Materials:

Once purchased, books and other materials are the property of the student. The MTEC/SFBA does not sell or accept returned materials, and makes no refunds on materials.

Refund Schedule and Policy:

The refund is the amount the student paid for instruction multiplied by a fraction, the numerator of which is the number of hours which the student has not received but which was paid for, and the denominator of which is the total number of hours of instruction for which the student has paid. Refund is within thirty (30) days of cancellation of enrollment.

The student has the right to withdraw from a course of instruction at any time. After the period of cancellation has passed (five business days) the school will remit a refund less \$75.00 of the registration fee within thirty (30) days following withdrawal. The student is obliged to pay only for educational services rendered. See refund schedule.

Elementary Level I Teacher Credential Course Refund Schedule:

<u>(320 hours for Course Percent of Attendance Time</u>	<u>\$2400.00 tuition refund) Amount of Refund</u>
10% (up to 21 hours)	90% - \$1575.00
25% (up to 52 hours)	75% - \$1312.50
50% (up to 104 hours)	50% - \$875.00
60% (up to 125 hours)	40% - \$700.00
75% (up to 156 hours)	25% - \$437.50

Financial Aid:

The Center does not provide financial aid. The American Montessori Society Scholarships Funds has available scholarships, which are awarded each year. Applications for these scholarships may be requested from American Montessori Society, 281 Park Avenue South, New York, NY 10010, 212 358-1250. The application and all supporting documentation must arrive at the AMS office by May 1

Admissions:

Applications for enrollment are accepted at any time prior to the first day of classes. The following full admission requirements are necessary:

1. B.A. or B.S. degree. Foreign transcripts of college degrees must be

evaluated by an outside agency to determine their equivalency to a United States degree:

- a. World Education Services, PO Box 745, Chelsea Station, New York, New York 10113-0745. Telephone: 212-966-6311.
 - b. International Education Research Foundation, PO Box 66940, Los Angeles, CA 90066 Telephone: 310-390-6276).
2. Three professional letters of recommendation.
 3. Application with registration fee. (\$100.00 - of which \$75 is non-refundable)
 4. Handwritten Statement of Purpose of attending the Course
 5. Interview.

A student whose file lacks any the items listed above may be accepted on a provisional basis while the he/she awaits the full documentation. If there are any questions, the student is directed to the Admissions Officer for verification of status. A letter of full acceptance or a letter of provisional acceptance with deficiencies is sent to applicants.

Leave of Absence/

Change of Status - Declared (Withdrawal) and Undeclared (Drop-out):

Change of Status is permitted at any time. The student completes the "Change of Status" declaration (Withdrawal). If the student does not file a "Change of Status" form but is inactive for one year then the MTEC/SFBA makes the "Change of Status" undeclared (Drop-out). Reactivation of a declared or undeclared change of status requires a new registration and registration fee.

Record Retention:

Student records are maintained in computer, and back-up disks in fire proof files. The hard copy of current students are further retained in paper files in a fire-proof file. Upon credentialing the paper file is purged. The copy of the credential, the transcript, enrollment agreement and attendance forms are retained. Financial records and academic records are separately maintained. Records are maintained indefinitely. Five-year minimum is required by BPPVE.

Occupation/Career Information:

Successful completion of the Montessori Elementary Level II Teacher Credential Course meets the requirements for a career with children of that age in a Montessori educational setting. A file of employment opportunities is maintained and is available at the MTEC/SFBA office. Additionally, the American Montessori Society issues a listing of employment opportunities annually. However, the MTEC/SFBA does not represent itself as an employment or placement service. No guarantee is made or implied as to employment, occupational advancement or salary.

The State of California has requirements that must be met for employment in public schools.

Placement Services:

Applicants have access to MTEC/SFBA files of employment opportunities. Requests from Montessori schools are kept on file and are fully accessible to the student and graduate. Employment, salary, and occupational advancement are not guaranteed by the MTEC/SFBA. Further, the MTEC/SFBA is not an employment agency.

Attendance Policy: Absence and Tardy Arrival:

The Course is both intense and non-duplicable. MACTE requires a minimum of 90% attendance. For MTEC/SFBA, absences are not permitted. All absences are deemed serious and necessitate a meeting with the Instructor. Punctuality is assumed for the same reasons that absences are not permitted. All absences and tardy arrivals necessitate a return to the MTEC/SFBA to make up the class work. Tutoring by the instructor is optional in lieu of returning for the classes. The charge is \$25.00 per hour paid to the Montessori Teacher Education Center San Francisco Bay Area.

Make-Up Classes:

It is the student's responsibility to know which class was missed. The make up class cannot be any of the academic days but must be the specific curriculum and class that was missed. Additionally, full attendance and proper participation including preparation for the philosophy with the philosophy book is required. Prior to attending a make-up class the Personal Attendance Sheet (PAS) must be obtained from the office. The instructor must sign the PAS at the completion of the class day attesting to attendance and proper participation in the class.

Grading and Student Assessment Policy:

Students receive ratings for work completed: A+, A, and A- for excellent work; B+ and B for average work; B- for unsatisfactory work; I for incomplete work.

"I" for incomplete work must be cleared within a six-week period following notification, or the rating is changed to "F."

B- for unsatisfactory work is not acceptable for consideration of successful completion of an assignment. The work must be redone or re-presented.

The student is encouraged to meet with the appropriate instructor for clarification and academic support in gaining mastery of the course work.

Academic Advisement:

The student is encouraged to meet with the appropriate instructor for clarification and academic support in gaining mastery of the course component assignments.

Student Services:

Concerns regarding the status of your application, class schedule, transcripts, handbook and forms, and general clerical concerns are addressed to the Custodian of Records-Academics.

Concerns regarding teacher credentialing and state permits are directed to the Credentialing Officer.

Concerns regarding financial arrangements are to be addressed to the Chief Financial Officer/Custodian of Records-Financial.

Counseling is available through Suicide Prevention-Crisis Support Services of Alameda County (510) 889-1333.

Health Care on an emergency basis is available through Eden Medical Center-20103 Lake Chabot Road Castro Valley, CA 94546. (510) 537-1234

Library:

These are Montessori and Montessori-related books available for checking out and reading. Both tapes and videos are also available. You are asked to go through the procedure of checking the books out on the forms provided. The local libraries at the California State University - East Bay and the San Leandro Public Library are resources near the San Leandro classes, and the Sunnyvale Public Library near the Sunnyvale classes. Internet provides the strongest research tool. The overhead projector, VCR, video cameras, CD ROM Computer and printer, are available for professional use.

Student Assessment of Instructor and Program:

Student assessment of the instructor is done following the completion of the instructor's curriculum area. Program assessment is conducted at the conclusion of the course.

Student Body Representative:

The student body elects one representative who assist in the organization of student affairs. The election of representatives will after the third day of class. The student body representatives must be enrolled for the entire course. The same representatives serve on the Grievance/Complaint Committee. The role of the student body representative is to oversee attendance, to distribute the Instructor Assessment, and to orient new students to the course components. The student body representative collects the assessments, placing them in the file provided in the office. They are then reviewed by the Program Director.

Student Conduct/Code of Conduct:

Students are expected to maintain a professional demeanor throughout the program. If an adverse situation arises the Program Director will speak to the student involved to establish an understanding of acceptable behavior. If this does not produce the desired effect, the Program Director will meet with the faculty to help decide the

appropriate action in the particular case. Situations will be dealt with on an individual basis. Unprofessional behavior is unacceptable. The Program Director is ultimately responsible for the action taken with the student.

Note:

1. Promptness is expected at the beginning of class and after each break.
2. The proper time for the student to snack, go to the bathroom, etc. is during the mid-morning and mid-afternoon break (15 minutes). Leaving during lecture, presentation, practice, or discussion is NOT acceptable and requires retaking of the half day in which time was missed.
3. During class time do not disturb the class by speaking with classmates. If there is something to say, then share it with the whole class.
4. Eating is not permitted during class.
5. No smoking in the classrooms.
6. Bare feet or thongs are not permitted. (Insurance policy requires enforcement of this policy.)
7. The office copy machine is only available by request and always requires payment of 10¢ a copy to be paid when used.

See "Dismissal"

Student Rights and Responsibilities:

KNOWLEDGE OF COURSE POLICIES AND REQUIREMENTS:

The student is responsible for being aware of all policies and requirements of the preparation course.

PAYMENT: Students must satisfy their financial obligations to the course.

PRACTICUM SITE AGREEMENT: The students must fulfill all duties and obligations listed in the agreement with the practicum site.

COMMUNICATION: It is the responsibility of the student to notify the program director if opportunities for learning in the specified areas are not being provided at the practicum site.

RIGHTS: It is the responsibility of the student to initiate grievance/problem-solving procedures to the program and MACTE Problem-Solving Committees in situations which warrant it.

COMPLETION OF COURSE REQUIREMENTS: The student must fulfill all course requirements, including but not limited to:

- a. Academic assignments and requirements, such as attendance, written examination, and curriculum manuals.

- b. Practicum assignments and requirements, such as seminars, observations, student teaching, and practicum journals.

FINAL EVALUATIONS: The student must satisfactorily complete written and practical evaluations for both academic and practicum phases.

TIME LIMIT: Students must satisfactorily complete all course requirements--academic, practicum, and financial--within a two year time period following the course's official end of the academic phase for which the student was enrolled. See *Extended Enrollment/Inactive enrollment* for more information.

Children Not Permitted In Class:

Children are not permitted to attend class.

Dismissal - Rules of Operation and Conduct:

Dismissals are based upon:

1. Lack of commitment and serious intent as observed in inattention to demonstrations and inappropriate activity during the practice sessions.
2. Marked inability to interact with faculty and/or students in a mature, respectful manner.
3. Mental incapability of grasping the concepts underlying the materials and/or their manipulation.

Dismissal Procedure:

1. The student will be appraised of the situation by the Director and placed on probationary status. Explicit, behavioral objectives are identified for the student to work on.
2. Several class sessions later there will be a review of the situation with feedback from the appropriate faculty.
3. While probationary status may be removed, the student will be advised that the change in behavior must continue in order to avoid immediate dismissal.

Grievance/Complaints:

The Appendix contains the formal form "Grievance Complaint/Concern Notification" which is to be completed if the concern is not resolved with the person with whom there is a problem. Unresolved complaints/concerns may be addressed to BPPVE and/or MACTE. See pages 5.

Bureau of Private Postsecondary and Vocational Education (BPPVE)

1625 North Market Boulevard, Suite S-202
Sacramento, CA 95834
(916) 445-3428

Montessori Accreditation Council for Teacher Education (MACTE)

506 Secenth Street

Racine, WI 53403

(262) 898-1846

Grievance/Complaint Committee and Composition:

Purpose:

1. To arbitrate significant complaints or grievances by students, faculty or field experience consultants.
2. To decide on a course of action, in response to a grievance, which will be binding on all parties involved in it. (See note on "APPEAL PROCEDURE" below.)

Composition:

The MTEC/SFBA's Teacher Education Arbitration Committee will be composed of the following persons, who shall remain members of the committee until the end of the following summer session:

Program Director of the MTEC/SFBA.

One of the faculty of the course, appointed by Program Director.

One of the students elected by all students

One other faculty member is a stand-by member of the committee, as explained below.

Areas of Grievance/Complaint:

The Grievance/Complaint Committee considers grievances against the program, and against its management and instructors in the following areas:

1. Incomplete or seriously deficient training during the summer phase of the teacher credential course.
2. The MTEC/SFBA's failure to meet American Montessori Society requirements during the practicum.
3. The MTEC/SFBA's failure to meet financial obligations to anyone due those obligations.

Grievance/Complaint Procedure:

1. A person initiating a complaint must first consult with the person against whom the complaint is being brought and attempt to work out a satisfactory solution. The director must give final approval to any solutions worked out in this manner which involve a change in course requirements (assignments and attendance requirements).

2. If a complaint is not resolved to everyone's satisfaction by this initial contact, the problem can then be brought before the MTEC/SFBA's Arbitration Committee, who will decide if it is worthy of a hearing. Complete the "Complain/Concern" form found in the Appendix. In the event of a hearing, the committee will hear from both sides of the dispute and shall first attempt to arbitrate a satisfactory solution between them. Failing that, the Arbitration Committee will decide, by majority vote (two out of three), upon a course of action which will be binding on all parties. (See "Appeal Procedure" below.)

Individuals who feel they still have legitimate grievances after the above procedures have been exhausted may bring that grievance before the Arbitration Committee. The decision of this Committee will be considered binding on all parties and without appeal.

Stand-by Member:

In order to keep the committee voting as objectively as possible, the designated stand-by member of the committee will replace either staff member on the committee against whom a grievance is brought. The stand-by member will not otherwise have a place or vote on the committee.

In the event that the elected student representative to the Arbitration Committee is bringing a grievance to the committee, the place of that student in the voting will be taken by the student representative.

Stipulation:

No solution can be arrived at which is in conflict with agencies.

Course Completion/Performance Standards for the Elementary Level II Teacher Credential:

1. During the practice sessions the student prepares presentations in each curriculum area: Botany, Geography, Geometry, Grammar, History, Language Arts, Mathematics, and Zoology. The faculty member(s) responsible for the curriculum area shall evaluate the presentation using the Final Grade Sheet.
2. Maintenance of the curriculum manuals is required by the student. At the completion of each curriculum area the student submits the manual for assessment. The faculty member(s) responsible for the curriculum area evaluate the manual using the Final Grade Sheet.
3. Written examinations are required. Grammar, Word Study and Mechanics, Mathematics I and II, Geometry, Botany, Geography, History, and Zoology.
4. Montessori Philosophy Manual.

Note: All Assignments & Manuals require a cover sheet with student information.

Grading:

All work is letter graded and requires a grade of B or better to be acceptable for consideration of successful completion of the assignment. "I" and "B-" are not acceptable for consideration of successful completion of the assignment. The student is encouraged to meet with the appropriate instructor for clarification and academic support in gaining mastery of the coursework when returned assignments indicate mastery has not been achieved.

Transfer Credit:

Typically the entire sequence of curriculum components is required to successfully complete the Montessori Elementary Level II Teacher Credential Course. However, transfer of course work is permitted when the course work has been successfully completed at an agency accredited elementary teacher education institution. Documentation is required from the previous institution along with the particular courses completed. Experience is not recognized as parallel to the courseware. See Appendix for Transfer: *Information and Acknowledgment*.

Transferability of Units and Degrees:

Units earned in our Elementary Level II Teacher Credential Course in most cases will not be transferable to any other college or university. In addition, if you earn a degree, diploma, or certificate in our Elementary Level II Teacher Credential Course in most cases it will probably not serve as a basis for obtaining a higher level degree at another college or university.

Certificate of Completion:

A Certificate of Completion is conferred by the Center upon successful completion of the academic coursework. Successful completion is defined by a letter grade of B or better in all the course work in all written examinations, demonstrations/performance assessment, manuals, and fees have been paid.

Readings and Text:

The following books and manuals are required and need to be purchased at the beginning of your coursework.

From Childhood to Adolescence
The Formation of Man
Education for a New World
To Educate the Human Potential
Education and Peace
Education for Human Development
Advanced Montessori Method 2
Montessori Today

Personal Materials:

This is a list of materials and supplies that past students have found useful or necessary:

1. One set of 18 to 24 high quality color pencils.
2. Water color paints with brush. (Optional)
3. Glue stick for mounting pictures in the manuals.
4. One quality set of scissors.
5. White-out for potential errors.
6. Seven two-inch binders for the curriculum manuals.
7. Tabs for dividing sections of the manuals. (15 sets)
8. Plastic page protectors - the manuals contain over 1,000 pages. (Optional)

State Requirements for Employment:

The State of California has requirements for teachers of children of elementary age when teaching in the public schools.

Summer Schedule Calendar/Course Cycle:

Time frame for course completion: July 2 – August 4, 2007.

Staff Directory

Dr. Pamela Zell Rigg, Program Director 510 278-1115
16492 Foothill Boulevard
San Leandro, CA 94578

Linda Aaquist
9645 Thornridge Ct. 775 746-8844
Reno, NV 89506

Judi Bauerlein
2173 Oak Creek Place
Hayward, CA 94541 510 886-4448

Susan Turof, M.Ed 209 477-0429
2132 Monteban Court
Stockton, CA 95210

Jane Wechsler
1 Lawson Road
Kensington, CA 94709 510 848-1701

INTRODUCTION

MISSION, PURPOSE AND OBJECTIVE

The Montessori Teacher Education Center San Francisco Bay Area is a Montessori Teacher Education Center with courses in Infant and Toddler, Early Childhood, Elementary Level I and Elementary Level II.

The **age range** of this Student Handbook is for the Infant and Toddler Teacher Course that prepares the student for working with children birth to three years old. The length of this Course is twelve months for the summer schedule, and twenty-one months for the year round schedule.

The **mission** of the Montessori Teacher Education Center San Francisco Bay Area is to provide an infant and toddler course, early childhood course, elementary courses and administration course for adults that lead to employment in a Montessori educational setting as teacher or administrator.

The **purpose** of the Montessori Teacher Education Center San Francisco Bay Area is to create, establish and provide an independent non-profit educational resource for the advancement of education and for scientific purposes, in order that improved ways of assisting children in their learning and development can be explored, demonstrated, and implemented.

The **objective** of the Montessori Teacher Education Center San Francisco Bay Area is to provide a growing and developing quality of Montessori teachers and administrators. This objective is met by providing quality teacher and administrator education courses that meet the high teacher credential requirements of the American Montessori Society in the Society's delineated competencies.

The Montessori Teacher Education Center San Francisco Bay Area is a non-degree granting institution. The Center is not a college or university accredited institution. Graduate or undergraduate degrees are not awarded by MTEC/SFBA at the completion of the Infant and Toddler coursework. MTEC/SFBA admits applicants that have graduate degrees, bachelor degrees, and high school diplomas.

This Student Handbook contains detailed information regarding the Infant and Toddler Teacher Course that prepares a teacher for working with children birth to three years old. However, it does not take the place of the formal and informal meetings we will have as a group to discuss issues and concerns. Rather, may it serve as a reference and base from which we may operate.

As a faculty we look forward to a rewarding experience of personal and professional growth.

Mission, Purpose and Objectives revised 1992.

STUDENT TUITION RECOVERY FUND- FORM 4

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 the resident has 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 for STRF, you must be a "California resident" and reside in California at the time the enrollment agreement is signed or when you receive lessons at a California mailing address from an approved institution offering correspondence instruction.

To qualify for STRF reimbursement you must file a STRF application within one year of receiving notice from the Bureau that the school is closed. If you do not receive notice from the Bureau, you have four (4) years from the date of closure to file a STRF application. If a judgment is obtained you must file a STRF application within two years of the final judgment.

It is important that you keep copies of the enrollment agreement, financial aid papers, receipts or any other information that documents the monies paid to the school. Questions regarding the STRF may be directed to the:

**Bureau for Private Postsecondary and Vocational Education
California State Department of Education
1625 North Market Boulevard, Suite S-02
Sacramento, CA 95834
(916) 445-3428
Mailing:
P.O. Box 980818
West Sacramento, CA 95798-0818**

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 (Bureau).

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, a time 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 judgement rendered against the school for violation of the Private Postsecondary and Vocational Education Reform Act of 1989.

THE FOLLOWING STATEMENT SHALL BE INCLUDED ON BOTH THE CURRENT SCHEDULE OF STUDENT CHARGES AND THE ENROLLMENT AGREEMENT.

You must pay the state-imposed fee for the Student Tuition Recovery Fund (STRF) if all 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 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 SRRF 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 to separate agreement to repay the third party.

**Montessori Early Childhood Teacher Credential Course:
210 Academic hours and 540 Practicum hours**

Instruction is at the Sunnyvale, CA Campus with class size limited to 20 students per class. The Certificate of Completion is issued for satisfactory completion of the academic phase and the practicum phase. Written papers, materials demonstrations, manuals, practicum planning journal and observations must be completed. There are occupational requirements for licensing at this time in California.

Methods of paying tuition are available. The Montessori Teacher Education Center San Francisco Bay Area does not have available sponsored programs, government or otherwise, to provide grants or to pay for portions of tuition fees.

Prospective enrollees are encouraged to visit the physical facilities of the MTEC/SFBA and the Montessori Schools to discuss educational and occupational plans with program personnel prior to enrolling or signing enrollment agreements

Persons seeking to resolve problems or complaints should first contact the instructor in charge. Requests for further action may be made to the administrator, Pamela Zell Rigg, Ph.D. Unresolved complaints may be directed to the:

**Bureau for Private Postsecondary and Vocational Education
California State Department of Education
1625 North Market Boulevard, Suite S-202
Sacramento, CA 95834
(916) 445-3428**

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

Truth in Advertising:

It is the policy and procedure of the Montessori Teacher Education Center San Francisco Bay Area that all announcements and advertising are true and accurate and not misleading, and accurately reflect the Montessori Infant and Toddler Teacher Course and any classes held in connection to the Center.

All information in the content of this handbook/catalog is current and correct and is so certified as true by Dr. Pamela Z. Rigg, Program Director.

Accreditation - MACTE

Montessori Teacher Education Center San Francisco Bay Area is accredited by the Montessori Accreditation Council for Teacher Education (MACTE, 1999 - 2006), 313 Second Street S.E. Suite 112, Charlottesville, VA 22902 (434 202-7793).

Affiliation – AMS:

The Montessori Teacher Education Center San Francisco Bay Area is affiliated with the American Montessori Society, 281 Park Avenue South, New York, NY 10010-6102 (212 358-1250).

Approved -BPPE:

Montessori Teacher Education Center San Francisco Bay Area, 16492 Foothill Boulevard, San Leandro, CA 94578, is approved by the Bureau of Private Postsecondary Education, State of California. Approved means that MTEC/SFBA has met certain minimum standards imposed by the state for approved schools on the basis of our written application to the state. Approval means we have met all of the extensive standards required by the state for schools that are approved to operate or are licensed or that the state has verified the information MTEC/SFBA submitted with our re-approval application form.

Corporate Structure:

Montessori Teacher Education Center San Francisco Bay Area is a non-profit California corporation with a board of directors:

Dr. Pamela Rigg	President
Chandra Zell Kreuzer	Secretary
Dr. Richard Rigg	Treasurer

Officials:

Program Director	Dr. Pamela Zell Rigg
Program Coordinator	Karen Galloway
Admission Officer	Dr. Pamela Zell Rigg
Placement Officer	Dr. Pamela Zell Rigg
Custodian of Records-Financial	Evelyn Mckenzie
Custodian of Records-Academics	Karen Galloway
Complaint Designee	Dr. Pamela Zell Rigg
Recruitment Agent	Dr. Pamela Zell Rigg
Chief Financial Officer	Evelyn McKenzie
Practicum Coordinator	Dr. Pamela Zell Rigg
Foreign Student Supervisor	Karen Galloway

MTEC/SFBA Administrative Office Hours:

Office hours are from 9:00 AM to 4:00 PM Monday through Friday. MTEC/SFBA is closed on weekends and most holidays. The MTEC/SFBA is open on July 4th.

Levels of Courses:

The Montessori Teacher Education Center San Francisco Bay Area has established four courses of study at the graduate and undergraduate levels:

Montessori Infant and Toddler Course	Birth - 3
Montessori Early Childhood Course	2.5 – 6
Montessori Elementary Level I	6 – 9
Montessori Elementary Level II	9 - 12

Basic Time Frame for Completion:

The Infant and Toddler Academic Course is offered in two schedules:

1. Summer Intensive Academic: four full time weeks in the summer
- Monday through Friday from 8:00 AM – 5:00 PM
Practicum following the Summer Intensive:

September – May 2011

**Basic time frame for completion of summer intensive schedule:
12 months**

2. Year Round Academic: Week-ends September through mid-June
September through July

Practicum following Year Round Academic Intensive:

September – May

**Basic time frame for completion of the year round schedule:
22 months**

Cancellation of Enrollment:

A student may terminate enrollment until midnight of the fifth business day after the first attended class. Business day means a day on which you were scheduled to attend a class session. Cancellation will occur when you give written notice of cancellation to the MTEC/SFBA by mail, hand delivery, FAX, or e-mail. The written notice of cancellation may take any form.

Confidentiality:

Confidentiality is pledged to all students regarding their records in accordance with the *Family Educational Rights and Privacy Act*. The Student has access to personal records. Access is also granted to the Administrator and the Custodian of Records. The Student grants authorization for the release of records to the Agencies for the purpose of the teacher credential.

Credit – California State University, East Bay:

Units of academic credit are available through Extended and Continuing Education, California State University, East Bay. **Fee for the credit portion is per quarter unit.** This fee may be paid by check (made payable to CSU-EB) or credit card (MasterCard or Visa). CSU-EB Continuation and International Education is responsible for the credit portion of this class only. Forms for receiving academic credit are available at the Center. Eighteen and one-half (18.5) quarter units of credit are available for the Infant and Toddler Teacher Course, plus twelve (12) quarter units for the practicum. These units are useful for the Child Development Permit issued by the California Commission on Teacher Credentialing.

IT 7018	Child Development: Prenatal to Three (4.5 quarter units)
IT 7021	Philosophy & Pedagogy I (2.5 quarter units)
IT 7022	Philosophy & Pedagogy II (2.5 quarter units)
IT 7023	Environmental Design I (1.5 quarter units)
IT 7024	Environmental Design II (1.5 quarter units)
IT 7025	Program Leadership & Administration (1.5 quarter units)
IT 7030	Child, Family, Community (1.5 quarter units)
IT 7004	Observation in Child Development (1.5 quarter units)
IT 7044	Personal Growth & Development (1.5 quarter units)
IT 7004	Supervised Field - Experience I (6 quarter units)
IT 7046	Supervised Field - Experience II (6 quarter units)

Credit - MTEC/SFBA:

The Montessori Teacher Education Center San Francisco Bay Area offers a transcript that details each course's components and the semester units of credit earned. The Infant and Toddler Teacher Course offers fourteen (14) semester units for the coursework, and eight (8) semester units for the practicum upon successful completion.

6.1.1 Child Development: Prenatal to Three
(3 semester units)

6.1.2a Philosophy & Pedagogy I
(1.5 semester units)

6.1.2b Philosophy & Pedagogy II
(1.5 semester units)

6.1.3a Environmental Design I
(1 semester units)

6.1.3b Environmental Design II
(1 semester units)

6.1.4 Program Leadership & Administration
(1 semester units)

6.1.5 Child, Family, Community
(3 semester units)

6.1.6 Observation in Child Development
(1 semester units)

6.1.7 Personal Growth & Development
(1 semester units)

6.1.8a Supervised Field - Experience I
(4 semester units)

6.1.8b Supervised Field - Experience II
(4 semester units)

Certificate of Completion:

Upon successful completion of all course components of the Infant and Toddler Teacher Course a certificate of completion is issued.

English as a Second Language:

English as a second language is not provided.

Description of the Infant and Toddler Teacher Credential Course:

The Montessori Infant and Toddler Teacher Course is comprised of 210 instructional clock hours and 540 practicum hours. When successfully completed the student is awarded the Infant and Toddler Teacher Certificate. See "Certificate" above.

Instruction includes Child Development: Prenatal to Three Years, Montessori Philosophy and Pedagogy, Environmental Design, Program Leadership and Administration, Child, Family and Community, Observation in Child Development, Personal Growth and Development, and Practicum.

Description of Classes, Clock Hours, and Credits **Montessori Infant and Toddler Teacher Credential Course:**

6.1.1 Child Development: Prenatal to Three- 48 Hours (3 units)

Montessori's theories of the Planes of Development and the nature of the child, current child development perspectives including major contemporary theorists including Social and Emotional, Cognitive, Physiological (physical, neurological, nutritional), prenatal development and childbirth are examined.

6.1.2 Montessori Philosophy and Pedagogy I & II - 60 Hours (3 units)

Montessori's principles and ideas, her view of the nature of the child and the child's place in society, with emphasis on Montessori's concept of the child from birth to three. Scientific analysis of how to nurture and assist the unfolding of the human personality; care of physical and psychological needs; daily routines as curriculum; strategies for assistance; interaction techniques with children; positive communication, with emphasis on personal development of the adult caregiver and the qualities of the adult based on Montessori's view of the child; developmental assessment and record keeping.

6.1.3 Environmental Design I & II - 36 Hours (2 units)

The aesthetics of the environment for the very young child is explored along with the rational. Age groupings and flow of the age groupings is examined. Issues of numbers of children in the groupings and the ratio of adult to children is reviewed against community and licensing expectations/requirements. The sensitive periods for the very young child in terms of movement/coordination and language is a particular focus. The exploration of the senses, practical life experiences, order of the environment, concentration are reflected in the schedule of activities, the design of the space, and the selection of materials within the context of safety and legislation. Two sessions divided by age. Session I for birth to eighteen months; Session II for eighteen months to three (3) years.

6.1.4 Program Leadership and Administration - 16 Hours (1 unit)

Rationale for scheduling for the staff as well as the schedule for the child's day; an introduction to administrative issues, including financial, budgetary fee factors, funding and proposal writing, personnel matters, legislation and standards; identification of criteria for defining Montessori child care; historical foundations rooted in Montessori; human needs and requirements (children, families, and staff) specific to all-day care.

6.1.5 Child, Family and Community - 16 Hours (3 unit)

Develop mutual cooperation and support among the family members and the center: understanding the psychology of parenthood, translating to the home the center child-rearing practices, locating community and professional resources, teacher-parent conferencing and dialogue skills, parent involvement and education, health and nutrition, supporting cultural differences.

6.1.6 Observation – 16 Hours (1 unit)

Observation includes techniques of observation and program staff-supervised observations of infants and toddler in various settings.

6.1.7 Personal Growth and Development - 18 Hours (1 units)

Professionalism, introspection, the continued spiritual growth of the adult, and ethical behavior.

6.1.8 Practicum Student Teaching I & II - 540 Hours (8 units)

The practicum provides for the student with a supervised teaching and learning experience and a period of observation, internalization, and further study, in order to bring together the theory and practice of Montessori education. The student participates in all facets of infant and toddler environmental design and development, as well as family partnership, and administrative procedures.

Objectives:

The following objectives found in the coursework support the student in meeting the competencies required for the successful completion of the Montessori Infant and Toddler Teacher Course.

1. Montessori Philosophy and Human Development:

- a. The student is introduced to the Montessori philosophy through Montessori writings and various books and articles. The student demonstrates an understanding of Montessori philosophy through the writing of the Montessori rationale papers for the curriculum courses. In the practicum the student demonstrates the ability to implement the Montessori philosophy with children two and one half to six years.
- b. The student is introduced to the major educational theorists, and theorists in human growth and development. The student demonstrates comprehension through discussion and examination, and utilizes an

understanding of the stages of human growth, development, and educational theories in the classroom practicum setting.

- c. The student is provided the opportunity and format within which personal growth through self-evaluation and introspection is demonstrated.
- d. The student is provided developmental and behavioral norms and potential recommendations of early intervention services in order to demonstrate this knowledge and referral ability..

2. Environmental Management and Leadership

- a. The student is introduced to observational forms and to observational approaches in order to demonstrate skills in observation, documentation, and analytical skills necessary for planning and recording the progress of children.
- b. The student is supported in the effective interaction with the whole child and supports development in a culturally sensitive manner.
- c. The student is modeled and introduced to leadership skills and professional standards in order to demonstrate those skills and standards in the practicum. Fundamental administrative tasks for the classroom teacher are introduced in order for the student to exhibit an understanding of administrative functions when in the practicum.
- d. The student exhibits an understanding of administrative functions.

3. Curriculum and Environments:

- a. The student is presented with designs and integrate environments that meet the child's need for exploration and independence in:
 1. sensory and motor experiences;
 2. language experiences;
 3. positive social experiences;
 4. self-care;
 5. routines and procedures;
 6. peace education
- b. The student is introduced to Community Care Licensing regulations. Awareness and understanding of Community Care Licensing regulations is assessed in the practicum.

4. Community Involvement and Partnership with Families

- a. The student is introduced to cultural differences and its implementation in working with families. The student demonstrates sensitivity in working with families of various cultural backgrounds.
- b. The student is introduced to resources in the community. The student demonstrates an awareness of community resources for additional support of children and families through the development of resource file.
- c. The student is introduced to the major professional associations and is able to identify them.

Competencies:

Successful completion of the Infant and Toddler Teacher Course requires that the following competencies are met in the coursework and in the practicum experience.

Montessori Philosophy and Human Development:

- a. demonstrates understanding of and implements Montessori philosophy with a focus from prenatal stage to age three (3).
- b. comprehends and utilizes an understanding of the stages of human growth and development with an emphasis on prenatal to age three (3);
- c. demonstrates evidence of personal growth through self-evaluation and introspection;
- d. demonstrates knowledge of developmental and behavioral norms and potential recommendations toward early intervention services.

Environmental Management and Leadership:

- a. demonstrates observation, documentation, and analytical skills necessary for planning and recording the progress of children;
- b. effectively interacts with the whole child and supports development in a culturally sensitive manner;
- c. demonstrates leadership skills and an understanding of professional standards;
- d. incorporates an understanding of administrative functions.

Curriculum and Environments:

- a. demonstrates an ability to design and integrate environments that meet the child's need for exploration and independence in:
 - sensory and motor experiences;
 - language experiences;
 - positive social experiences;
 - self-care;
 - routines and procedures;
 - peace education
- b. demonstrates an awareness and understanding of governmental regulations.

Community Involvement and Partnerships with Families:

- a. develops supportive partnership with culturally diverse families;
- b. demonstrates an awareness of community resources to support children and families;
- c. identifies and has knowledge of professional standards and associations.

Facilities and Locations:

The Montessori Teacher Education Center San Francisco Bay Area Administrative Office is at 99 Callan Avenue, San Leandro, CA 94577.

The Montessori Teacher Education Center San Francisco Bay Area conducts the Infant and Toddler classes at Rainbow Montessori School, 790 East Duane Avenue, Sunnyvale, CA 94085.

The classrooms are approximately 900 square feet in size, and accommodate up to twenty (20) students. The appropriate material is available in the classroom for instructor presentation and student practice. A limited reference library is available.

Faculty and their Qualifications:

Dr. Pamela Zell Rigg: Program Director, Montessori Philosophy and Pedagogy, Environmental Design for the Toddler.

Pamela Zell Rigg has an MA in Early Childhood Education from New York University, an MA in Educational Psychology from the University of Arizona, and her Ph.D. from U.C. Berkeley in Math, Science, and Technology. She received her Montessori Early Childhood (3-6) training under Nancy Rambusch in 1966 (AMS), completed her Montessori Elementary I training in 1979 (AMS) and Infant and Toddler in 2000 (AMS). Consultant for the AMS Consultation Services, and the Teacher Education Committee of AMS. First chairperson of the Heads of Schools Section of AMS, and Western Seminar Chairperson, 1984, 1988, and 1991.

Mercedes Castle: Montessori Philosophy and Pedagogue, Environmental Design for the Infant.

Mercedes Castle has her American Montessori Society Infant and Toddler Teacher Credential and her BA degree. Ms. Castle owns and director her infant and toddler center in Oregon.

Ann Rose Gavey: Child, Family & Community; Child Development: Prenatal to Three, & Observation.

Ann Gavey has a M.Ed. from College of Notre Dame and an A.M.S. Early Childhood Teacher Credential and the Elementary Teacher Credential. After more than twenty years of teaching experience Ms. Gavey comes to the cultural subjects with a rich background and many exciting activities. Ms. Gavey holds a Child Development Permit as Program Director.

Thomas Lubrano: Personal Growth and Development

Thomas Lubrano has a M.Ed. degree from the college of Norte Dame and credentials in Early Childhood and Lower Elementary from A.M.S. Thomas teaches music to students from infancy through the upper elementary years. He uses a combination of the famed Orff Shulewerk and Kodaly music education methods. Thomas uses a great deal of movement and manipulative materials in his teaching.

Kathy McIntosh: Program Leadership and Administration

Kathy McIntosh has a B.A. in Human Development. She has an A.M.S. credential on the Infant and Toddler, Early Childhood and Elementary Level I in addition to the Administrator Credential. Kathy has been working with the children and adults at all three levels for the past twenty years.

Irena Shklovsky: Montessori Philosophy and Pedagogue, Environmental Design for the Toddler

Irena Shklovsky has a M.S. in Language for Young Children and B.A. in Early Childhood Education from the University of Moscow. Irena earned her Infant and Toddler credential from the American Montessori Society. Irena has been working with young children for thirty years and the very young child in the Montessori setting for nearly ten years.

Anni Tervydis: Early Childhood Overview

Anni Tervydis has a BA degree in Sociology. She has an A.M.S. Early Childhood Teacher Credential and has been teaching in this level since 1969. She is a member of the California Kindergarten Association and the American Montessori Society. She actively participates in Human Relations committees, Leadership Programs and Teacher workshops. Mrs. Tervydis has been a presenter of Montessori curriculum throughout the Bay Area, Palm Springs, CA, Vancouver, Canada and Taiwan.

Housing:

Housing is not available through the MTEC/SFBA. The MTEC/SFBA provides information on accommodations.

Non-Discrimination Policy:

The program is nonsectarian and provides all students and staff regardless of race, color, sex, sexual orientation, or ethnic origin with all of the rights, privileges, programs, and activities generally accorded or made available to students in a school. We do not discriminate on the basis of race, color, sex, sexual orientation, disability, or national or ethnic origin in administration of our educational policies, admissions policies, or scholarship and loan programs.

Schedule of Tuition, Fees and Other Charges:

Infant and Toddler Teacher Course:	
Registration Fee (\$75 non-refundable)	\$ 100.00
Tuition	\$2000.00
Late Fee - \$ 25.00	
*Classes may be taken per course for separate fees.	
American Montessori Society Fee	\$ 205.00

MACTE Fee \$ 145.00

TOTAL TUITION AND REGISTRATION \$ 2450.00

Payment Schedule:

Payment schedules are available:

1. Full payment of tuition prior to or upon beginning the coursework.
2. Installment payments;
 - A. Summer Course Schedule:
 - Initial installment: \$1,000.00 prior to or upon beginning the coursework.
 - Monthly installments: Ten equal monthly installments of the balance of the tuition – October through July.
 - B. Year Round Course Schedule:
 - Payment of each class prior or upon beginning each class.
 - Monthly installments: Ten equal monthly installments of the balance of the tuition – October through July.

Cost for Books and Other Costs:

Fees do not include books, manuals, supplies, and materials estimated to cost approximately \$450.00.

The tuition does not include transportation of the Field Supervisor to the Practicum site. This is an added expense and is billed to the student at the federal government rate per mile, or airline flight costs.

Housing Fees:

Fees also do not include housing nor is housing provided by the Center. The MTEC/SFBA provides information on accommodations.

Extended Enrollment and Inactive Enrollment Fee:

For enrollment that extends six months beyond the twelve (12) month completion date for the summer intensive schedule or eleven months beyond twenty-two months for the year round schedule. For enrollment which has become inactive (defined as no progress toward course completion within a year period) there is a re-registration fee of \$100.00 to extend or to reactivate enrollment.

Instructional Materials Fees:

Cost for manuals and book is approximately \$450.00. The complete list of required reading materials is listed in this handbook under Readings and Text.

Instructional Materials:

Once purchased, books and other materials are the property of the student. The MTEC/SFBA does not sell or accept returned materials, and makes no refunds on materials.

Financial Aid:

The Center does not provide financial aid. The American Montessori Society Scholarships Fund has available scholarships, which are awarded each year. Applications for these scholarships may be requested from American Montessori Society, 281 Park Avenue South, 6th floor, New York, NY 10010, 212 358-1250. The application and all supporting documentation must arrive at the AMS office by May 1.

The Center has a ten-month installment payment plan available to all Infant and Toddler Teacher Course students.

Refund Policy and Schedule:

The student has the right to withdraw from a course of instruction at any time. After the period of cancellation has passed (five business days) the school will remit a refund less \$75.00 of the registration fee within thirty (30) days following withdrawal. The student is obliged to pay only for educational services rendered.

The refund is the amount the student paid for instruction multiplied by a fraction, the numerator of which is the number of hours which the student has not received but which was paid for, and the denominator of which is the total number of hours of instruction for which the student has paid. Refund is within thirty (30) days of cancellation of enrollment.

Infant and Toddler Teacher Course:

(210 hours for Course	\$2000.00 tuition refund)
<u>Percent of Attendance Time</u>	<u>Amount of Refund</u>
10% (up to 21 hours)	90% - \$1800.00
25% (up to 52.50 hours)	75% - \$1500.00
50% (up to 105 hours)	50% - \$1000.00
75% (up to 157.50 hours)	25% - \$ 500.00

Admissions Requirements:

Applications for enrollment are accepted with the following documents:

1. Interview in person or by telephone.
2. B.A. or B.S. degree. Foreign transcripts of college degrees must be evaluated by an outside agency to determine their equivalency to a United States degree:

a. World Education Services, PO Box 745, Chelsea Station, New York, New York 10113-0745. Telephone: 212-966-6311.

b. International Education Research Foundation, PO Box 3665 Culver City, CA 90231 Telephone: 310 258-9451

Or a high school or GED diploma is required.

3. Three professional letters of recommendation.
4. Application with registration fee. (\$100.00 - of which \$75 is non-refundable)
5. Handwritten statement of purpose for attending the Course.

A student whose file lacks any the items listed above may be accepted on a provisional basis while he/she awaits the full documentation. If there are any questions, the student is directed to the Admissions Officer for verification of status. A letter of full acceptance or a letter of provisional acceptance with deficiencies is sent to applicants.

Upon successful completion the agency issues:

- Full Infant & Toddler Teacher Credential for those adult learners with a bachelor's degree.
- Associate Infant & Toddler Teacher Credential for those adult learners without a bachelor's degree.
- International Infant & Toddler Teacher Credential for adult learners who have earned a bachelor's degree outside of the United States but have not evaluated the degree, or the BA/BS degree has been evaluated as not equivalent to a United States BA/BS degree.

Admission Procedure:

The admission procedure begins with the applicant's request for information and the discussion between the prospective applicant and the Center. Determining "the best fit" is the conversation that ensues and requires sincere reflective thinking on the part of the prospective applicant. The "fit" is multi-dimensional taking into account familial needs, time and financial constraints, and professional suitability, and further consideration. This inner process aided by the Center with information is the critical reflective, and first, step in the admissions procedure.

The next step in the admissions procedure is the submission of the application with the admission fee. The complete application documentation (#3 through #5) may be submitted with the application and application fee, or may follow. A letter acknowledging receipt of the application and documents (or the need to submit lacking documents) is sent to the applicant.

The candidate for the AMS Infant & Toddler Credential holds as a minimum: a Bachelor's degree from a regionally accredited U.S college/university or its equivalent from a non-U.S. college/university and a Montessori Early Childhood Credential issued by an AMS or MACTE-accredited course, or the alternative, a prerequisite overview course. Upon successful completion of the Infant & Toddler course, the director recommends the adult learner to AMS for an AMS Infant & Toddler Credential. An Infant & Toddler Credential is awarded to adult

learners who hold a Bachelor's degree from a non-U.S. college/university and whose Bachelor's degree does not equate to that of a U.S. Bachelor's degree from a regionally accredited U.S. college/university. The degree and country in which the graduate was awarded his/her Bachelor's degree is indicated on the credential.

AMS grants the AMS Associate Infant & Toddler Credential when the course graduate has a high school diploma or GED, but not a Bachelor's degree. Country, state and local employment requirements vary widely and change periodically. In addition, employment requirements vary in different types of schools (e.g. private, public/charter, faith based, publicly funded). In some locations or schools, an Associate Credential may not qualify for full teaching responsibility.

Even if it is currently possible to qualify for a full teaching responsibility without a Bachelor's degree, employment regulations may change in the future. The applicant is responsible for checking specific jurisdictions and schools for particular employment requirements.

Applicants for this AMS Infant & Toddler course who do not have a U.S. Bachelors degree U.S. Bachelors degree from a regionally accredited U.S college/university or its equivalent are required to sign a statement verifying that they have received the above information before they are considered for acceptance into this course.

AMS strongly encourages holders of the AMS Associate Infant & Toddler Credential to obtain their Bachelor's degree within 7 years of credentialing. AMS hopes you consider your credential as the beginning of your journey of lifelong learning. Teachers with an Associate credential are eligible for an AMS Infant & Toddler Credential upon completing the Bachelor's degree requirement. To upgrade a credential, the teacher must be a current AMS member and send an official transcript documenting the Bachelor's degree with the credential upgrade fee to the AMS Office of Teacher Education.

Degree Requirement for Teachers:

The Associate Credential for Infant and Toddler is offered to adult learners without a bachelor's degree. The adult learners without a bachelor's degree signs the notification in the appendix that explains local requirements for employment as an Infant and Toddler teacher vary widely in the United States. It is the adult learner's responsible to verify local regulations to determine qualifications for employment. AMS strongly encourages holders of the Associate Credential to obtain a bachelor's degree within seven (7) years of credentialing.

Professional Development Guidelines:

Upon receipt of the American Montessori Society credential fifty (50) hours of

professional development is required over a five (5) year period to retain the associate or full Montessori credential.

If professional development hours are not completed within the 5-year period, the teacher's credential is considered inactive until the requirement is met.

Admission: Ability to Benefit:

Based upon the documents submitted from the *Admission Requirements* and the discussions with the applicant the MTEC/SFBA determines the applicant's ability to benefit from the course: commitment to the profession, academic preparation, and feasibility of successful completion.

Leave of Absence/

Change of Status - Declared (Withdrawal) and Undeclared (Drop-out):

Change of Status is permitted at any time. The student completes the "Change of Status" declaration (Withdrawal). If the student does not file a "Change of Status" form but is inactive for one year then the MTEC/SFBA makes the "Change of Status" undeclared (Drop-out). Reactivation of a declared or undeclared change of status requires a new registration and registration fee.

Record Retention:

Student records are maintained in digitally, and daily back-up on line. Upon credentialing the paper file is purged. The copy of the credential are retained. Financial records and academic records are separately maintained. Records are maintained indefinitely. Five-year minimum is required by BPPVE.

Occupation/Career Information:

Successful completion of the Montessori Infant and Toddler Teacher Course meets the requirements for a career with children of that age in a Montessori educational setting. A file of employment opportunities is maintained and is available at the MTEC/SFBA office, and an on-line listing on the Center website. Additionally, Agency issues a listing of employment opportunities annually. However, the MTEC/SFBA does not represent itself as an employment or placement service. No guarantee is made or implied as to employment, occupational advancement or salary.

The State of California has requirements that must be met for employment working with infant and toddler age children. Those requirements are in the Appendix, *State of California Teacher Requirements Early Childhood: Qualifications and Duties*.

Placement Services:

Applicants have access to MTEC/SFBA files of employment opportunities. Requests from Montessori schools are kept on file and are fully accessible to the student and graduate. Employment, salary, and occupational advancement are not guaranteed by the MTEC/SFBA. Further, the MTEC/SFBA is not an employment agency.

Attendance Policy: Absence/Tardy Arrival/Cancellation:

The Course is both intense and non-duplicable. Absences are not permitted. All absences are deemed serious and necessitate a meeting with the Instructor. Punctuality is assumed for the same reasons that absences are not permitted. All absences and tardy arrivals necessitate a return to the MTEC/SFBA to make up the class work. (See *Make-Up Classes*) Tutoring by the instructor is optional in lieu of returning for the class. The charge is \$40.00 per hour paid to the Montessori Teacher Education Center San Francisco Bay Area.

Attendance is recorded in the Personal Attendance Sheet (PAS) binder. Absences as recorded in the PAS binder are digitally saved in the individual student data base.

Practicum may be interrupted for varying personal reasons. The length of the practicum is extended in order to fulfill the nine-month requirement.

The Program unavoidably may cancel a class(es). Students are notified by e-mail. Make-up class(es) are scheduling for a mutually agreed upon date(s).

Make-Up Classes:

Classes missed may be made-up during the summer schedule or in the year round schedule. It is the student's responsibility to know which class was missed. The make up class cannot be any of the academic days but must be the specific curriculum and class that was missed. Additionally, full attendance and proper participation including preparation for the philosophy with the philosophy book is required. Prior to attending a make-up class the Personal Attendance Sheet (PAS) must be completed from the PAS binder. The instructor signs the PAS at the completion of the class day attesting to attendance and proper participation in the class. For cancelled classes the rescheduling of the class(es) is determined for a mutually agreed upon date(s).

Grading and Student Assessment Policy:

Students receive ratings for work completed: A+, A, and A- for excellent work; B+ and B for average work; B- for unsatisfactory work; I for incomplete work. "I" for incomplete work must be cleared within a six-week period following notification, or the rating is changed to "F." B- for unsatisfactory work and must be redone or re-presented. The *Grade Sheet* is returned with the assignments to communicate the grade. In addition, a transcript is issued as each course component is completed.

The student is encouraged to meet with the appropriate instructor for clarification and academic support in gaining mastery of the course work.

Academic Advisement:

The student is encouraged to meet with the appropriate instructor for clarification and academic support in gaining mastery of the course component assignments.

Student Services:

Concerns regarding the status of an application, class schedule, transcripts, handbook and forms, and general clerical concerns are addressed to the Custodian of Records - Academics.

Concerns regarding teacher credentialing and state permits are directed to the Credentialing Officer.

Concerns regarding financial arrangements are directed to the Chief Financial Officer / Custodian of Records-Financial.

Concerns regarding your practicum placement are to be addressed to the Practicum Coordinator. For academic advisement, see self-study for words.

Counseling is available through Suicide and - Crisis Prevention, 650 South Bascom, San Jose, CA 408 Alameda County (510) 889-13330.

Health Care on an emergency basis is available through O'Connor Hospital, 2105 Forrest Avenue, San Jose, CA 95128 408 947-2500.

Library:

There are Montessori and Montessori-related books available for checking out and reading. Both tapes and videos are also available. The procedure of checking the books out on the forms provided. The local libraries and community colleges are resources. Internet provides the strongest research tool.

Student Assessment of Instructor and Program:

Student assessment of the instructor is done following the completion of the instructor's curriculum area. Program assessment is conducted at the conclusion of the course.

Student Body Representative:

The student body elects one representative who assist in the organization of student affairs. The student body representatives must be enrolled for the entire course. The same representatives serve on the Grievance/Complaint Committee. The role of the student body representative is to oversee attendance, to distribute the Instructor Assessment, and to orient new students to the course components. The student body representative collects the assessments, placing

them in the file provided in the office. They are then reviewed by the Program Director.

Student Conduct/Code of Conduct:

Students are expected to maintain a professional demeanor throughout the course. If an adverse situation arises the Program Director will speak to the student involved to establish an understanding of acceptable behavior. If this does not produce the desired effect, the Program Director will meet with the faculty to help decide the appropriate action in the particular case. Situations will be dealt with on an individual basis. Unprofessional behavior is unacceptable. The Program Director is ultimately responsible for the action taken with the student.

Note:

1. Promptness is expected at the beginning of class and after each break.
2. The proper time for the student to snack, go to the bathroom, etc. is during the mid-morning and mid-afternoon break (15 minutes). Leaving during lecture, presentation, practice, or discussion is NOT acceptable and requires retaking of the half day in which time was missed.
3. During class time do not disturb the class by speaking with classmates. If there is something to say, then share it with the whole class.
4. Eating is not permitted during class.
5. No smoking in the classrooms, buildings or grounds.
6. Bare feet or thongs are not permitted. (Insurance policy requires enforcement of this policy.)
7. The dress code requires men and women be covered from the neckline to the end of the pants in the front and back of the body. Excessive exposure of skin might be offensive and distracting to you fellow students.

Student Rights and Responsibilities:

1. **KNOWLEDGE OF COURSE POLICIES AND REQUIREMENTS:** The student is responsible for being aware of all policies and requirements of the preparation course.
2. **PAYMENT:** Students must satisfy their financial obligations to the course.
3. **PRACTICUM SITE AGREEMENT:** The students must fulfill all duties and obligations listed in the agreement with the practicum site.
4. **COMMUNICATION:** It is the responsibility of the student to notify the program director if opportunities for learning in the specified areas are not being provided at the practicum site.

5. RIGHTS: It is the responsibility of the student to initiate grievance/ problem-solving procedures to the program and MACTE Problem-Solving Committees in situations which warrant it.
6. COMPLETION OF COURSE REQUIREMENTS: The student must fulfill all course requirements, including but not limited to:
 - a. Academic assignments and requirements, such as attendance, written examination, and curriculum manuals.
 - b. Practicum assignments and requirements, such as seminars, observations, student teaching, and practicum journals.
7. FINAL EVALUATIONS: The student must satisfactorily complete written and practical evaluations for both academic and practicum phases.
8. TIME LIMIT: Students must satisfactorily complete all course requirements--academic, practicum, and financial--within a two year time period following the course's official end of the academic phase for which the student was enrolled. See *Extended Enrollment/Inactive enrollment* for more information.

Children Not Permitted In Class:

Children are not permitted to attend class.

Dismissal - Rules of Operation and Conduct:

Dismissals are based upon:

1. Lack of commitment and serious intent as observed in inattention to demonstrations and inappropriate activity during the practice sessions.
2. Marked inability to interact with faculty and/or students in a mature, respectful manner.
3. Mental incapability of grasping the concepts underlying the materials and/or their manipulation.
4. If dismissed the refund of tuition follows the same procedure as a withdrawal. (see *Refund Policy and Schedule*)

Dismissal Procedure:

1. The student will be appraised of the situation by the Director and placed on probationary status. Explicit, behavioral objectives are identified for the student to work on.

2. Several class sessions later there will be a review of the situation with feedback from the appropriate faculty.

3. While probationary status may be removed, the student will be advised that the change in behavior must continue in order to avoid immediate dismissal.

Grievance/Complaints:

The Appendix contains the formal form “Grievance Complaint/Concern Notification” which is to be completed if the concern is not resolved with the person with whom there is a problem. Unresolved complaints/concerns may be addressed to BPPVE .. See pages 5.

Bureau of Private Postsecondary and Vocational Education:
1625 North Market Boulevard, Suite S-202
Sacramento, CA 95834 (916) 445-3428

Grievance/Complaint Committee and Composition:

Purpose:

1. To arbitrate significant complaints or grievances by students, faculty or field experience consultants.
3. To decide on a course of action, in response to a grievance, which will be binding on all parties involved in it. (See note on “APPEAL PROCEDURE” below.)

Composition:

The MTEC/SFBA’s Teacher Education Arbitration Committee will be composed of the following persons, who shall remain members of the committee until the end of the following summer session:

- Program Director of the MTEC/SFBA.
- One of the faculty of the course, appointed by Program Director.
- One of the students elected by all students
- One other faculty member is a stand-by member of the committee, as explained below.

Areas of Grievance/Complaint:

The Grievance/Complaint Committee considers grievances against the program, and against its management and instructors in the following areas:

1. Incomplete or seriously deficient training during the summer phase of the teacher credential course.

2. The MTEC/SFBA's failure to meet American Montessori Society requirements during the practicum.
3. The MTEC/SFBA's failure to meet financial obligations to anyone due those obligations.

Grievance/Complaint Procedure:

1. A person initiating a complaint must first consult with the person against whom the complaint is being brought and attempt to work out a satisfactory solution. The director must give final approval to any solutions worked out in this manner that involve a change in course requirements (assignments and attendance requirements).

2. If a complaint is not resolved to everyone's satisfaction by this initial contact, the problem can then be brought before the MTEC/SFBA's Arbitration Committee, who will decide if it is worthy of a hearing. Complete the "Complain/Concern" form found in the Appendix. In the event of a hearing, the committee will hear from both sides of the dispute and shall first attempt to arbitrate a satisfactory solution between them. Failing that, the Arbitration Committee will decide, by majority vote (two out of three), upon a course of action which will be binding on all parties. (See "Appeal Procedure" below.)

Individuals who feel they still have legitimate grievances after the above procedures have been exhausted may bring that grievance before the Arbitration Committee. The decision of this Committee will be considered binding on all parties and without appeal.

Stand-by Member:

In order to keep the committee voting as objectively as possible, the designated stand-by member of the committee will replace either staff member on the committee against whom a grievance is brought. The stand-by member will not otherwise have a place or vote on the committee.

In the event that the elected student representative to the Arbitration Committee is bringing a grievance to the committee, the an alternative student representative will be selected.

Stipulation:

No solution may be in conflict with agency policy.

Practicum:

The practicum is a necessary requirement for the successful completion of the Infant and Toddler Teacher Course.

The function of the Practicum Phase is to provide for the student a supervised teaching/learning experience and a period of observation, internalization, and further study, to bring together the theory and practice of Montessori education.

No part of the student practicum may precede the beginning of the academic phase of the course. The academic coursework must be successfully completed prior to the beginning of the practicum. A Practicum Application form is required to activate the practicum. The practicum begins in September. The minimum Early Childhood Practicum is defined as lasting a full academic year (nine months), with the student working at the practicum site, in the environment with an approved Supervising Teacher, for a minimum of three (3) hours a day, five (5) days a week, for nine consecutive months. The length of the practicum may be extended to provide additional experience and insure all objectives and competencies for the practicum are met.

Practicum Site Requirements:

1. The Site must be agency affiliated or an exemption is established
2. Environment contains children of infant or toddler age.
3. The environment is equipped with the appropriate materials.
4. Non-discrimination policy: The school site must have a written non-discrimination policy for children and staff.
5. Licensing: The site must meet all local and state regulations.
6. School Policies: The site should communicate to the student and the MTEC/SFBA its administrative policies and guidelines relating to the student. This may be done verbally or in writing.
7. Job Description/Contract: The site provides a job description and a contract of agreement acceptable to the site, the student, and the preparation course. This job description or agreement should include the nature and type of remuneration given the student, if any.
8. Cooperation with preparation course: The school must agree to cooperate with MTEC/SFBA in all matters relating to the practicum.
9. Janitorial Service: Janitorial service should be provided.
10. The student is not to be asked to assume total responsibility for an environment without the presence of a supervising teacher or other

qualified staff person unless she/he is following a self-directed practicum.

Practicum Field Supervision:

The candidate is visited at the practicum site by the field supervisor a minimum of three times during the school year. There is an additional consultation fee for each visit over the three visits. These meetings will include but are not limited to the following areas:

1. Discussing the psychological needs of the children whom the student is teaching.
2. Reviewing the record keeping procedure the student is utilizing.
3. Aiding in the implementation of the Montessori Early Childhood materials.
4. Encouraging and discussing the student's relationship with other adults in the teaching experience.
5. Discussing classroom leadership techniques.

A record of these visits is made by the student and the Field Supervisor (Appendix A). The Field Supervisor's evaluation record is available for the student's review.

Supervising Teacher.

The Supervisor is responsible for providing experiences relating to the following areas:

1. Preparation: of indoor and outdoor environments.
2. Observation and Recording: observing, responding/ planning, assessing; maintaining records.
3. Interaction: relations among parents, staff, and children.
4. Instruction: designing activities; individual and group presentations.
5. Management: individual and group strategies.
6. Parent/Community Involvement: family support and community services; parent education, interviews, conferences, and meetings; open house.
7. Staff Involvement: participation in meetings, establishing team compatibility and problem-solving techniques.

Practicum Models and Time Periods:

There are four Practicum models. The Program Director and the Practicum Supervisor have the responsibility for determining the appropriate model selection for the student, according to these criteria.

- A. The area of specialization (birth-18 months or 18 months-3 years);
- B. Extent of the candidate's previous Montessori teacher education; and

C. Special professional purpose.

Model 1: Infant Concentration (Birth to 18 Months):

Prerequisite: Montessori Credential or Overview of Montessori Principles.

Model 1 Practicum provides a period of concentration for the student whose primary interest is the care and development of infants. This model requires the student to participate in all facets of infant care and development, as well as parent education and administrative procedures, for a minimum of 400 hours completed over a nine-month period.

Model 2: Toddler Concentration (18 Months to Three Years)

Prerequisite: Montessori Credential or Overview of Montessori Principles.

Model 2 Practicum provides a period of concentration for the student whose primary interest is the care and development of toddlers. The student may fulfill practicum requirements by direction a toddler program for a minimum of 400 hours over a nine-month period.

Model 3: Toddler Concentration (18 Months to Three Years):

Prerequisite: Montessori Credential or Overview of Montessori Principles.

Model 3 Practicum provides a period of concentration for the student whose primary interest is the care and development of toddlers. This model is designed for the person with no previous Montessori teacher education or credential. The student is required to work for a minimum of 400 hours over a nine-month period in a Montessori toddler environment as a co-learner with an approved supervising teacher.

Model 4: Special Interest

Prerequisite: Montessori Credential or Overview of Montessori Principles.

Model 4 Practicum is designed to meet the individual needs of a wide variety of professionals involved in child services, e.g., social workers, vocational child care specialists, pediatric nurses, Montessori administrators and consultants, and others. The student may fulfill practicum requirements by applying information received during the academic phase in a variety of settings for a minimum of 400 hours over a nine-month period. The practicum is co-designed by the preparation course and the student.

Course Performance, Course Completion Standards & Assignment Due Dates::

Child Development: Prenatal to Three -

Pass all examinations, and submit the development timeline.

Summer Schedule - Assignment Due Dates:

Examinations – during the week of instruction

Developmental Time Line – Friday of the week of instruction

Year Round Schedule – Assignment Due Dates:

Examinations – during the time instruction

Developmental Time Line – last day of instruction

Philosophy & Pedagogy I - Infant -

Complete Manuals: Health & Safety, Montessori Pedagogy, and Rationale Paper.

Summer Schedule - Assignment Due Dates:

Manuals – Friday of last day of class

Rationale Paper – email weekend after the last day of class.

Year Round Schedule – Assignment Due Dates:

Manuals – Last day of class

Rationale Paper - email weekend of the last day of class

Philosophy & Pedagogy II - Toddler and Two Year Old -

Complete Manuals: Practical Life, Sensorial, and Language Arts for the Two Year Old, and Rationale Paper.

Summer Schedule - Assignment Due Dates:

Summer Schedule - Assignment Due Dates:

Manuals – Friday of last day of class

Rationale Paper – email weekend after the last day of class.

Year Round Schedule – Assignment Due Dates:

Manuals – Last day of class

Rationale Paper - email weekend of the last day of class

Environmental Design I – Infant -

Complete Manual: Environment and Rationale Paper

Summer Schedule - Assignment Due Dates:

Manuals – Friday of last day of class

Year Round Schedule – Assignment Due Dates:

Manuals – Last day of class

Environmental Design II - Toddler

Complete Manual: Prepared Environment for the Two Year Old and Rationale Paper

Summer Schedule - Assignment Due Dates:

Manuals – Friday of last day of class

Year Round Schedule – Assignment Due Dates:

Manuals – Last day of class

Program Leadership & Administration -

Licensing Regulations General and Infant Manual

Summer Schedule - Assignment Due Dates:

General Licensing Manual – last day of class

Infant Licensing Manual – last day of class

Year Round Schedule – Assignment Due Dates:

General Licensing Manual – last day of class

Infant Licensing Manual - last day of class

Child, Family, Community -

Child, Family and Community Journal

Community Resources Manual
Summer Schedule - Assignment Due Dates:
Journal – December
Community Resource Manual – December

Year Round Schedule – Assignment Due Dates:
Journal – December
Community Resource Manual – December

Observation in Child Development -
Four Observation Reports
Summer Schedule - Assignment Due Dates:
Observation #1 & #2 – January
Observation #3 – May
Year Round Schedule – Assignment Due Dates:
Observation #1 & #2 - January
Observation #3 & #4 – May

Personal Growth & Development -
Participation in Workshops
Reflective Planning Portfolio
Practicum Handbook and Competencies Portfolio
Summer Schedule - Assignment Due Dates:
Portfolios - Each Seminar
Year Round Schedule – Assignment Due Dates:
Portfolios – Each Seminar

Supervised Field - Experience I -
Practicum Handbook, Practicum Planning Journal, Field Supervisor
Reports, Supervising Teacher Report - Formative
Each Seminar
Supervised Field - Experience II -
Practicum Handbook, Practicum Planning Journal, Field Supervisor
Reports, Supervising Teacher Reports – Formative & Summative
Each Seminar

Transfer of Credit Policy

Typically the entire sequence of curriculum components is required to successfully complete the Montessori Infant and Toddler Teacher Course. However, transfer of course work is permitted under the following criteria:

1. the course work has been successfully completed at a MACTE accredited Infant and Toddler teacher education program.
2. Transcript is required from the previous program with the particular courses and hours successfully completed.

Experience is not recognized as parallel to the courseware.

The procedure for the transfer of credit is found in Appendix D for Transfer of Credit: *Information and Acknowledgment*.

Transferability of Units and Degrees:

Units earned in our Infant and Toddler Teacher Course in most cases will not be transferable to any other college or university. For example, if you entered our school as a freshman, you will still be a freshman if you enter another college or university at some time in the future even though you earned units here at our school. In addition, when you receive our Infant and Toddler Teacher Credential in most cases it will not serve as a basis for obtaining a higher level degree at a college or university.

Certificate of Completion:

A Certificate of Completion is conferred by the Center upon successful completion of the academic and practicum phases. Successful completion is defined by a letter grade of B or better in all the course work in all written examinations, demonstrations, rational papers, manuals, observations reports, practicum planning journals, practicum handbooks and manuals, and fees have been paid.

Readings and Text:

The following books and manuals are required and need to be purchased at the beginning of the coursework:

Montessori Pedagogy for the Infant and Toddler
Health and Safety for the Infant and Toddler
Environments for the Infant and Toddler
Prepared Environment for the Two Year Old
Practical Life for the Two Year Old
Sensorial for the Two Year Old
Language Arts for the Two Year Old

The Absorbent Mind
The Discovery of the Child
Secret of Childhood
Understanding the Human Being
The Child in the Family and the Community
Observing Development of the Young Child
From Lullabies to Literature- NAEYC
Secure Relationships- NAEYC
The First Three Years of Life from All Developmental Perspectives - NAMTA

Personal Materials:

This is a list of materials and supplies that past students have found useful or necessary:

1. Three-inch and two-inch binders for the manuals.
2. Tabs for dividing sections of the manuals. (20 to 30 sets)
3. Plastic page protectors- the manuals contain over 2,000 pages in total.
4. Plastic page protectors - the manuals contain over 2,000 pages.
Past students have used 15 boxes with 100 sheets per box. (Optional)

State Requirements for Employment:

The State of California has requirements for teachers of children from birth to six years of age. Those requirements are located in the appendix.

Summer Instructional Calendar:

See Table of Contents

Year Round Instructional Calendar:

See Table of Contents

Practicum Calendar:

See Table of Contents

Staff Directory:

Dr. Pamela Zell Rigg, Program Director 510 278-1115
 16492 Foothill Boulevard
 San Leandro, CA 94578
pamelarigg@montessoritrainingusa.org

Mercedes Castle 530 233-1633
 3230 SW Vermont Street 530 939-8235
 Portland, OR 97219
mercedescastle@montessoritrainingusa.org

Ann Rose Gavey 510 865-4536
 1421 High Street
 Alameda, CA 94501
anngavey@montessoritrainingusa.org

Thomas Lubrano 415 290-3984
 1201 14 Sycamore Terrace
 Sunnyvale, CA 94806
thomaslubrano@montessoritrainingusa.org

Kathy McIntosh 510 278 0288
 16492 Foothill Blvd
 San Leandro, CA 94578
kathymcintosh@montessoritrainingusa.org

Irena Shklovsky 925 370-8975
531 Vine Hill
Martinez, CA 94533
irenashklovsky@ montessoritrainingusa.org

Anni Tervydis 925 462-2195
2635 Calle Morelia
Pleasanton, CA 94588
annitervydis@ montessoritrainingusa.org

Field Supervisor Directory:

Mercedes Castle 530 233-1633
3230 SW Vermont Street 530 939-8235
Portland, OR 97219
mercedescastle@ montessoritrainingusa.org

Kathy McIntosh 510 278 0288
16492 Foothill Blvd
San Leandro, CA 94578
kathymcintosh@ montessoritrainingusa.org

Dr. Pamela Zell Rigg 510-278-1115
16492 Foothill Blvd.
San Leandro, CA 94578
pamelarigg@ montessoritrainingusa.org

Irena Shklovsky 925 370-8975
531 Vine Hill
Martinez, CA 94533
irenashklovsky@montessoritrainingusa.org

INTRODUCTION MISSION, PURPOSE AND OBJECTIVE

The Montessori Teacher Education Center San Francisco Bay Area is a Montessori Teacher Credential Center for courses in Infant and Toddler, Early Childhood, Elementary Level I and Level II. This Student Handbook is for the Early Childhood Teacher Credential Course, which prepares the Adult Learner for working with children two and one half to six years old (2 ½ - 6). The length of this Course is twelve months for the summer schedule, and twenty-one months for the year round schedule.

The **age range** of this Student Handbook is for the Early Childhood Teacher Credential Course, which prepares the Adult Learner for working with children two and one-half to six years old. The length of this Course is twelve months for the summer schedule, and twenty-one months for the year-round schedule.

The **mission** of the Montessori Teacher Education Center, San Francisco Bay Area is to provide infant and toddler courses, early childhood courses, and elementary courses for adults that lead to employment in a Montessori educational setting as teacher at the appropriate level.

The **purpose** of the Montessori Teacher Education Center San Francisco Bay Area is to create, to establish, and to provide an independent non-profit educational resource for the advancement of education and for scientific purposes, to improve ways of assisting children in their learning, and where development can be explored, demonstrated, and implemented.

The **objective** of the Montessori Teacher Education Center San Francisco Bay Area is to provide a growing and developing quality of Montessori teachers. This objective is met by providing quality teacher preparation courses that meet the high teacher credential requirements of the American Montessori Society (AMS) and the Montessori Accreditation Commission on Teacher Credentialing (MACTE) in the Commissions delineated competencies.

This Student Handbook contains detailed information regarding the Early Childhood Teacher Credential Course that prepares Adult Learners to work with children two and one half to six years old (2 ½ - 6). However, it does not take the place of the formal and informal meetings we will have as a group to discuss issues and concerns. Rather, it may serve as a reference and base from which we may operate.

As a faculty, we look forward to a rewarding experience of personal and professional growth.

STUDENT TUITION RECOVERY FUND- FORM 4

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 the resident has 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 for STRF, you must be a "California resident" and reside in California at the time the enrollment agreement is signed or when you receive lessons at a California mailing address from an approved institution offering correspondence instruction. Adult Learners who are temporarily residing 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, you must file a STRF application within one year of receiving notice from the Bureau that the school is closed. If you do not receive notice from the Bureau, you have four (4) years from the date of closure to file a STRF application. If a judgment is obtained, you must file a STRF application within two years of the final judgment.

It is important that you keep copies of the enrollment agreement, financial aid papers, receipts, and or any other information that documents the monies paid to the school. Questions regarding the STRF may be directed to the:

Bureau for Private Postsecondary Education
California State Department of Education
2535 Capitol Oaks Drive, Suite 400
Sacramento, CA 95833

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

Toll Free Number: 888 370-7589
Telephone: 916 431-6959
Fax: 916 263-1897

<http://www.bppe.ca.gov/lawsregs/index.shtml>

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

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 an Adult Learner 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 Adult Learner 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, a time period of decline determined by the Bureau.
6. The school committed fraud during the recruitment or enrollment or program participation of the adult learner.

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

THE FOLLOWING STATEMENT SHALL BE INCLUDED ON THE BOTH THE CURRENT SCHEDULE OF ADULT LEARNER CHARGES AND THE ENROLLMENT AGREEMENT.

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

1. You are an Adult Learner who is a California resident and prepays all or part of your tuition either by cash, guaranteed 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 SRRF 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 to separate agreement to repay the third party.

**Montessori Early Childhood Teacher Credential Course:
320 Academic hours and 540 Practicum hours**

Instruction is in San Leandro, San Mateo and Sunnyvale, CA during the year round schedule with class size limited to 35 adult learners per class. **Instruction is at the Sunnyvale, CA campus during the summer schedule.** The Certificate of Completion is issued for satisfactory completion of the academic phase and the practicum phase. Written papers, curriculum manuals, material demonstrations, practicum portfolio

planning journal and handbook, yearlong project and observations must be completed. There are occupational requirements for licensing at this time in California.

Methods of paying tuition are available. The Montessori Teacher Education Center San Francisco Bay Area does not have available sponsored programs, government or otherwise, to provide grants or to pay for portions of tuition fees.

Prospective enrollees are encouraged to visit the physical facilities of the MTEC/SFBA to discuss educational and occupational plans with Program personnel prior to enrolling or signing enrollment agreements

Persons seeking to resolve problems or complaints should first contact the instructor in charge. Requests for further action may be made to the Program Director, Pamela Zell Rigg, Ph.D. Unresolved complaints may be directed to the:

Bureau for Private Postsecondary Education
California State Department of Education
2535 Capitol Oaks Drive, Suite 400
Sacramento, CA 95833

Mailing:
P.O. Box 980818
West Sacramento, CA 95798-0818
Toll Free Number: 888 370-7589
Telephone: 916 431-6959
Fax: 916 263-1897

Truth in Advertising:

It is the policy of the Montessori Teacher Education Center, San Francisco Bay Area that all announcements and advertising are true and accurate, and not misleading, and accurately reflect the Montessori Early Childhood Teacher Credential Course.

All information in the content of this handbook/catalog is current and correct and is so certified as true by Dr. Pamela Zell Rigg, Program Director.

Accreditation - MACTE

Montessori Teacher Education Center, San Francisco Bay Area hold accredited for the Early Childhood Course through the year 2013 by the Montessori Accreditation Council for Teacher Education (MACTE), 313 Second Street S.E. Suite 112, Charlottesville, VA 22902 (434 202-7793).

Affiliation – AMS:

The Montessori Teacher Education Center San Francisco Bay Area holds Full Affiliate status through the year 2013 for its Early Childhood teacher credential course with the American Montessori Society, 116 East 16th Street, Fl 6, New York, New York, 10003-2163 (212 358-1250).

Approved - BPPE:

Montessori Teacher Education Center, San Francisco Bay Area is approved by the Bureau of Private Postsecondary Education, State of California. Approved means that MTEC/SFBA has met certain minimum standards imposed by the state for approved schools on the basis of our written application to the state. Approval means we have met all of the extensive standards required by the state for schools that are approved to operate or are licensed, or that the state has verified the information MTEC/SFBA submitted with our re-approval application form.

Corporate Structure:

Montessori Teacher Education Center, San Francisco Bay Area is a non-profit California corporation with a board of directors:

Dr. Pamela Zell Rigg	President
Chandra Zell Kreuzer	Secretary
Dr. Richard Rigg	Treasurer

Officials:

Admission Officer	Dr. Pamela Zell Rigg
Chief Financial Officer	Evelyn McKenzie
Complaint Designee	Dr. Pamela Zell Rigg
Credentialing Officer	Johnny Luu
Custodian of Records-Financial	Evelyn Mckenzie
Custodian of Academics	Johnny Luu
Foreign Student Supervisor	Johnny Luu
Placement Officer	Dr. Pamela Zell Rigg
Practicum Coordinator	Maryam Haghbin
Recruitment Agent	Jerry Flores
Tuition Officer	Tien Dang

MTEC/SFBA Office Hours:

Office hours are from 9:00 AM to 4:00 PM Monday through Friday. MTEC/SFBA is closed on weekends and federal holidays.

Levels of Courses:

The Montessori Teacher Education Center San Francisco Bay Area has established three courses of study:

Montessori Infant and Toddler Course	Birth - 3
Montessori Early Childhood Course	2 ½ - 6
Montessori Elementary Level I Course	6 - 9
Montessori Elementary Level II Course	9 - 12

Basic Time Frame for Completion:

The Early Childhood Academic Course is offered in two schedules:

1. Summer Intensive Academic: six full-time weeks in the summer
 - Monday through Friday from 8:00 AM – 5:00 PM
 - **June & July**

Practicum following the Summer Intensive:

September-June

Basic time frame for completion of summer intensive schedule:

12 months academic coursework

2. Year Round Academic:

Weekends- September through mid-June

Practicum following Year-Round Academic Intensive:

September - May

Basic time frame for completion of the year-round schedule:

21 Months

Cancellation of Enrollment:

An Adult Learner may terminate enrollment until midnight of the fifth business day after the first attended class. Business day means a day on which you were scheduled to attend a class session. Cancellation will occur when the Adult Learner gives written notice of cancellation to the MTEC/SFBA by mail or email, hand delivery, or FAX. The written notice of cancellation may take any form.

Confidentiality:

Confidentiality is pledged to all Adult Learners regarding their records in accordance with the *Family Educational Rights and Privacy Act*. The Adult Learner has access to personal records. Access also is granted to the Program Director and the Custodian of Records. The Adult Learner grants authorization for the release of records to the American Montessori Society for the purpose of the teacher credential.

Credit – California State University, East Bay:

Units of academic credit are available through Extended and Continuing Education, Cal State University, East Bay. Fee for the credit portion is \$78.00 per quarter unit. This fee may be paid by check (made payable to CSU-EB) or credit card (MasterCard or Visa). CSU-EB Extended and Continuing Education is responsible for the credit portion of this class only. Forms for receiving academic credit are available at the Center. Thirty-five and one-half (35.5) quarter units of credit are available for the Early Childhood Teacher Credential course, plus nine (9) quarter units for the practicum. These units are useful for Community Care Licensing requirements.

Listing of course titles, quarter units follows:

Title	Quarter Units
E/C Child Growth and Development	3.0

E/C Montessori Philosophy	3.0
E/C Observation in Child Development	1.5
E/C Practical Life Curriculum	4.0
E/C Sensorial Curriculum	4.0
E/C Mathematics Curriculum	4.5
E/C Language Arts Curriculum	4.5
E/C Arts, Music, Movement Curriculum	2.5
E/C Physical and Life Science Curriculum	1.5
E/C Social Studies Curriculum	1.5
E/C Classroom Leadership	1.5
E/C Child, Family and Community	4.5
E/C Administration	1.0
E/C Supervised Field Experience I	4.5
E/C Supervised Field Experience II	4.5

Credit/Units - MTEC/SFBA:

The Montessori Teacher Education Center, San Francisco Bay Area offers a transcript that details each course's components and the semester units of credit earned. The Early Childhood Teacher Course offers nineteen (19) semester units for the coursework, and six and one-half (6.5) semester units for the practicum upon successful completion.

- 6.2.5.1. Child Growth and Development/Psychology
(2 semester units)
- 6.2.5.2. Montessori Philosophy/Theory
(2 semester units)
- 6.2.5.3 Observation in Child Development
(1 semester units)
- 6.2.5.4 Practical Life Curriculum
(3 semester units)
- 6.2.5.5 Sensorial Curriculum
(3 semester units)
- 6.2.5.6 Mathematics Curriculum
(3 semester units)
- 6.2.5.7 Language Curriculum
(3 semester units)
- 6.2.5.8 Art, Music, Movement Curriculum
(1.5 semester units)
- 6.2.5.9 Physical and Life Sciences
(1 semester unit)

- 6.2.5.10 Social Studies
(1 semester unit)
- 6.2.5.11 Classroom Leadership
(1 semester unit)
- 6.2.5.12 Child, Family and Community
(3 semester units)
- 6.2.5.13 Administration
(1 semester unit)
- 6.2.5.14 Externship/Practicum/ Supervised Field Experience
- 6.2.5.15 Practicum Seminars
- 6.2.5.16 Yearlong Project

Master's Degree Available

Master's degree from Saint Catherine University, Saint Paul, MN is available with an additional fifteen (15) units of **on-line coursework**, and college tuition fee of under \$10,000, upon successful completion of the Early Childhood Coursework and teacher credential for those Adult Learners who have a bachelor's degree.

Credit - MTEC/SFBA:

The Montessori Teacher Education Center, San Francisco Bay Area offers a transcript with each course title and the semester units of credit earned. Upon successful completion of the Early Childhood Teacher Credential Course, thirty-one and a half (31.5) semester units are earned.

Credential:

Upon successful completion of all course components of the Early Childhood Teacher Credential Course, a certificate of completion is issued. For Adult Learners with a bachelor's degree, the American Montessori Society issues the Montessori Early Childhood Teacher Credential. For those adult learners who do not have a bachelor's degree, the American Montessori Society issues the Montessori Associate Early Childhood Teacher Credential.

See *Admission/Credential Requirements* for more details.

Certificate of Completion:

Upon successful completion of all course components of the Early Childhood Teacher Course, a certificate of completion is issued by MTEC, SF Bay Area.

English as a Second Language:

English, as a second language, is not provided.

Description of the Early Childhood Teacher Credential Course:

The Montessori Early Childhood Teacher Credential Course is comprised of 320 instructional clock hours and 540 practicum hours which, when successfully completed, enables the Adult Learner to be awarded the American Montessori Society Early Childhood Teacher Credential.* Instruction includes Montessori Philosophy / Theory, Child Development / Psychology, Observation, Practical Life, Sensorial, Mathematics, Language Arts, Art, Music, Movement, Physical and Life Science, Social Studies, Classroom Leadership, Parent Involvement / Education, Administration, Yearlong Project, and Practicum.

*See “Credential for clarification.

Description of Classes, Clock Hours, and Credits
Montessori Early Childhood Teacher Credential Course:

6.2.5.1. Child Growth and Development/Psychology 30 Hours (2 semester units)

Theories of development and stages of development are examined in the Physical, Cognitive, Emotional, and Social areas. Current theories and research are examined.

6.2.5.2. Montessori Philosophy/Theory 32 Hours (2 semester units)

Montessori, from a historical perspective, is examined. Philosophy specific to the method, such as auto-education, absorbent mind, sensitive periods, normalization, development of the will, spontaneous repetition, logical-mathematical mind, spiritual and moral development of the child, etc. are examined. How the philosophy relates to the child, materials, teacher, and environment is discussed. Peace education is the natural result of the Montessori philosophy.

6.2.5.3 Observation in Child Development 45 Hours (1 semester units)
15 Hours Lecture
30 Hours Practicum

Lecture and documented observation, some of which is done during the externship/practicum phase, is designed to bridge the academic coursework and the externship/practicum phase.

6.2.5.4 Practical Life Curriculum 35 Hours (3 semester units)

Philosophy and rationale of the curriculum area of practical life, ground rules, grace and courtesy, development and refinement of movement, care of the person, care of the environment, food preparation, and nutrition.

6.2.5.5 Sensorial Curriculum 35 Hours (3 semester units)

Philosophy and rationale of the curriculum area of sensorial, materials aiding in the development and refinement of the senses.

6.2.5.6 Mathematics Curriculum 43 Hours (3 semester units)

Philosophy and rationale of the curriculum area of mathematics, materials aiding in the development of mathematical concepts/skills: introduction to numeration, linear counting, the decimal system and their functions, memorization of the facts, fractions, money, and time.

6.2.5.7 Language Curriculum 43 Hours (3 semester units)

Philosophy and rationale of the curriculum area of language arts, materials aiding in the development of language arts skills and concepts: receptive and expressive language experiences, visual and auditory perceptual experiences, vocabulary development and enrichment, penmanship from the metal insets, to the sandpaper letters to the chalkboards and lined paper, reading from the sandpaper letters, moveable alphabet and the classic pink, blue and 16-letter green series, grammar (function of words), children's literature and drama.

***6.2.5.8 Art, Music, Movement Curriculum 24 Hours (1.5 semester units)**

Philosophy and rationale of the curriculum area of art, materials that aid development of art concepts and skills in two-dimensional art activities (easel or table), three-dimensional art activities, art appreciation, and art history.

Philosophy and rationale of the curriculum area of music, materials aiding in the development of music concepts and skills, singing skills, instrumental skills, music appreciation and history.

Philosophy and rationale of the curriculum area of movement, materials aiding in the development of movement concepts and skills: body awareness, basic skills (locomotors, stationary games), and line activities.

6.2.5.9 Physical and Life Sciences 14 Hours (1 semester unit)

Philosophy and rationale of the curriculum area of the physical and life sciences, and including botany and zoology, earth elements, and physical science.

6.2.5.10 Social Studies 14 Hours (1 semester unit)

Philosophy and rationale of the curriculum area of social studies which includes geography; land and water forms, globes, maps, flags, multicultural awareness, and history to include time (see mathematics), calendar, seasons, personal family history.

***6.2.5.11 Classroom Leadership 16 Hours (1 semester unit)**

Philosophy and rationale of classroom leadership including the study of the role of the teacher in the preparation of the environment, scheduling and curriculum planning, lesson

strategies, evaluation of children, and techniques for discipline, communication, and problem-solving, and a sensitivity to multiculturalism.

***6.2.5.12 Child, Family and Community 16 Hours (3 semester units)
30 Practicum Hours**

Philosophy and rationale for parent involvement and education, raising the level of awareness, developing a knowledge base, providing options for collaboration, creating strategies for collaboration, and application and implementation of strategies.

The child within the context of the family and the community is the emphasis with a sensitivity to multiculturalism as related to child-rearing practices, and familial and community expectations.

***6.2.5.13 Administration 8 Hours (1 semester unit)
8 Hours Practicum**

Philosophy and rationale for administration, review of licensing requirements, starting a school, legal structures of schools, budget and financial considerations, and the role of consultation and accreditation, and professional organization membership.

6.2.5.14 Externship/Practicum/ Supervised Field Experience 540 Hours (6 semester units)

The practicum provides the Adult Learner with a supervised teaching and learning experience and a period of observation, internalization, and further study, in order to bring together the theory and practice of Montessori education. The Adult Learner participates in all facets of Early Childhood curriculum and development, as well as family partnership, and administrative procedures.

6.2.5.15 Practicum Seminars

See 6.2.5.2	Montessori Philosophy/Peace	8 hours
6.2.5.6	Mathematics/Fractions/Money/Time	8 hours
6.2.5.7	Language/Children’s Lit & Drama	8 hours
*6.2.5.8	Art, Music, Movement Curriculum	16 hours
*6.2.5.11	Classroom Leadership	16 hours
*6.2.5.12	Child, Family and Community	16 hours
*6.2.5.13	Administration	8 hours
*6.2.5.16	Yearlong Project	8 hours

***6.2.5.16 Yearlong Project 8 hours**

Objectives:

1. Montessori Philosophy and Human Development:

- a. Demonstrates an understanding of and implements Montessori philosophy with a focus on the early childhood years.

- b. Comprehends and utilizes an understanding of the stages of human growth, development, and educational theories with an emphasis from two and one-half (2 1/2) through six (6) years of age;
- c. Demonstrates evidence of personal growth through self-evaluation and introspection;
- d. Demonstrates knowledge of developmental and behavioral norms and potential recommendations toward early intervention services.

2. Classroom Leadership

- a. Demonstrates observation, documentation, and analytical skills necessary for planning and recording the progress of children;
- b. Utilizes cultural sensitivity in support of the development of individual children;
- c. Demonstrates an ability to implement effective classroom strategies;
- d. Demonstrates leadership skills and an understanding of professional standards
- e. Incorporates an understanding of administrative functions.

3. Curriculum Implementation

- a. Demonstrates the principles of Montessori environmental and material design;
- b. Articulates the rationale and sequence of the Montessori curriculum;
- c. Demonstrates proficiency in applying Montessori principles in the context of the curriculum, didactic materials, and lesson presentation;
- d. Designs and maintains a developmentally appropriate Montessori environment in response to the needs of the adult learners;
- e. Utilizes a variety of instructional strategies and assessment methods;
- f. Demonstrates an awareness and understanding of governmental regulations.

4. Community Involvement and Partnership with Families

- a. Demonstrates cultural sensitivity in communications and work with families and children;
- b. Demonstrates an awareness of community resources for additional support of children and families;
- c. Identifies and has an awareness of available professional associations.

Competencies:

In order to successfully complete the Early Childhood Teacher Credential Course the following competencies must be met in the course components and in the practicum experience.

1. Montessori Philosophy and Human Development:

- e. Demonstrates an understanding of and implements Montessori philosophy with a focus on the early childhood years.
- f. Comprehends and utilizes an understanding of the stages of human growth, development, and educational theories with an emphasis from two and one-half (2 1/2) through six (6) years of age;
- g. Demonstrates evidence of personal growth through self-evaluation and introspection;
- h. Demonstrates knowledge of developmental and behavioral norms and potential recommendations toward early intervention services.

2. Classroom Leadership

- f. Demonstrates observation, documentation, and analytical skills necessary for planning and recording the progress of children;
- g. Utilizes cultural sensitivity in support of the development of individual children;
- h. Demonstrates an ability to implement effective classroom strategies;
- i. Demonstrates leadership skills and an understanding of professional standards
- j. Incorporates an understanding of administrative functions.

3. Curriculum Implementation

- g. Demonstrates the principles of Montessori environmental and material design;
- h. Articulates the rationale and sequence of the Montessori curriculum;
- i. Demonstrates proficiency in applying Montessori principles in the context of the curriculum, didactic materials, and lesson presentation;
- j. Designs and maintains a developmentally appropriate Montessori environment in response to the needs of the Adult Learners;
- k. Utilizes a variety of instructional strategies and assessment methods;
- l. Demonstrates an awareness and understanding of governmental regulations.

4. Community Involvement and Partnership with Families

- d. Demonstrates cultural sensitivity in communications and work with families and children;
- e. Demonstrates an awareness of community resources for additional support of children and families;
- f. Identifies and has an awareness of available professional associations.

Facilities and Location:

Year round scheduled classes are at:

San Leandro Campus 16492 Foothill Boulevard, San Leandro, CA 94579
Sunnyvale Campus 790 East Duane Avenue, Sunnyvale, CA 94085
San Mateo Campus 3080 La Selva Street, San Mateo, CA 94403

Summer schedule classes are at:

Sunnyvale Campus 790 East Duane Avenue, Sunnyvale, CA 94085

The classroom is approximately 900 square feet in size, and accommodates up to thirty-five (35) Adult Learners. The material appropriate for each curriculum area is available in the classroom for instructor presentation and Adult Learner practice. A limited reference library is available.

The Montessori Teacher Education Center, San Francisco Bay Area Administrative Office is at 99 Callan Avenue, San Leandro, CA 94577.

Faculty and their Qualifications:

Dr. Pamela Zell Rigg: Program Director, Sensorial and Philosophy

For over four decades, Dr. Rigg has taught children and adults in Montessori settings in New York, Arizona, California, Florida, Texas, Alabama, Mexico, Costa Rica, Canada, and Taiwan. In addition to teaching, she had developed some of the very first Montessori teacher training manuals and cultural card materials. Dr. Rigg has served on the AMS Board of Directors for eight years, and for over thirty years on the AMS Teacher Education Committee. Dr. Rigg is presently an administrator of the Montessori Schools of San Leandro, and president of Montessori Council of California, and vice president of the International Association of Montessori Education.

Frida Azari: Mathematics and Philosophy

Frida Azari is a registered school audiometrist and has been working with children for nearly a decade. She assisted and designed language materials for Montessori Research & Development. Frida has a strong passion for photography and has shared this skill with a publishing company as well as at international conferences. Frida is currently a primary co-head teacher at the Valley Montessori School.

Ann Rose Gavey: Physical and Life Sciences; Social Studies; Montessori Philosophy; Child, Family, and Community; Movement; Administration

For over three decades, Ann has taught children and adults in Montessori settings in California, Canada, and Taiwan. She is the founder and head of Rising Star Montessori (established in 1982) in Alameda, with enrollment from toddler transition through the elementary 6th grade. She is interested in developing adult instruction using wit, research, and technology to make information more accessible and meaningful to the diverse range for Adult Learners in our program.

Maryam Haghbin: Sensorial and Philosophy

Maryam has been teaching in the Montessori preschools for ten years. She is a member of NAEYC (National Association for Education of Young Children) and is also the Early Childhood Practicum Coordinator and Field Consultant for MTEC.

Mary Jean King: Mathematics, Language Arts and Philosophy

For more than 20 years, Mary Jean King has served children from various Montessori institutions. She is currently coordinating practicum visits for Adult Learners throughout the peninsula.

Thomas Lubrano: Music and Movement

Thomas uses a great deal of movement and the use of manipulative materials in his teaching. He has been teaching young children in Montessori schools for over 20

years. In recent years, Thomas has served as the Music and Movement Specialist for the Hacienda/HeadUp! Schools. Thomas is trained and was awarded a certificate in Orff-Shulewerk, an experiential and organic system to introduce children to the elements of music.

Katie McDonnell-Manson: Practical Life and Philosophy

As both a teacher and a teacher trainer, Katie has been involved with Montessori for more than thirty years. She has worked in North America, the Middle East, South-East Asia, and Europe. While living in Barcelona, Spain, Katie translated Dr. Montessori's book, Psycho Geometry, from Spanish to American English. Katie teaches Practical Life for Early Childhood and Language Arts for Elementary Level I.

Sonnie McFarland: Montessori Philosophy/Theory – Peace Education

Sonnie began her Montessori career in Chicago, IL in 1968. In 1972 she moved to Pueblo, CO and founded the Shining Mountains Montessori Children's Center where she both taught and directed the school. In 1980 she moved to Denver, CO where she joined the faculty of the Montessori School of Denver, taught for twelve years, and then served as Head of School. She also served on the Association of Colorado Independent Schools and the American Montessori Society Boards. She currently serves as the Chair of the AMS Peace Committee, teaches Peace Education for several Montessori Education Centers, and is an esteemed national and international presenter on Peace Education, Adult Transformation, Community Building, and Montessori Parenting. She has authored two books, Honoring the Light of the Child, Shining Through and Montessori Parenting, as well as written numerous articles. Sonnie has just been named as the American Montessori Society's 2011 Living Legacy for her work in furthering Education for Peace.

Kathy McIntosh: Mathematics and Philosophy

For over twenty-five years, Kathy has taught and administered Montessori programs in the San Francisco Bay Area. Her assignments have ranged from opening several new Montessori Schools, to re-directing established Montessori Schools. Kathy presently is Montessori Area Supervisor for five Montessori schools.

Anni Tervydis: Language Arts and Philosophy

Anni Tervydis has been teaching at the Early Childhood level for forty years. She actively participates in Human Relationships committees, Leadership Programs, and Teacher workshops. Mrs. Tervydis has been a presenter of Montessori Curriculum throughout the Bay Area as well as Vancouver and Taiwan. She continues to work as a classroom teacher. Mrs. Tervydis was happy to channel her experiences and become instrumental in putting together the Assistant Training Course at the MTEC SF Bay Area.

Elizabeth Thurairatnam: Practical Life and Philosophy

Elizabeth has been a director and teacher since 1988 for AMS schools as well as a member for PACE and a mentor director in the Alameda County. She has been presenting workshops on Montessori curriculum and philosophy as well as a consultant, and a teacher trainer for the last twenty-five years. She has carried these presentations to international audiences. Elizabeth also has traditional training with AMI and has been a consultant for Taiwan, China, Australia, Canada, and the Bay Area. She has been an administrator for the last fifteen years and continues her work at several schools.

Housing Fees:

Housing is not available through the MTEC SF Bay Area. The MTEC SF Bay Area may provide information on accommodations.

Non-Discrimination Policy:

The program is nonsectarian and provides all Adult Learners and staff, regardless of race, gender, color, creed, national origin, sexual orientation, religion, disability, ethnic origin or other legally protected status, with all of the rights, privileges, courses, and activities generally accorded or made available to Adult Learners in a school or in administration of our educational policies, admissions policies, or scholarship and loan programs.

Schedule of Tuition, Fees and Other Charges:

Early Childhood Teacher Credential Courses:	
Registration Fee (\$75 non-refundable)	\$100.00
Tuition	\$2800.00
*Classes may be taken per course -	\$350.00
Late Fee for late payment or billing -	\$25.00
Late Fee for any late assignment -	\$25.00
TOTAL TUITION AND REGISTRATION	\$2900.00*
American Montessori Society Fee	\$ 185.00
MACTE Fee	\$ 145.00
Each Practicum visits (in addition to three)	\$100.00
Student ID Card (Optional)	\$ 25.00

Monthly installments may be arranged.

*The total includes the Student Tuition Recovery Fund fee.

Fees do not include books, manuals and supplies estimated to cost approximately \$450.00.

The tuition does not include transportation of the Field Consultant to the Practicum site. This is an added expense and is billed to the Adult Learner at the current federal rate per mile, or airline flight costs.

Payment Schedule:

Payment schedules are available:

1. Full payment of tuition prior to or upon beginning the coursework.
2. Installment payments:
 - A. Summer Course Schedule:
 - Initial installment: \$1,000.00 prior to or upon beginning the coursework.
 - Monthly installments: Ten equal monthly installments of the balance of the tuition – October through July.
 - B. Year Round Course Schedule:
 - Payment of each class prior or upon beginning each class.

Instructional Materials:

Fees do not include books, manuals, supplies, and materials estimated to cost approximately \$450.00.*

Once purchased, books and other materials are the property of the Adult Learner. The MTEC/SFBA does not sell or accept returned materials, and makes no refunds on materials.

**This does not include transportation of the Field Consultant to the Practicum site. Please see "Schedule of Tuition, Fees, and Other Charges."*

Extended Enrollment and Inactive Enrollment:

For enrollment that extends beyond the twelve (12) month completion date for the summer schedule or twenty-one (21) months for the year-round schedule, or enrollment that has become inactive (defined as no progress toward course completion within a year period) there is a registration fee of \$100.00 to extend or to reactivate the enrollment.

Refund Schedule and Policy:

The refund is the amount the Adult Learner paid for instruction multiplied by a fraction, the numerator of which is the number of hours that the Adult Learner has not received but which was paid for, and the denominator of which is the total number of hours of instruction that the Adult Learner has paid. Refund is within thirty (30) days of cancellation of enrollment.

Refund Policy - The Adult Learner has the right to withdraw from a course of instruction at any time. After the period of cancellation has passed (five business days) the school will remit a refund less \$75.00 of the registration fee within thirty (30) days following withdrawal. The Adult Learner is obliged to pay only for educational services rendered. See *"Refund Schedule"*.

Financial Scholarships:

The American Montessori Society Scholarship Fund has available scholarships, which are awarded each year. Applications for these scholarships are on the AMS website. The application and all supporting documentation must arrive at the AMS office by May 1st.

The Center has a ten-month installment payment plan available for the Adult Learners who are taking Summer Schedule. The payment is on the first day of each course for the Year-Round Schedule Adult Learners.

Admission/Credential Requirements:

The candidate for the American Montessori Society Early Childhood Credential holds a minimum of a bachelor's degree from a regionally accredited United States college/university.

The candidate who holds a minimum of a postsecondary degree from a non-United States college/university must have the degree evaluated by a National Association of Credential Evaluation Services (NACES) member organization. If the evaluation does provide an equivalency to a United States Bachelor's degree, then an Early Childhood Credential may be awarded. Depending on the content of the evaluation, the Associate Early Childhood Credential may be awarded instead.

If the NACES transcript evaluation determines that the non-United States transcript is not equivalent to a bachelor's degree from a regionally accredited United States college/university, the candidate may be eligible for an AMS Early Childhood Credential with a qualification line *including the name of the country from which the degree was earned*. The official original transcript evaluation by a NACES member service, or a notarized copy, is submitted by the Center to AMS.

The candidate for the AMS Early Childhood Credential holds as a minimum: a Bachelor's degree from a regionally accredited U.S. college/university or its equivalent from a non-U.S. college/university. Upon successful completion of the Early Childhood course, the director recommends the adult learner to AMS for an AMS Early Childhood Credential. An Early Childhood Credential is awarded to adult learners who hold a Bachelor's degree from a non-U.S. college/university and whose Bachelor's degree does not equate to that of a U.S. Bachelor's degree from a regionally accredited U.S. college/university. The degree and country in which the graduate was awarded his/her Bachelor's degree is indicated on the credential.

AMS grants the AMS Associate Early Childhood Credential when the course graduate has a high school diploma or GED, but not a Bachelor's degree. Country, state and local employment requirements vary widely and change periodically. In addition, employment requirements vary in different types of schools (e.g. private, public/charter, faith based, publicly funded). In some locations or schools, an Associate Credential may not qualify for full teaching responsibility.

Even if it is currently possible to qualify for a full teaching responsibility without a Bachelor's degree, employment regulations may change in the future. The applicant is responsible for checking specific jurisdictions and schools for particular employment requirements.

Applicants for this AMS Early Childhood course who do not have a U.S. Bachelors degree U.S. Bachelors degree from a regionally accredited U.S college/university or its equivalent are required to sign a statement verifying that they have received the above information before they are considered for acceptance into this course.

AMS strongly encourages holders of the AMS Associate Early Childhood Credential to obtain their Bachelor's degree within 7 years of credentialing. AMS hopes you consider your credential as the beginning of your journey of lifelong learning. Teachers with an Associate credential are eligible for an AMS Early Childhood Credential upon completing the Bachelor's degree requirement. To upgrade a credential, the teacher must be a current AMS member and send an official transcript documenting the Bachelor's degree with the credential upgrade fee to the AMS Office of Teacher Education.

The *Associate* Early Childhood Credential is awarded to the candidate with a minimum of a high school diploma or its equivalent, but without a bachelor's degree from a regionally accredited United States college/university. The holders of the AMS *Associate* Early Childhood Credential must represent themselves as holding the *Associate* Credential.

Holders of the AMS *Associate* Early Childhood Credential are encouraged to attain a bachelor's degree upon which the AMS Early Childhood Credential will be issued. The official bachelor's transcript and upgrade fee is sent directly to the AMS office for the upgraded credential. Current AMS membership is required.

Applications for enrollment are accepted at any time prior to the first day of classes. The following should accompany the application:

1. - B.A. or B.S. degree. Evaluation by a NACES member service is required of degrees granted outside the United States.
- Or a high school or GED diploma is required.
2. Three professional letters of recommendation.
3. Application with registration fee. (\$100.00 - of which \$75 is non-refundable)
4. Handwritten statement of purpose for attending the Course.
5. Interview.

An Adult Learner whose file lacks any of the items listed above may be accepted on a *provisional basis* while awaiting the full documentation. If there are any questions, the Adult Learner is directed to the Admissions Officer for verification of status. A letter of full acceptance or a letter of *provisional* acceptance with deficiencies is sent to applicants.

Admission Procedure:

The admission procedure begins with the applicant's request for information and the discussion between the prospective applicant and the Center. Determining "the best fit" is the conversation that ensues and requires sincere reflective thinking on the part of the prospective applicant. The "fit" is multi-dimensional, taking into account familial needs, time, financial constraints, professional suitability, and further consideration. This inner process, aided by the Center with information, is the critical reflective, and first, step in the admissions procedure.

The next step in the admissions procedure is the submission of the application online at MontessoriTrainingUSA.org along with the admission fee. The complete application documentation (#3 through #5) may be submitted with the application and application fee, or may follow. A letter acknowledging receipt of the application and documents (or the need to submit lacking documents) is sent to the applicant.

Degree Requirement for Teachers:

The Early Childhood Associate Credential is offered to Adult Learners without a bachelor's degree. The Adult Learners without a bachelor's degree signs the notification in the appendix that explains local requirements for employment as an Early Childhood teacher vary widely in the United States. It is the Adult Learner's responsibility to verify local regulations to determine qualifications for employment. AMS strongly encourages holders of the Associate Credential to obtain a bachelor's degree within seven (7) years of credentialing.

Professional Development Guidelines:

Upon receipt of the American Montessori Society credential, fifty (50) hours of professional development is required over a five (5) year period to retain the Associate or full Montessori Credential.

If professional development hours are not completed within the 5-year period, the teacher's credential is considered inactive until the requirement is met.

Admission - Ability to Benefit:

Based upon the documents submitted from the *Admission Requirements* and the discussions with the applicant, the MTEC SF Bay Area determines the applicant's ability to benefit from the course: commitment to the profession, academic preparation, and feasibility of successful completion.

Leave of Absence/Change of Status - Declared (Withdrawal) and Undeclared (Drop-out):

Change of Status is permitted at any time. The Adult Learner completes the "Change of Status" declaration (Withdrawal). If the Adult Learner does not file a "Change of Status" form but is inactive for one year then the MTEC/SFBA makes the

“Change of Status” undeclared (Drop-out). Reactivation of a declared or undeclared change of status requires a new registration and registration fee.

Record Retention:

Adult Learners’ records are maintained electronically. The copy of the AMS credential, the Montessori transcript, the college/university transcript, and Credential Recommendation form are retained electronically. Financial records and academic records are separately maintained. Adult Learners’ records are maintained indefinitely.

Occupation/Career Information:

Successful completion of the Montessori Early Childhood Teacher Credential Course meets the requirements for a career with children of that age in a Montessori educational setting. The Program’s website lists current employment opportunities. Additionally, the American Montessori Society website maintains employment listing by state. However, the MTEC SF Bay Area does not represent itself as an employment or placement service. No guarantee is made or implied as to employment, occupational advancement, and or salary.

The State of California has requirements that must be met for employment with early childhood age children. Those requirements are in the Appendix, *State of California Teacher Requirements Early Childhood: Qualifications and Duties*.

Please see http://nrckids.org/STATES/CA/ca_22_12_1.pdf “Teacher Qualifications and Duties”

Attendance Policy: Absence/Tardy Arrival/Cancellation:

The Course is both intense and non-duplicable. Absences are not permitted. All absences are deemed serious and necessitate a meeting with the Instructor. Punctuality is assumed for the same reasons that absences are not permitted. All absences and tardy arrivals necessitate a return to the MTEC SF Bay Area to make up the class work. (See “Make-Up Classes”) Tutoring by the instructor is optional in lieu of returning for the class. The charge is \$40.00 per hour paid to the Montessori Teacher Education Center San Francisco Bay Area.

Attendance is recorded in the Personal Attendance Sheet (PAS) binder. Absences, as recorded in the PAS binder, are digitally saved in the individual Adult Learner database.

Practicum may be interrupted for varying personal reasons. The length of the practicum is extended in order to fulfill the nine-month requirement.

The Program unavoidably may cancel class(es). Adult Learners are notified by e-mail. Make-up class(es) are scheduled for a mutually agreed upon date(s).

Make-Up Classes:

Missed classes may be made-up during the summer course or in the year-round course. **The make up class must be the specific class that was missed.** Additionally, full attendance and proper participation, including preparation for the philosophy with the philosophy book, is required for a satisfactory make-up of a missed class. Record the

make-up class by completing the *Personal Attendance Sheet* in the attendance binder of that class.

Grading and Adult Learner Assessment Policy:

Adult Learners receive ratings for work completed: A+, A, and A- for excellent work; B+ and B for average work; B- for unsatisfactory work; I for incomplete work.

Incomplete work must be cleared within a six-week period following the last day of class, or the rating is changed to "F."

B- for unsatisfactory work is not acceptable for consideration of successful completion of an assignment. The work must be redone or re-presented. Please see "*Academic Advisement.*"

Academic Advisement:

The Adult Learner is encouraged to meet with the appropriate instructor for clarification and academic support in gaining mastery of the course component assignments.

Adult Learner Services:

Concerns regarding the status of an application, class schedule, transcripts, handbook, forms, and general clerical concerns are addressed to the Custodian of Records - Academics.

Concerns regarding teacher credentialing and state permits are directed to the Credentialing Officer.

Concerns regarding financial arrangements are directed to the Chief Financial Officer/Custodian of Records-Financial.

Concerns regarding your practicum placement are to be addressed to the Practicum Coordinator.

Counseling is available through Suicide and - Crisis Prevention, 650 South Bascom, San Jose, CA 408 Alameda County (510) 889-13330.

Health Care on an emergency basis is available through O'Connor Hospital, 2105 Forrest Avenue, San Jose, CA 95128 408 947-2500.

Library and Research Sources:

There are Montessori and Montessori-related books available for checking out and reading. Both tapes and videos are also available. The procedure of checking the books out is on the forms provided. The local libraries and community colleges are resources. Internet provides the strongest research tool.

Adult Learner Assessment of Instructor:

Adult Learner assessment of the instructor is done following the completion of the instructor's curriculum area.

Student Body Representative:

The student body elects one representative who assist in the organization of student affairs. The student body representatives must be enrolled for the entire course. The same representatives serve on the Grievance/Problem Solving Committee. The role of the student body representative is to oversee attendance, to distribute the Instructor Assessment, and to orient new Adult Learners to the course components.

Adult Learner Conduct/Code of Conduct:

Adult Learners are expected to maintain a professional demeanor throughout the program. If an adverse situation arises, the Program Director will speak to the Adult Learner involved to establish an understanding of acceptable behavior. If this does not produce the desired effect, the Program Director will meet with the faculty to help decide the appropriate action in the particular case. Situations will be dealt with on an individual basis. Unprofessional behavior is unacceptable. The Program Director is ultimately responsible for the action taken with the Adult Learner.

Note:

1. Promptness is expected at the beginning of class and after each break.
2. The proper time for the Adult Learners to snack, go to the bathroom, etc. is during the mid-morning and mid-afternoon break (15 minutes).
3. Leaving during lecture, presentation, practice, or discussion is NOT acceptable and requires retaking of the half day in which time was missed.
4. During class time, do not disturb the class by speaking with classmates. If there is something to say, then share it with the whole class.
5. Eating is not permitted during class.
6. No smoking in the classrooms.
7. Bare feet or thongs are not permitted. (Insurance policy requires enforcement of this policy.)
8. The office copy machine is only available by request and always requires payment of 10¢ a copy to be paid when used.
Please see "*Dismissal.*"

Rights, Standards and Responsibilities of Adult Learner:

1. KNOWLEDGE OF COURSE POLICIES AND REQUIREMENTS:
The Adult Learner is responsible for awareness of all policies and requirements of the teacher preparation course.
2. FINANCIAL OBLIGATIONS:

The Adult Learner must satisfy his/her financial obligations to the MTEC SF Bay Area.

3. PRACTICUM SITE AGREEMENT:
The Adult Learner must fulfill all duties and obligations listed in the agreement with the practicum site.
4. COMMUNICATION:
The Adult Learner is responsible for notifying the Program Director if opportunities for learning in the specified areas are not being provided at the practicum site.
5. RIGHTS:
The Adult Learner is responsible for initiating grievance/problem-solving procedures to MTEC SF Bay Area, to AMS TEC Problem-Solving Committee, and MACTE in situations that warrant it.
6. COMPLETION OF COURSE REQUIREMENTS:
The Adult Learner must fulfill all course requirements, including but not limited to:
 - a. Academic assignments and requirements, such as attendance, rationale papers, curriculum manuals and material demonstrations.
 - b. Practicum assignments and requirements, such as seminars, observations, student teaching, practicum journals, and yearlong project.
 - c. Financial obligations.
7. FINAL EVALUATIONS:
The Adult Learner must satisfactorily complete all assignments, including written and practical evaluations.
8. TIME LIMIT:
The Adult Learner must satisfactorily complete all course requirements, academic, practicum, and financial within a three year time period following the course's official end of the academic phase for which the Adult Learner was enrolled. This period can be extended with the approval of the Program Director. See "*Extended Enrollment/Inactive Enrollment*" for more information.

The practicum must begin within two years of the end of the academic phase.

The Adult Learner who extends his/her coursework beyond the three years following the end of the academic phase must be a current member of AMS for recommendation for an AMS credential.

Children Not Permitted In Class:

Children are not permitted to attend class.

Rules of Operation and Conduct - Dismissal:

Dismissals are based upon:

1. Lack of commitment and serious intent as observed in inattention to demonstrations and inappropriate activity during the practice sessions.
2. Marked inability to interact with faculty and/or Adult Learners in a mature, respectful manner.
3. Mental incapability for grasping the concepts underlying the materials and/or their manipulation.

Procedure:

1. The Adult Learner will be apprised of the situation by the Program Director and placed on probationary status. Explicit, behavioral objectives are identified for the Adult Learner to work on.
2. One week later for the summer schedule, or one month later for the year-round schedule, there will be a review of the situation with feedback from the appropriate faculty.
3. Either probationary status will be removed or the Adult Learner will be advised that the change in behavior must continue in order to avoid immediate dismissal.

Complaints:

The Appendix contains the formal form, "Complaint/Concern Notification" which is to be completed if the concern is not resolved with the person with whom there is a problem. Unresolved complaints/concerns may be addressed to BPPE and/or MACTE. See page 5.

Bureau for Private Postsecondary Education (BPPE)
California State Department of Education
2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833
Mailing: P.O. Box 980818, West Sacramento, CA 95798-0818
Toll Free: 888 370 7589 Telephone: 916 431-6959 Fax: 916 263-1897

Montessori Accreditation Council for Teacher Education (MACTE)
313 Second Street, S.E. Suite 112, Charlottesville, VA 22902
Telephone: 434 202-7793

American Montessori Society (AMS)
116 E. 16th Street, Fl 6
New York, New York 10003-2163

Arbitration Committee and Procedures:

Purpose:

1. To arbitrate significant complaints or grievances by Adult Learners, faculty or Field Consultants.
2. To decide on a course of action, in response to a grievance, which is binding on all parties involved in it. (See note on "APPEAL PROCEDURE" below.)

Composition:

The MTEC SF Bay Area's Teacher Education Arbitration Committee will be composed of the following persons, who shall remain members of the committee until the end of the following summer session:

- Program Director of the MTEC SF Bay Area
- One of the faculties of the course (appointed by the Program Director)
- One of the Adult Learners enrolled in the course
- One other faculty member shall be a stand-by member of the committee, as explained below.

Areas of Grievance:

The Arbitration Committee of the MTEC SF Bay Area considers grievances against the program, and against its management and faculty in the following areas:

1. Incomplete or seriously deficient training during the academic phase of the MTEC SF Bay Area credential course.
2. The MTEC SF Bay Area's failure to meet American Montessori Society requirements during the practicum.
3. The MTEC SF Bay Area's failure to meet financial obligations to anyone due those obligations.

Grievance Procedure:

1. A person initiating a complaint must first consult with the person against whom the complaint is being brought, and attempt to work out a satisfactory solution. The Program Director must give final approval to any solutions that involve a change in course requirements (assignments and attendance requirements).
2. If a complaint is not resolved to everyone's satisfaction by this initial contact, the problem can then be brought before the MTEC SF Bay Area's Arbitration Committee, who will decide if it is worthy of a hearing. Complete the "Complain/Concern" form found in the Appendix. In the event of a hearing, the committee will hear from both sides of the dispute and shall first attempt to arbitrate a satisfactory solution between them. Failing that, the Arbitration Committee will decide, by majority vote (two

out of three), upon a course of action, which will be binding on all parties. (See "Appeal Procedure" below.)

Complaint Procedure:

Individuals who feel they still have legitimate grievances after the above procedures have been exhausted may bring that grievance before the Arbitration Committee. The decision of this Committee will be considered binding on all parties and without appeal.

Stand-by-Member:

In order to keep the committee voting as objective as possible, the designated stand-by member of the committee will replace either staff member on the committee against whom a grievance is brought. The stand-by member will not otherwise have a place or vote on the committee.

In the event that the elected Adult Learner representative to the Arbitration Committee is bringing a grievance to the committee, the place of that Adult Learner in the voting will be taken by the Adult Learner representative.

Stipulation:

No solution can be arrived at which is in conflict with BPPE, AMS or MACTE.

Practicum:

The practicum is a necessary requirement for the successful completion of the Early Childhood Teacher Credential Course.

The function of the Practicum Phase is to provide the Adult Learner with a supervised teaching and learning experience and a period of observation, internalization, and further study, to bring together the theory and practice of Montessori education.

No part of the Adult Learner practicum may precede the beginning of the academic phase of the course. The practicum begins in September. The minimum Early Childhood practicum is defined as lasting a full academic year (nine months), with the Adult Learner working at the practicum site, in the classroom with an approved Supervising Teacher, for a minimum of three (3) hours a day, five (5) days a week, for nine consecutive months. The length of the practicum may be extended to provide additional experience and insure all standards, competencies, and objectives for the practicum are met. The minimum practicum hours are 540 scheduled as stated above.

Practicum Site Requirements:

1. The Site must be AMS affiliated
2. Class may contain children in the full age span of 2 ½ - 6, but must contain the 3 – 6 age span to allow the Adult Learner to follow the developmental

stages of children in an environment which is prepared to meet their social, emotional, intellectual, physical, and spiritual needs. The class must be equipped with the full complement of Montessori materials.

3. The school is equipped with the full complement of purchasable Montessori Early Childhood materials.
4. Non-discrimination policy: The school site must have a written non - discrimination policy for children and staff. The school is nonsectarian and provides all Adult Learners and staff regardless of race, gender, color, creed, national origin, sexual orientation, religion, disability, ethnic origin or other legally protected status,
5. Licensing: The site must meet all local and state regulations.
6. School Policies: The site should communicate to the Adult Learner and the MTEC SF Bay Area its administrative policies and guidelines relating to the Adult Learner. This may be done verbally or in writing.
7. Job Description/Contract: The site provides a job description and or a contract of agreement acceptable to the site, the Adult Learner, and the preparation course. This job description or agreement should include the nature and type of remuneration given the Adult Learner, if any.
8. Cooperation with preparation course: The school must agree to cooperate with MTEC SF Bay Area in all matters relating to the practicum.
9. Janitorial Service: Janitorial service should be provided.
10. The Adult Learner is not to be asked to assume total responsibility for a class without the presence of the Supervising Teacher or other qualified staff person unless she/he is in a self-directed practicum.

Practicum Field Consultant:

The Field Consultant visits the Adult Learner at the practicum site (a minimum of three times during the school year). For self-directed practicum, six practicum visits are required. MTEC SF Bay Area pays for three visits. Additional visits are at the expense of the Adult Learner. The consultation fee is \$100.00 for each visit over the three visits.

The meetings will include but are not limited to the following areas:

1. Discussing the psychological needs of the children whom the Adult Learner is teaching.
2. Reviewing the record keeping procedure the Adult Learner is utilizing.
3. Aiding in the implementation of the Montessori Early Childhood materials.
4. Encouraging and discussing the Adult Learner's relationship with other adults in the teaching experience.
5. Discussing classroom leadership techniques.

6. Review of the Practicum Handbook, Competencies Portfolio, Practicum Planning Journal, and Reflective Practitioner Portfolio.

A record of these consultations is made by the Adult Learner and the Field Consultant (Appendix A). The Field Consultant recording of the visits is available for the Adult Learner's review.

Supervising Teacher.

The Supervising Teacher is responsible for providing experiences relating to the following areas:

1. Preparation: of indoor and outdoor environments.
2. Observation and Recording: observing, responding/planning, assessing; maintaining records.
3. Interaction: relations among parents, staff, and children.
4. Instruction: designing activities; individual and group presentations.
5. Management: individual and group strategies.
6. Parent/Community Involvement: family support and community services; parent education, interviews, conferences, and meetings; open house.
7. Staff Involvement: participation in meetings, establishing team compatibility and problem-solving techniques.

Practicum with Head Teacher

The format and concerns for the practicum with head teacher are similar to those of the self-directed practicum Adult Learner. See Appendix A and Appendix B. The Adult Learner will consult with the head teacher on a daily basis. To ensure the success of the practicum experience for the Adult Learner, agreements with the administration must be met regarding adequate support.

Course Completion/Performance Standards for the Early Childhood Teacher

Credential:

1. During the practice sessions the Adult Learner will prepare presentations in each of the following curriculum areas: Practical Life, Sensorial, Language Arts, and Mathematics. The faculty member(s) responsible for the curriculum area evaluate the presentations using the Practice Demonstration Evaluation Sheet (Appendix A).

Due dates: During each curriculum class.

2. Development and maintenance of the curriculum manuals are required by the Adult Learner. A Philosophy/Rationale Statement is required for each manual. At the completion of the presentation of each curriculum area the Adult Learner submits the Manual for assessment using the Final Evaluation Form (Appendix A).

**Due date: Summer – Monday following the curriculum
Year Round – At the first day of next class**

3. The Adult Learner demonstrates a material from each of the major curriculum areas: Practical Life and Sensorial, Language Arts and Mathematics.
4. A written examination is required in each curriculum area. The written examinations are due with the manuals.

**Due date: Summer- At the practicum seminars, see *Seminar Schedule*
Year Round- At the first day of next class**

5. The Adult Learner maintains the Practicum Handbook and the Early Childhood Planning Journal. The Practicum Handbook and the Early Childhood Planning Journal are due at each seminar and practicum visit.

Due date: At each practicum seminar and at each practicum visit.

6. The Adult Learner submits ten observation reports. Observations 1-3 are due at the Practicum seminar in October, Observations 4-6 are due at the seminar in January, and Observations 7-10 are due at the seminar in April.

Due date: At each practicum seminar and at each practicum visit.

Course Performance Standards:

1. The Adult Learner successfully completes and submits the Practicum Handbook and Practicum Planning Journal.
2. The Adult Learner is successful in the practicum as assessed by the three (3) written reports of the Supervising Teacher and the three (3) observation reports of the Field Consultant (six observation reports if the Adult Learner is self directed).

Grading:

All work is letter graded and requires a grade of B or better to be acceptable for consideration of successful completion of the assignment. "I" and "B-" are not acceptable for consideration of successful completion of the assignment. Please see "*Grading and Adult Learner Assessment Policy*" and "*Academic Advisement.*"

Transfer Credit:

Typically the entire sequence of curriculum components is required to successfully complete the Montessori Early Childhood Teacher Credential Course. However, transfer of course work is permitted when the course work has been successfully completed at an agency accredited Early Childhood Teacher Education institution. Documentation is required from the previous institution along with the

particular courses completed. Experience is not recognized as parallel to the courseware. See Appendix for *Transfer: Information and Acknowledgment*.

Transferability of Units and Degrees:

Units earned in our Early Childhood Teacher Credential Course in most cases will probably not be transferable to any other college or university. For example, if you entered our school as a freshman, you will still be a freshman if you enter another college or university at some time in the future even though you earned units here at our school. In addition, if you earn a degree, diploma, or certificate in our Early Childhood Teacher Credential Course, in most cases, it will probably not serve as a basis for obtaining a higher-level degree at another college or university.

Certificate of Completion:

A Certificate of Completion is conferred by the Center upon successful completion of the academic and practicum phases. Successful completion is defined by a letter grade of B or better in all the course work in all written examinations, demonstrations, observations reports, practicum planning journals, practicum handbooks and manuals have been submitted, and fees have been paid.

Readings and Text:

The following books and manuals are required and need to be purchased at the beginning of the coursework.

Dr. Montessori's Own Handbook
The Discovery of the Child
The Montessori Method
The Secret of Childhood

Botany Manual
Geography Manual
History and Geography Manual
Language Arts Manuals, volumes 1-5
Mathematics Manual volume I
Practical Life Manual
Sensorial Manual
Zoology Manual

Personal Materials:

This is a list of materials and supplies that past adult learners have found useful or necessary:

1. One set of 18 to 24 high quality color pencils.
2. Water color paints with brush. (Optional)
3. Glue stick for mounting pictures in the manuals.
4. One quality set of scissors.
5. White-out for potential errors.

6. 8-1/2" x 11" card stock paper for mounting pictures. Determine your color preference prior to the summer training.
7. Four three-inch and seven two-inch binders for the curriculum manuals .
8. Tabs for dividing sections of the manuals (20 to 30 sets).
9. Plastic page protectors - the manuals contain over 2,000 pages. Past Adult Learners have used 15 boxes with 100 sheets per box (optional).
10. Digital camera.

State Requirements for Employment:

The State of California has requirements for teachers of children from birth to six years of age. Those requirements are located in the appendix.

Summer Instructional Calendar:

Six weeks, Monday through Friday 8:00am to 5:00pm. See flyer.

Year Round Instructional Calendar:

Alternating Saturdays from 8:00am to 5:00pm. See flyer.

Staff Directory

Dr. Pamela Zell Rigg, Program Director
16492 Foothill Boulevard
San Leandro, CA 94578

510.278.1115
pamelarigg@MontessoriTrainingUSA.org

Frida Azari
1440 Bluebell Drive
Livermore, CA 94551

925 413-1084
faridokht@prodigy.net

Ann Gavey, M.Ed.
Rising Star Montessori
1421 High Street
Alameda, CA 94501

(W) 510 865-4536
anngavey@MontessoriTrainingUSA.org

Maryam Haghbin
815 Mace Boulevard
Davis, CA 95618

530 219 0678
maryamhaghbin@MontessoriTrainingUSA.org

Maryjean King
1480 Lakeview Drive
Hillsborough, CA 94010

650 348 2476
maryjeank88@gmail.com

Thomas Lubrano
1776 Hayes Street
San Francisco, CA 94117

514 290-3984
thomaslubrano@MontessoriTrainingUSA.org

Katie McDonnell-Manson
28057 Hawk Court
Carmel, CA 93923

(W) 831-809-2253
katiemanson@MontessoriTrainingUSA.org

Anni Tervydis
2635 Calle Morelia
Pleasanton, CA

925.462.2195
annitervydis@MontessoriTrainingUSA.org

Elizabeth Thurairatnam
4113 Colby Street
Fremont, CA 94538

510 797 9944
elizabeththur@MontessoriTrainingUSA.org

Kathy McIntosh
16492 Foothill Boulevard
San Leandro, CA 94577

510 278 0288
kathymcintosh@MontessoriTrainingUSA.org

Field Consultant Directory:

Ann Gavey
1421 High Street
Alameda, CA 94501

(W) 510 865-4536
anngavey@montessoritrainingusa.org

Maryam Haghbin
815 Mace Boulevard
Davis, CA 95618

530 219 0678
maryamhaghbin@MontessoriTrainingUSA.org

Kathy McIntosh
775 Potsgrove Place
Tracy, CA 95376

(H) 209-833-3989
(W) 209-833-3458
kathymcintosh@montessoritrainingusa.org

Dr. Pamela Zell Rigg
16492 Foothill Boulevard
San Leandro, CA 94578

(W) 510-278-1115
pamelarigg@montessoritrainingusa.org

Elizabeth Thurairatnam
4112 Colby Street
Fremont, CA 94538

(H) 510 657-3250
(W) 510 797-9944
elizabeththurai@montessoritrainingusa.org

INTRODUCTION MISSION, PURPOSE AND OBJECTIVE

The Montessori Teacher Education Center San Francisco Bay Area is a Montessori Teacher Credential Center for courses in Infant and Toddler, Early Childhood, Elementary Level I and Level II. This Adult Learner Handbook is for the Elementary Level I Teacher Credential Course, which prepares the adult learner for working with children six to nine years old (6 - 9). The length of this Course is twelve months for the summer schedule, and twenty-one months for the year round schedule.

The **age range** of this Adult Learner Handbook is for the Elementary Level I Teacher Credential Course, which prepares the adult learner for working with children six to nine years old. The length of this Course is twelve months for the summer schedule, and twenty-one months for the year round schedule.

The **mission** of the Montessori Teacher Education Center San Francisco Bay Area is to provide an infant and toddler course, early childhood course, elementary courses and administration course for adults that lead to employment in a Montessori educational setting as teacher or administrator.

The **purpose** of the Montessori Teacher Education Center San Francisco Bay Area is to create, establish and provide an independent non-profit educational resource for the advancement of education and for scientific purposes, in order that improved ways of assisting children in their learning and development can be explored, demonstrated, and implemented.

The **objective** of the Montessori Teacher Education Center San Francisco Bay Area is to provide a growing and developing quality of Montessori teachers. This objective is met by providing quality teacher preparation courses that meet the high teacher credential requirements of the American Montessori Society (AMS) and the Montessori Accreditation Commission on Teacher Credentialing (MACTE) in the Commissions delineated competencies.

This Adult Learner Handbook contains detailed information regarding the Elementary Level I Teacher Credential Course, which prepares a teacher for working with children six to nine (6-9) years old. However, it does not take the place of the formal and informal meetings we will have as a group to discuss issues and concerns. Rather, may it serve as a reference and base from which we may operate.

As a faculty we look forward to a rewarding experience of personal and professional growth.

STUDENT TUITION RECOVERY FUND- FORM 4

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 the resident has 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 for STRF, you must be a "California resident" and reside in California at the time the enrollment agreement is signed or when you receive lessons at a California mailing address from an approved institution offering correspondence instruction. Adult Learners who are temporarily residing in California for the sole purpose of pursuing an education, specifically those who hold student visas, are not considered a "California residents."

To qualify for STRF reimbursement you must file a STRF application within one year of receiving notice from the Bureau that the school is closed. If you do not receive notice from the Bureau, you have four (4) years from the date of closure to file a STRF application. If a judgment is obtained you must file a STRF application within two years of the final judgment.

It is important that you keep copies of the enrollment agreement, financial aid papers, receipts or any other information that documents the monies paid to the school. Questions regarding the STRF may be directed to the:

**Bureau for Private Postsecondary Education
California State Department of Education
2535 Capitol Oaks Drive, Suite 400
Sacramento, CA 95833**

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

Toll Free Number: 888 370-7589
Telephone: 916 431-6959
Fax: 916 263-1897

<http://www.bppe.ca.gov/lawsregs/index.shtml>

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

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 an adult learner 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, a time period of decline determined by the Bureau.
6. The school committed fraud during the recruitment or enrollment or program participation of the adult learner.

You may also be eligible for STRF if you were a adult learner 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.

THE FOLLOWING STATEMENT SHALL BE INCLUDED ON BOTH THE CURRENT SCHEDULE OF ADULT LEARNER CHARGES AND THE ENROLLMENT AGREEMENT.

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

1. You are a adult learner who is a California resident and prepays all or part of your tuition either by cash, guaranteed 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 SRRF 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 to separate agreement to repay the third party.

**Montessori Elementary Level I Teacher Credential Course:
400 Academic hours and 1080 Practicum hours**

Instruction is at the Sunnyvale, CA campus with class size limited to 30 adult learners per class. The Certificate of Completion is issued for satisfactory completion of the academic phase and the practicum phase. Written papers, materials demonstrations, manuals, practicum competencies, practicum planning journal and observations must be completed. There are occupational requirements for teacher credentialing at this time in California.

Methods of paying tuition are available. The Montessori Teacher Education Center San Francisco Bay Area does not have available sponsored programs, government or otherwise, to provide grants or to pay for portions of tuition fees.

Prospective enrollees are encouraged to visit the physical facilities of the MTEC/SFBA and the Montessori School to discuss educational and occupational plans with program personnel prior to enrolling or signing enrollment agreements

Persons seeking to resolve problems or complaints should first contact the instructor in charge. Requests for further action may be made to the Program Director, Dr. Pamela Z. Rigg. Unresolved complaints may be directed to the:

Bureau for Private Postsecondary Education
California State Department of Education
2535 Capitol Oaks Drive, Suite 400
Sacramento, CA 95833
Mailing:
P.O. Box 980818
West Sacramento, CA 95798-0818
Toll Free Number: 888 370-7589
Telephone: 916 431-6959
Fax: 916 263-1897

Truth in Advertising:

It is the policy and procedure of the Montessori Teacher Education Center San Francisco Bay Area that all announcements and advertising are true and accurate and not misleading, and accurately reflect the Montessori Elementary Level I Teacher Credential Course.

All information in the content of this handbook/catalog is current and correct and is so certified as true by Dr. Pamela Z. Rigg, Program Director.

Accreditation – MACTE:

Montessori Teacher Education Center San Francisco Bay Area is accredited by the Montessori Accreditation Council for Teacher Education (MACTE, 2006 – 2013), 313 Second Street S.E. Suite 112, Charlottesville, VA 22902 (434 202-7793).

Affiliation – AMS:

The Montessori Teacher Education Center San Francisco Bay Area is affiliated with the American Montessori Society, 116 E. 16th Street, Fl 6, New York, NY 10003-2163 - (212) 358-1250.

Approved - BPPE:

Montessori Teacher Education Center San Francisco Bay Area is approved by the Bureau of Private Postsecondary Education, State of California. Approved means that MTEC/SFBA has met certain minimum standards imposed by the state for approved schools on the basis of our written application to the state. Approval means we have met all of the extensive standards required by the state for schools that are approved to operate or are licensed or that the state has verified the information MTEC/SFBA submitted with our re-approval application form.

Corporate Structure:

Montessori Teacher Education Center San Francisco Bay Area is a non-profit California corporation with a board of directors:

Dr. Pamela Rigg	President
Chandra Zell Kreuzer	Secretary
Dr. Richard Rigg	Treasurer

Officials:

Admission Officer	Dr. Pamela Zell Rigg
Placement Officer	Dr. Pamela Zell Rigg
Custodian of Records-Financial	Evelyn Mckenzie
Custodian of Academics	Johnny Luu
Complaint Designee	Dr. Pamela Zell Rigg
Recruitment Agent	Dr. Pamela Zell Rigg
Chief Financial Officer	Evelyn McKenzie
Credentialing Officer	Johnny Luu
Practicum Coordinator	Kathy McIntosh
Foreign Student Supervisor	Johnny Luu

MTEC/SFBA Administrative Office Hours:

Office hours are from 9:00 AM to 4:00 PM Monday through Friday. MTEC/SFBA is closed on weekends and federal holidays.

Levels of Courses:

The Montessori Teacher Education Center San Francisco Bay Area has established three courses of study:

Montessori Infant and Toddler Course	Birth - 3
Montessori Early Childhood Course	2.5 - 6
Montessori Elementary Level I Course	6 - 9
Montessori Elementary Level II Course	9 - 12

Basic Time Frame for Completion:

The Elementary Level I Academic Course is offered in two schedules:

1. Summer Intensive Academic: seven full time weeks in the summer
 - Monday through Friday from 8:00 AM – 5:00 PM
 - **June 2012 – July 2012**

Practicum following the Summer Intensive:

September 2012 – May 2013

Basic time frame for completion of summer intensive schedule:

June 2012 – June 2013 – 12 months

2. Year Round Academic: Week-ends September through mid-June

September 2012 – June 2013

Practicum following Year Round Academic Intensive:

September 2013 – May 2014

Basic time frame for completion of the year round schedule:

September 2012 – June 2014 – 22 months

Cancellation of Enrollment:

An Adult learner may terminate enrollment until midnight of the fifth business day after the first attended class. Business day means a day on which you were scheduled to attend a class session. Cancellation will occur when you give written notice of cancellation to the MTEC/SFBA by mail or email, hand delivery, or FAX. The written notice of cancellation may take any form.

Confidentiality:

Confidentiality is pledged to all adult learners regarding their records in accordance with the *Family Educational Rights and Privacy Act*. The Adult Learner has access to personal records. Access also is granted to the Program Director and the Custodian of Records. The Adult Learner grants authorization for the release of records to the American Montessori Society for the purpose of the teacher credential.

Credit/Units – California State University, East Bay:

Units of academic credit are available through Extended and Continuing Education, Cal State University, East Bay. Fee for the credit portion is \$78.00 per quarter unit. This fee may be paid by check (made payable to CSU-EB) or credit card (MasterCard or Visa). CSU-EB Extended and Continuing Education is responsible for the credit portion of this class only. Forms for receiving academic credit are available at the Center. Thirty-six (36) quarter units of credit are available for the Elementary I Teacher Credential course, plus six (6) quarter units for the practicum. These units are useful for Community Care Licensing requirements.

Listing of course titles, quarter units follow:

Title	Quarter Units
7400 E1 Montessori Philosophy/Child Development	4.5
7401 E1 Management/Elementary Classroom	1.5
7403 E1 Curriculum Design and Strategies	3.0
7408 E1 Mathematics	7.5
7409 E1 Geometry and Fractions	3.0
7413 E1 Language Arts	7.5
7420 E1 History, Geography	4.5
7439 E1 Biological Sciences	3.0
7444 E1 Movement and Physical Education	0.5
7446 E1 Visual Arts and Crafts	0.5
7449 E1 Music	0.5
7452 E1 Supervised Field Experience	9.0

Credits/Units - MTEC/SFBA:

The Montessori Teacher Education Center San Francisco Bay Area offers a transcript that details the Elementary Level I classes and the units of credit earned. Upon successful completion of the Elementary Level I Teacher Credential Course, twenty-four (24) semester units for the coursework, and three (3) semester units for the practicum are issued.

6.3.1 Montessori Philosophy/Child Development
(3 semester units)

6.3.2 Management/Elem Classroom
(1 semester unit)

6.3.3 Curriculum Design and Strategies
(2 semester units)

6.3.4 Mathematics
(5 semester units)

- 6.3.5 Geometry and Fractions
(2 semester units)
- 6.3.6 Language Art
(5 semester units)
- 6.3.7 & 8 History and Geography
(2 semester units)
- 6.3.9 Biological Science
(2 semester units)
- 6.3.10 Movement and PE
(.3 semester units)
- 6.3.11 Visual Arts and Crafts
(.4 semester units)
- 6.3.12 Music
(.3 semester units)
- 6.3.14 Supervised Field Experience
(3 semester units)

Master's Degree Available

Master's degree from Saint Catherine University, Saint Paul, MN is available with an additional fifteen (15) units of **on-line coursework**, and college tuition fee of \$8,000.00, upon successful completion of the Elementary Level I coursework and teacher credential for those adult learners that have a bachelor's degree.

Credential:

Upon successful completion of all course components of the Elementary I Teacher Credential Course, a certificate of completion is issued. The American Montessori Society issues the Montessori Elementary I Teacher Credential.

See *Admission/Credential Requirements* for more details.

Certificate of Completion:

Upon successful completion of all course components of the Elementary Level I Teacher Course a *Certificate of Completion* is issued by MTEC, SF Bay Area.

English as a Second Language:

English language services are not provided. Adult Learners must have a Level 3—Intermediate English proficiency to be admitted into the Teacher Credential Program. To be classified as having Intermediate English Language Proficiency, Adult Learners must meet all of the following criteria:

1. The Adult Learner understands and speaks conversational and academic English with little to no hesitance and difficulty
2. The Adult Learner is post-emergent, developing reading comprehension and writing skills in English
3. The Adult Learner’s English literacy skills allow the Adult Learner to demonstrate academic knowledge in content areas with assistance.

Adult Learners will prove his or her Intermediate Level English language proficiency through dialogue and written letter of intent.

Description of the Elementary Level I Credential Course:

The Montessori Elementary Level I Teacher Credential Course is comprised of 400 instructional clock hours and 1080 practicum hours which, when successfully completed, enables the adult learner to be awarded the American Montessori Society Elementary Teacher Credential. Instruction includes Montessori Philosophy / Child Development, Management in an Elementary Classroom, Curriculum Design and Strategies, Mathematics Curriculum, Geometry Curriculum, Language Arts Curriculum, Geography Curriculum, History Curriculum, Biological Sciences Curriculum, Science, Movement and Physical Education, Visual Arts and Crafts, Music, and Practical Life and Practicum.

See *Credential* for clarification.

Description of Classes, Clock Hours and Credits for the Montessori Elementary Level I Teacher Credential Course:

6.3.5.1 Montessori Philosophy/Theory and Child Development - 63 Hours (3 units)

Montessori’s view of child development with four planes of development to include the study of the development of intelligence, the development of language, moral development, social development, cognitive and logico-mathematical development. Characteristics of the child from six to twelve and their implication for design of the Montessori elementary curriculum, current theories and research, and the child’s developmental processes to include physical, social and personality, cognitive and logico-mathematical, learning styles, multiple intelligence, giftedness, learning challenges and the child’s relationship to the culture, and peace education.

6.3.5.2 Leadership in an Elementary Classroom - 16 Hours (1 units)

Starting a new class in addition to the study of the preparation of the physical environment, development of a schedule, and the spiritual and psychological conditions

of the environment, the role of the teacher as initiator, observer, group leader, and keeper of records. Introducing the adult learner new to Montessori in the classroom, developing a partnership with families, and respecting cultural differences and diversity.

The role of the teacher as initiator, observer, group leader, and keeper of records.

6.3.5.3 Curriculum Design and Strategies - 32 Hours (2 units)

Theories of curriculum development are studied in addition to the creation of original material and reconfiguration of current learning materials.

6.3.5.4 Mathematics Curriculum - 77 Hours (5 units)

Philosophy and rationale of the curriculum area of mathematics to include the study of the concept of number and quantitative relationships, base ten systems, four fundamental operations, laws of arithmetic. Measurement (time, space, weight, money), ratio and proportion (fractions, percentage, decimals), problem-solving, exponential notation. Preparation for algebra (concept of unknown, equations in the concrete) and probability and statistics (data collection and methods of data display).

6.3.5.5 Geometry Curriculum - 28 Hours (2 units)

Philosophy and rationale of the curriculum area of geometry to include the study of three dimensional and two dimensional geometric shapes, nomenclature of geometric concepts, relationships and shapes, equivalence, congruence and similarity, and area and volume.

6.3.5.6 Language Arts Curriculum - 70 Hours (4 units)

Philosophy and rationale of the curriculum area of language arts to include the study of expressive and receptive language to include oral language of speaking and listening, writing and reading, grammar functions, and structural grammar (analysis). Literature and library reference and research skills.

6.3.5.7 Geography Curriculum - 35 Hours – with History (1.5 units)

Philosophy and rationale of the curriculum area of geography to include the study of physical geography, political geography with globes, maps, land forms, and flags. The child's place in the world, vertical and horizontal knowledge of the earth, geological and climatological phenomena of the earth, economic and ethnological geography, and astronomy.

6.3.5.8. History Curriculum - 21 Hours – with Geography (1.5 units)

Philosophy and rationale of the curriculum area of history to include the study of the great lessons of history and fundamental needs of humans, time concepts, introduction to the cosmos (formation of the earth), timeline of life, time line of humans (cultural, philosophical, technological, and artistic development) and history of the country and state or province.

6.3.9. Biological Sciences 35 Hours (2 units)

Philosophy and rationale of the curriculum area of biology to include the study of the criteria for classifying living and non-living, the five kingdoms. In zoology the first level includes classification, main characteristics, external parts and habitat. The second level includes classification and internal parts, and vegetative functions. Botany includes nomenclature and classification, characteristics, external parts, habitat, internal parts, and functions, study of the prokaryote, protocista and fungi kingdoms, human anatomy and ecology.

6.3.10. Sciences 7 Hours (.5 unit)

Physical science, chemistry, physics, and earth science is integrated with functional geography.

6.3.11. Movement and Physical Education - 4 Hours (.3 unit)

Philosophy and rationale of the curriculum area of movement and physical education to include the study of laterality, time-space relationships, position in space, balance, coordination (muscular, eye-hand, hand-hand, hand-leg), body image, integrative activities, and group games.

6.3.12. Visual Arts and Crafts - 8 Hours (.4 unit)

Philosophy and rational of the curriculum area of art to include the study of materials that aid development of art concepts and skills in two-dimensional art activities (easel or table), three-dimensional art activities, art appreciation and art history.

6.3.5.13. Music - 4 Hours (.3 unit)

Philosophy and rational of the curriculum area of music to include the study of materials that aid in the development of music concepts and skills, singing skills, instrumental skills, music appreciation and music history.

6.3.5.14 Practical Life Curriculum – integrated

6.3.5.15 Externship/Elementary Practicum Teaching - 1080 Hours minimum (3 units)

The function of the Externship is to provide for the adult learner a supervised teaching and learning experience and a period of observation, internalization, and further study, to bring together the theory and practice of Montessori education. The externship is for nine consecutive months, five days per week, six hours per day.

Practicum Seminars (hours included in above coursework)

6.3.5.1 Montessori Philosophy/Theory and Child Development 24 Hours

6.3.5.11 Movement and Physical Education 4 Hours

6.3.5.2 Leadership in an Elementary Classroom	16 Hours
6.3.5.3 Curriculum Design and Strategies	16 Hours
6.3.5.11 Movement	4 Hours
6.3.5.12 Visual Arts and Crafts	8 Hours
6.3.5.13 Music	4 Hours

Second Summer Coursework

6.3.5.3 Curriculum Design and Strategies	16 Hours
6.3.5.7 Geography Curriculum & Philosophy	24 Hours
6.3.10. Sciences & Philosophy	8 Hours

6.3.5.17 Yearlong Project

Integrating the curriculum areas throughout the school year.

Objectives:

Successful completion of the Elementary Level I Teacher Credential Course requires that objectives are met in the coursework and in the practicum experience in order to meet the requirements of the competencies.

1. Montessori Philosophy and Human Development

- a. The adult learner is introduced to the Montessori philosophy, cosmic curriculum, and peace education for the elementary years through Montessori writings and various other books and articles. The adult learner demonstrates an understanding of Montessori philosophy, cosmic curriculum, and peace education through the writing of the philosophy manual. In the practicum the adult learner demonstrates the ability to implement the Montessori philosophy, cosmic curriculum and peace education with children six to nine years old.
- b. The adult learner is introduced to the major educational theorist and in the principles of human growth and development with an emphasis on the elementary years from six (6) through twelve (12) years of age. The adult learner demonstrates comprehension through discussion and presentations to the group. The adult learner exhibits an understanding of the stages of human growth, development and educational theories in the classroom practicum setting.
- c. The adult learner is provided the opportunity and format within which personal growth through self-evaluation and introspection is demonstrative in the Practicum Planning Journal/ Reflective Practitioner Journal.
- d. The adult learner is provided developmental and behavioral norms and potential recommendations for special support services in order to demonstrate this knowledge and referral ability.

2. Classroom Leadership

- a. The adult learner is introduced to observational forms and to observational approaches in order to demonstrate skills in observation, planning and recording the needs and progress of elementary age children;
- b. The adult learner is provided with information on the uniqueness of each child in that child's relationship to his/her family and culture.

- c. Techniques are demonstrated to individualize educational plans for a variety of learning styles. The practicum serves the purpose of implementing the strategies.
- d. The adult learner is introduced to effective classroom leadership strategies that build community and support learning.
- e. The adult learner is modeled by the instructors proper channels of communication, administrative functions, and professional conduct. These skills are then expected in the practicum and assessed in the practicum setting.

3. Curriculum Implementation

- a. The adult learner is introduced to the Montessori cosmic curriculum and plans for its implementation.
- b. The adult learner is shown Montessori curriculum materials and the principles and purposes of the materials and the presentations.
- c. Various designs for a developmentally appropriate Montessori environment in response to the needs of adult learners is discussed in addition to a plan to maintain the environment.
- d. A variety of instructional strategies and assessment methods are introduced to the adult learner in relationship to the Montessori curriculum materials.
- e. Governmental regulations, guidelines and educational standards for the State of California are introduced to the adult learner.

4. Communication and Partnership with Families

- a. The importance of cultural sensitivity in fostering professional school-family partnerships is discussed to support the adult learner's awareness of the role of family and culture in the educational setting.
- b. Community resources in support of children and families are identified for the adult learner.
- c. Major professional associations and societies are identified for the adult learner.

Competencies:

In order to successfully complete the Elementary Lever I Teacher Credential Course requires that the following competencies are met in the coursework and in the practicum experience.

1. Montessori Philosophy and Human Development

- a. Defines and implements an understanding of Montessori philosophy, cosmic curriculum, and peace education for the elementary years;
- b. Defines the principles of human growth, development, and educational theories with an emphasis on the elementary years from six (6) through twelve (12) years of age;
- c. Demonstrates evidence of personal growth through self-evaluation and introspection;
- d. Demonstrates knowledge of developmental and behavioral norms and potential recommendations for special support services.

2. Classroom Leadership

- a. Demonstrates the ability to observe, plan and record the needs and progress of elementary age children;
- b. Demonstrates sensitivity to the psychological and cultural needs of individual children;
- c. Demonstrates the ability to personalize educational plans for a variety of learning styles;
- d. Identifies and initiates effective classroom leadership strategies that build community;
- e. Shows awareness of proper channels of communication, administrative functions, and professional conduct.

3. Curriculum Implementation

- a. Implements an integrated Montessori cosmic curriculum;
- b. Demonstrates proficiency in applying Montessori principles in the context of the curriculum, didactic materials, and lesson presentations;
- c. Designs and maintains a developmentally appropriate Montessori environment in response to the needs of adult learners;
- d. Utilizes a variety of instructional strategies and assessment methods;
- e. Demonstrates an awareness and understanding of governmental regulations.

4. Communication and Partnership with Families

- a. Utilizes cultural sensitivity in fostering professional school-family partnerships;
- b. Articulates an awareness of community resources for additional support of children and families;
- c. Identifies and has knowledge of available professional associations.

Facilities and Location:

Year round and summer classes are held at:

Sunnyvale Campus 790 East Duane Avenue, Sunnyvale, CA 94085

The classroom is approximately 900 square feet in size, and accommodates up to thirty (30) adult learners. The material appropriate for each curriculum area is available in the classroom for instructor presentation and adult learner practice. A limited reference library is available.

The Montessori Teacher Education Center San Francisco Bay Area administrative offices are at 99 Callan Avenue, San Leandro, CA 94579.

Faculty and their Qualifications:

Dr. Pamela Zell Rigg: Program Director

Pamela Zell Rigg has an MA in Early Childhood Education from New York University, a Masters of Art in Educational Psychology from the University of Arizona, and her Ph.D. from U.C. Berkeley in Math, Science, and Technology. She received her Montessori Early Childhood (3-6) training under Nancy Rambusch in 1966 (AMS) and completed her Montessori Elementary I training in 1979 (AMS). She currently serves as a consultant for the AMS Consultation Services, and the Teacher Education Committee of AMS. She has served as first chairperson of the Heads of Schools Section of AMS, and as Western Seminar Chairperson, 1984, 1988, and 1991.

Linda Aaquist: Biological Sciences, Science, History, Geography, Curriculum Design and Strategies, and Philosophy.

Linda Aaquist has a BS degree in Geology from and a MA degree in Elementary Education from the University of Reno. Linda has the American Montessori Society Early Childhood Teacher Credential and the Elementary Level I-II Teacher Credential. She has taught in the Montessori elementary classroom with particular emphasis on the sciences.

Judi Bauerlien: Language Arts (Grammar) and Philosophy.

Judi has a B.A. degree in English Literature from..... and an M.A. degree from College of Notre Dame. Judi has the American Montessori Society Early Childhood Teacher Credential and the Elementary Level I-II Teacher Credential.

Ann Rose Gavey: Language Arts (Grammar), Geometry and Philosophy/Child Development.

Anne Gavey has a M.Ed. from College of Notre Dame and an A.M.S. Early Childhood Teacher Credential and the Elementary Level I Teacher Credential. After more than thirty years of teaching experience Ms. Gavey comes to the geometry curriculum with a rich background and many exciting activities.

Thomas Lubrano: Music and Movement.

Thomas Lubrano is known for his music training program for Elementary and Early Childhood. The program he has developed is sequential through the academic year with clear activities which address different aspects of the child's modalities. He uses materials, manuals, and records to accompany his theoretical work. Mr. Lubrano has his American Montessori Society Early Childhood and Elementary Teacher Credentials.

Brigitte Frost: Geometry and Philosophy.

Ms. Frost holds a number of Nevada State Credentials, , and the American Montessori Society Elementary Level I - II Credential. Brigitte has her B.A. degree and her M.A. degree.

Sonny McFarland: Philosophy: Peace Education

Sonnie received her Bachelor's of Arts degree in Sociology at Brigham Young University in Utah. She was awarded the American Montessori Society's Early Childhood Credential in 1969. Sonnie began her Montessori career in Chicago, IL in 1968. In 1972 she moved to Pueblo, CO and founded the Shining Mountains Montessori Children's Center where she both taught and directed the school. In 1980 she moved to Denver, CO where she joined the faculty of the Montessori School of Denver, taught for twelve years, and then served as Head of School. She also served on the Association of Colorado Independent Schools and the American Montessori Society Boards. She currently serves as the Chair of the AMS Peace Committee, teaches Peace Education for several Montessori Education Centers, and is an esteemed national and international presenter on Peace Education, Adult Transformation, Community Building, and Montessori Parenting. She has authored two books, Honoring the Light of the Child, Shining Through and Montessori Parenting, as well as written numerous articles. Sonnie has just been named as the American Montessori Society's 2011 Living Legacy for her work in furthering Education for Peace.

Kathy McIntosh: Mathematics, Curriculum Design and Strategies, and Philosophy.

Kathy McIntosh has a BA degree in Human Development, and the American Montessori Society Early Childhood Teacher Credential, Elementary Level I Teacher Credential, Infant and Toddler Teacher Credential and Administrator Credential. She has taught in the classroom since 1985 and has been an instructor with MTEC/SFBA since 2008..

Wanda Whitehead: Language Arts (Word Study) and Philosophy.

Wanda Whitehead has her Bachelor of Arts from the University of Southern California in Liberal Studies, and her MA in Early Childhood Education. Ms. Whitehead has her AMS Early Childhood Teacher Credential and Elementary Level I and Level II Teacher Credential. She has given workshops and parent presentations in the Bay Area over the past fifteen years. For the Center Wanda teaches Language Arts Elementary Level I.

Housing:

Housing is not available through the MTEC/SFBA. The MTEC/SFBA provides information on accommodations.

Non-Discrimination Policy:

The program is nonsectarian and provides all adult learners and staff regardless of race, gender, color, creed, national origin, sexual orientation, religion, disability, ethnic origin or other legally protected status, with all of the rights, privileges, courses, and activities generally accorded or made available to adult learners in a school or in administration of our educational policies, admissions policies, or scholarship and loan programs.

Schedule of Tuition, Fees and Other Charges:

Early Childhood Teacher Credential Courses:	
Registration Fee (\$75 non-refundable)	\$100.00
Tuition	\$3825.00
*Classes may be taken per course -	\$450.00
Late Fee for late payment or billing -	\$25.00
Late Fee for any late assignment -	\$25.00
TOTAL TUITION AND REGISTRATION	\$3925.00*
AMS Fee	\$ 185.00
MACTE Fee	\$ 145.00
Each Practicum visits (in addition to three)	\$100.00
Student ID Card (Optional)	\$ 25.00

Monthly installments may be arranged.

*The total includes the Student Tuition Recovery Fund fee.

Fees do not include books, manuals and supplies estimated to cost approximately \$450.00.

The tuition does not include transportation of the Field Consultant to the Practicum site. This is an added expense and is billed to the Adult Learner at the current federal rate per mile, or airline flight costs.

If an Adult Learner obtains a loan to pay for tuition, the Adult Learner will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the Adult Learner has received federal student financial aid funds, the Adult Learner is entitled to a refund of the moneys not paid from federal student financial aid programs.

Payment Schedule:

Payment schedules are available:

1. Full payment of tuition prior to or upon beginning the coursework.

2. Installment payments;
 - A. Summer Course Schedule:
 - Initial installment: \$1,000.00 prior to or upon beginning the coursework.
 - Monthly installments: Ten equal monthly installments of the balance of the tuition – October through July*.
 - B. Year Round Course Schedule:
 - Payment of each class prior or upon beginning each class*.

** Adult Learners will be charged a \$25.00 Late Payment fee if payment is not received by the 5th of each month (for those paying monthly), or by the first day of the course (for those paying by course).*

Instructional Materials

Fees do not include books, manuals, supplies, and materials estimated to cost approximately \$500.00*.

Once purchased, books and other materials are the property of the Adult Learner. The MTEC/SFBA does not sell or accept returned materials, and makes no refunds on materials.

**This does not include transportation of the Field Consultant to the Practicum site. Please see "Schedule of Tuition, Fees, and Other Charges."*

Extended Enrollment and Inactive Enrollment:

For enrollment that extends beyond the twelve (12) month completion date for the summer intensive schedule or twenty-two months for the year round schedule, or enrollment which has become inactive (defined as no progress toward course completion within a year period) there is a registration fee of \$100.00 to extend or to reactivate the enrollment.

Refund Schedule and Policy:

Adult Learners have the right to obtain a refund of charges paid through the attendance at the first class session, or the seventh day after enrollment, whichever is later.

Refund Policy- The refund shall be the amount paid for instruction multiplied by a fraction, the number of which is the number of hours, which have not been received but for which payment was made, and the denominator of which is the total number of hours of instruction for which payment was made. If the amount paid is more than the amount that owed for the time attended, then a refund will be made within thirty (30) days of withdrawal. If the amount owed is more than the amount that already paid, then the student makes arrangements to pay the difference.

The Adult Learner has the right to withdraw from a course of instruction at any time. After the period of cancellation has passed, the school will remit a refund less \$75.00 of the registration fee within thirty (30) days following withdrawal. The Adult Learner is obliged to pay only for educational services rendered. See *Refund Schedule*.

Financial Aid and Scholarships

The MTEC SF Bay Area does not participate in Federal or State financial aid programs, but the American Montessori Society Scholarship Fund offers scholarships that are awarded every year. Applications for these scholarships are on the AMS website. The application and all supporting documentation must arrive at the AMS office by May 1st.

The Center has a ten-month installment payment plan available for the Adult Learners who are taking Summer Schedule. The payment is on the first day of each course for Adult Learners taking courses in the Year Round Schedule.

Admission/Credential Requirements:

The candidate for the American Montessori Society Elementary Level I Credential holds a minimum of a bachelor's degree from a regionally accredited United States college/university.

The candidate who holds a minimum of a bachelor's degree from a non-United States college/university must have the degree evaluated by a National Association of Credential Evaluation Services (NACES) member organization.

If the NACES transcript evaluation determines that the non-United States transcript is not equivalent to a bachelor's degree from a regionally accredited United States college/university, the candidate is eligible for an AMS Elementary Level I Credential that *includes the degree and name of the country from which the degree was earned*. The official transcript evaluation by a NACES member service is submitted by the Center to AMS.

Applications for enrollment are accepted at any time prior to the first day of class. The following should accompany the application:

1. - B.A. or B.S. degree. Evaluation by a NACES member service is required of degrees granted outside the United States.
2. Three professional letters of recommendation.
3. Application with registration fee. (\$100.00 - of which \$75 is non-refundable)
4. Handwritten statement of purpose of attending the Course.
5. Interview.

An Adult Learner whose file lacks any of the items listed above may be accepted on a *provisional basis* while awaiting the full documentation. If there are any questions, the Adult Learner is directed to the Admissions Officer for verification of status. A letter of full acceptance or a letter of *provisional* acceptance with deficiencies is sent to applicants.

Admission Procedure:

The admission procedure begins with the applicant's request for information and the discussion between the prospective applicant and the Center. Determining "the best

fit” is the conversation that ensues and requires sincere reflective thinking on the part of the prospective applicant. The “fit” is multi-dimensional taking into account familial needs, time and financial constraints, and professional suitability, and further consideration. This inner process aided by the Center with information is the critical reflective, and first, step in the admissions procedure.

The next step in the admissions procedure is the submission of the application with the admission fee. The complete application documentation (#3 through #5) may be submitted with the application and application fee, or may follow. A letter acknowledging receipt of the application and documents (or the need to submit lacking documents) is sent to the applicant.

Foreign Student Requirements:

The Montessori Teacher Education Center (MTEC) can issue I-20's for those of you who require one (an I-20 is the INS authorized form that grants foreign students legal status in the US). I -20's are issued for Adult Learners enrolled in the Montessori teacher credential program, not individual course modules.

I- 20 Procedure:

When sending the Application for Admissions, enclose a letter requesting an I-20. There is a \$175 fee for the I-20 in addition to the \$100 application fee to the academic program. A \$300 processing fee is also required to prepare and proceed with the I-20. Please note that additional correspondence is billed at a rate of \$95 per hour. This includes communication between MTEC-SFBA and you, your attorney, prospective practicum site, or transfer school. In order to keep billable time to a minimum, we suggest that you direct communication via e-mail.

Include the following information in the letter you attach to your application:

- Permanent address in home country
- Proposed address, if any, in the US
- Country of citizenship
- Place of birth
- Date you intend to start the MTEC credential program
- The credential level you seek (i.e.- early childhood, infant-toddler, elementary)
- Verification of financial means to support yourself for the academic term of twelve months. This may come from a personal bank account statement from you or a relative who formally agrees to support you financially. The funding may come from several different sources but must total \$17,000, or \$9000 if you have someone who will vouch to supporting your housing needs.
- If you are a transfer student, we will need a copy of your current I-20 as well your current school information. Transfer students are also required to pay the \$300 processing fee.
- If you need to convert to an F-1 Status, students are required to pay \$600 processing fee to process all paperwork for the US Embassy.

If all of the information required is NOT submitted (all at once-no pieces, please), we will not process your I-20 request. Additional time spent assembling material not provided in the primary submission will be billed at our hourly rate.

If all of the information is provided, and you are admitted to the MTEC-SFBA credential program, then MTEC-SFBA will send you a signed I-20 that you may take to the United States Embassy in your country in order to be given an F-1 student visa.

Please note that, beginning on October 27, 2008, you will also need to pay the new SEVIS I-901 Fee (go to <http://www.ice.gov/sevis/i901/index.htm>). After you have attended your first class, you will need to send us an e-mail letting us know that you have begun the Certification program. Your attendance will be verified and then you are formally "Activated" as an I-20 Student with MTEC. If you need to contact us, e-mail info@montessorird.com. If you do need to contact us by phone, you will be billed at the hourly rate.

Curricular Practical Training (CPT):

CPT Authorization is available to F-1 students who would like to take part in off-campus internships relating to their degree programs. The internship must either be required by the student's degree program or the student must receive course credit for the internship. The internship may be either full time (over 20 hrs per week) or part time (20 hrs per week or less). Please note that an internship is defined as supervised employment of limited duration, with education and experience being its primary function. Full-time, continuous, benefits-eligible employment is not appropriate for an internship.

General Requirements:

- The student must be in good academic standing, must be enrolled in an MTEC AMS Certificate program, and must currently be an F-1 status.
- A student who has been authorized for a total of 12 months of full time Curricular Practical Training is not eligible for Optional Practical Training for the current degree program.
- The CPT internship is the Practicum phase of the AMS Certificate program. It is a requirement for the completion of the MTEC course. In sum, the "job" is an integral part of the student's program of study.
- Full-time CPT requires at least part-time enrollment at UTA, since the student must receive course credit for the internship.

Specific Requirements:

- A student enrolled in a one-year certificate course may have only one semester of CPT internship.
- A student must complete CPT prior to the expected completion date on the I-20. An I-20 can not be extended for the sole purpose of CPT.

- The MTEC Office will authorize curricular practical training for a specific employer and for a specific period of time. **Employment may not begin before the first day of classes and may not end any later than the last day of classes.**
- In order for the MTEC Office to authorize CPT, the student must obtain two documents: 1) an offer letter from the employer that includes a description of the position as an internship, lists the duties, and the beginning and ending dates of the employment, and 2) a letter recommending the employment from a staff or faculty member of MTEC who will evaluate the student's performance in the internship.

Procedure:

- Choose a school that qualifies for Practicum credit. (Please refer to the requirements of a Montessori site listed in the Student Handbook).
- Take this document, if necessary, describing Curricular Practical Training (CPT) to your employer, preferably when you go for your initial interview.
- Request a letter of offer from the employer, on letterhead stationery, that describes the job duties, indicates the start date of employment and verifies that the position is not a continuous, full-benefit job.
- Send the documents listed above, as well as your I-20 and a cover letter requesting CPT to the MTEC Office:
 - MTEC
99 Callan Ave.
San Leandro, CA 94577
- There is a \$175 charge in order to issue students a CPT.
- If the MTEC Office determines that you are eligible for Curricular Practical Training (CPT), and you have paid your fee, the authorization will be written on your I-20 and mailed back to you.

Degree Requirement for Teachers:

The Elementary I Credential is offered to Adult Learners with a bachelor's degree. It is the Adult Learner's responsibility to verify local regulations to determine qualifications for employment.

Professional Development Guidelines:

Upon receipt of the American Montessori Society credential, fifty (50) hours of professional development is required over a five (5) year period to retain the Associate or full Montessori Credential.

If professional development hours are not completed within the 5-year period, the teacher's credential is considered inactive until the requirement is met.

Admission - Ability to Benefit:

Based upon the documents submitted from the *Admission Requirements* and the discussions with the applicant the MTEC/SFBA determines the applicant's ability to

benefit from the course: commitment to the profession, academic preparation, and feasibility of successful completion.

Leave of Absence/

Change of Status - Declared (Withdrawal) and Undeclared (Drop-out):

Change of Status is permitted at any time. The adult learner completes the “Change of Status” declaration (Withdrawal). If the adult learner does not file a “Change of Status” form but is inactive for one year then the MTEC/SFBA makes the “Change of Status” undeclared (Drop-out). Reactivation of a declared or undeclared change of status requires a new registration and registration fee.

Record Retention:

Adult Learners’ records are maintained electronically. The copy of the AMS credential, the Montessori transcript, the college/university transcript, and Credential Recommendation form are retained electronically. Financial records and academic records are separately maintained. Adult Learners’ records are maintained indefinitely.

Occupation/Career Information and Placement Services:

Successful completion of the Montessori Early Childhood Teacher Credential Course meets the requirements for a career with children of that age in a Montessori educational setting. The Program’s website lists current employment opportunities. Additionally, the American Montessori Society website maintains employment listing by state. However, the MTEC/SFBA does not represent itself as an employment or placement service. No guarantee is made or implied as to employment, occupational advancement or salary.

The State of California has requirements that must be met for employment with early childhood age children. Those requirements are in the Appendix, *State of California Teacher Requirements Early Childhood: Qualifications and Duties*.

Please see http://nrckids.org/STATES/CA/ca_22_12_1.pdf “Teacher Qualifications and Duties.”

Attendance Policy: Absence/Tardy Arrival/Cancellation:

The Course is both intense and non-duplicable. Absences are not permitted. All absences are deemed serious and necessitate a meeting with the Instructor. Punctuality is assumed for the same reasons that absences are not permitted. All absences and tardy arrivals necessitate a return to the MTEC/SFBA to make up the class work. (See *Make-Up Classes*) Tutoring by the instructor is optional in lieu of returning for the class. The charge is \$40.00 per hour paid to the Montessori Teacher Education Center San Francisco Bay Area.

Attendance is recorded in the Personal Attendance Sheet (PAS) binder. Absences as recorded in the PAS binder are digitally saved in the individual adult learner data base.

Practicum may be interrupted for varying personal reasons. The length of the practicum is extended in order to fulfill the nine-month requirement.

The Program unavoidably may cancel class(es). Adult Learners are notified by e-mail. Make-up class(es) are scheduled for a mutually agreed upon date(s).

Make-Up Classes:

Missed classes may be made-up during the summer course or in the year-round course. **The make up class must be the specific class that was missed.** Additionally, full attendance and proper participation, including preparation for the philosophy with the philosophy book, is required for a satisfactory make-up of a missed class. Record the make-up class by completing the *Personal Attendance Sheet* in the attendance binder of that class.

Grading and Adult Learner Assessment Policy:

Adult learners receive ratings for work completed: A+, A, and A- for excellent work; B+ and B for average work; B- for unsatisfactory work; I for incomplete work.

Incomplete work must be cleared within a six-week period following the last day of class, or the rating is changed to "F."

B- for unsatisfactory work is not acceptable for consideration of successful completion of an assignment. The work must be redone or re-presented. Please see "*Academic Advisement.*"

Academic Advisement:

The adult learner is encouraged to meet with the appropriate instructor for clarification and academic support in gaining mastery of the course component assignments.

Adult Learner Services:

Concerns regarding the status of an application, class schedule, transcripts, handbook and forms, and general clerical concerns are addressed to the Custodian of Records - Academics.

Concerns regarding teacher credentialing and state permits are directed to the Credentialing Officer.

Concerns regarding financial arrangements are directed to the Chief Financial Officer/Custodian of Records-Financial.

Concerns regarding your practicum placement are to be addressed to the Practicum Coordinator. For academic advisement, see self-study for words.

Counseling is available through Suicide and - Crisis Prevention, 650 South Bascom, San Jose, CA 408 Alameda County (510) 889-13330.

Health Care on an emergency basis is available through O'Connor Hospital, 2105 Forrest Avenue, San Jose, CA 95128 408 947-2500.

Library and Research Sources:

There are Montessori and Montessori-related books available for checking out. Both tapes and videos are also available. The procedure of checking the books out is on the forms provided. The local libraries and community colleges are resources. Internet provides the strongest research tool.

Adult Learner Assessment of Instructor:

Adult learner assessment of the instructor is done following the completion of the instructor's curriculum area.

Adult Learner Representative:

The student body elects one representative who assists in the organization of student affairs. The student body representative must be enrolled for the entire course. The same representative serves on the Grievance/Problem Solving Committee. The role of the student body representative is to oversee attendance, to distribute the Instructor Assessment, and to orient new Adult Learners to the course components. of the adult learner representative is to oversee attendance, to distribute the Instructor Assessment, and to orient new adult learners to the course components.

Adult Learner Conduct/Code of Conduct:

Adult Learners are expected to maintain a professional demeanor throughout the program. If an adverse situation arises the Program Director will speak to the adult learner involved to establish an understanding of acceptable behavior. If this does not produce the desired effect, the Program Director will meet with the faculty to help decide the appropriate action in the particular case. Situations will be dealt with on an individual basis. Unprofessional behavior is unacceptable. The Program Director is ultimately responsible for the action taken with the adult learner.

Note:

1. Promptness is expected at the beginning of class and after each break.
2. The proper time for the Adult Learners to snack, go to the bathroom, etc. is during the mid-morning and mid-afternoon break (15 minutes).
3. Leaving during lecture, presentation, practice, or discussion is NOT acceptable and requires retaking of the half day in which time was missed.
4. During class time, do not disturb the class by speaking with classmates. If there is something to say, then share it with the whole class.
5. Eating is not permitted during class.
6. No smoking in the classrooms.
7. Bare feet or thongs are not permitted. (Insurance policy requires enforcement of this policy.)

8. The office copy machine is only available by request and always requires payment of 10¢ a copy to be paid when used. Please see "*Dismissal.*"

Adult Learner Rights & Responsibilities:

1. KNOWLEDGE OF COURSE POLICIES AND REQUIREMENTS:
The adult learner is responsible for awareness of all policies and requirements of the teacher preparation course.
2. FINANCIAL OBLIGATIONS:
The adult learner must satisfy his/her financial obligations to the MTEC/SFBA.
3. PRACTICUM SITE AGREEMENT:
The adult learner must fulfill all duties and obligations listed in the agreement with the practicum site.
4. COMMUNICATION:
The adult learner is responsible for notifying the program director if opportunities for learning in the specified areas are not being provided at the practicum site.
5. RIGHTS:
The adult learner is responsible for initiating grievance/problem-solving procedures to MTEC/SFBA, to AMS TEC Problem-Solving Committee, and MACTE in situations which warrant it.
6. COMPLETION OF COURSE REQUIREMENTS:
The adult learner must fulfill all course requirements, including but not limited to:
 - a. Academic assignments and requirements, such as attendance, rationale papers, curriculum manuals and material demonstrations.
 - b. Practicum assignments and requirements, such as seminars, observations, student teaching, practicum journals, and yearlong project.
 - c. Financial obligations.
7. FINAL EVALUATIONS:
The adult learner must satisfactorily complete all assignments including written and practical evaluations.
8. TIME LIMIT:
The Adult Learner must satisfactorily complete all course requirements, academic, practicum, and financial within a three year time period following the course's official end of the academic phase for which the adult

learner was enrolled. This period can be extended with the approval of the Program Director. See *Extended Enrollment/Inactive Enrollment* for more information.

The practicum must begin within two years of the end of the academic phase.

The Adult Learner who extends his/her coursework beyond the three years following the end of the academic phase must be a current member of AMS for recommendation for an AMS credential.

Children Not Permitted In Class:

Children are not permitted to attend class.

Rules of Operation and Conduct - Dismissal:

Dismissals are based upon:

1. Lack of commitment and serious intent as observed in inattention to demonstrations and inappropriate activity during the practice sessions.
2. Marked inability to interact with faculty and/or adult learners in a mature, respectful manner.
3. Mental incapability for grasping the concepts underlying the materials and/or their manipulation.

Probation/Dismissal Procedure:

1. The Adult Learner will be appraised of the situation by the Program Director and placed on probationary status. Explicit, behavioral objectives are identified for the adult learner to work on.
2. One week later for the summer schedule, or one month later for the year round schedule there will be a review of the situation with feedback from the appropriate faculty.
3. Either probationary status will be removed or the adult learner will be advised that the change in behavior must continue in order to avoid immediate dismissal.

Grievance/Complaints:

An Adult Learner or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370- 7589 toll-free, or by completing a complaint form, which can be obtained on the bureau's internet web site www.bppe.ca.gov.

The Appendix contains the formal form, "Complaint/Concern Notification" which is to be completed if the concern is not resolved with the person with whom there is a problem. Unresolved complaints/concerns may be addressed to BPPE and/or MACTE. See page 5.

Bureau for Private Postsecondary Education (BPPE)
California State Department of Education
2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833
Mailing: P.O. Box 980818, West Sacramento, CA 95798-0818
Toll Free: 888 370 7589 Telephone: 916 431-6959 Fax: 916 263-1897

Montessori Accreditation Council for Teacher Education (MACTE)
313 Second Street, S.E. Suite 112, Charlottesville, VA 22902
Telephone: 434 202-7793

American Montessori Society (AMS)
116 E. 16th Street, Fl 6
New York, New York 10003-2163

Arbitration Committee and Procedures:

Purpose:

1. To arbitrate significant complaints or grievances by adult learners, faculty or field consultants.
2. To decide on a course of action, in response to a grievance, which is binding on all parties involved in it. See *Appeal Procedure*.

Composition:

The MTEC/SFBA's Teacher Education Arbitration Committee will be composed of the following persons, who shall remain members of the committee until the end of the following summer session:

The MTEC SF Bay Area's Teacher Education Arbitration Committee will be composed of the following persons, who shall remain members of the committee until the end of the following summer session:

- Program Director of the MTEC SF Bay Area
- One of the faculties of the course (appointed by the Program Director)
- One of the Adult Learners enrolled in the course
- One other faculty member shall be a stand-by member of the committee, as explained below.

Areas of Grievance:

The Arbitration Committee of the MTEC/SFBA considers grievances against the program, and against its management and faculty in the following areas:

1. Incomplete or seriously deficient training during the academic phase of the MTEC/SFBA credential course.

2. The MTEC/SFBA's failure to meet American Montessori Society requirements during the practicum.
3. The MTEC/SFBA's failure to meet financial obligations to anyone due those obligations.

Grievance Procedure:

1. A person initiating a complaint must first consult with the person against whom the complaint is being brought and attempt to work out a satisfactory solution. The Program Director must give final approval to any solutions, which involve a change in course requirements (assignments and attendance requirements).
2. If a complaint is not resolved to everyone's satisfaction by this initial contact, the problem can then be brought before the MTEC/SFBA's Arbitration Committee, who will decide if it is worthy of a hearing. Complete the "Complain/Concern" form found in the Appendix. In the event of a hearing, the committee will hear from both sides of the dispute and shall first attempt to arbitrate a satisfactory solution between them. Failing that, the Arbitration Committee will decide, by majority vote (two out of three), upon a course of action, which will be binding on all parties. (See *Appeal Procedure* below.)

Complaint Procedure:

Individuals who feel they still have legitimate grievances after the above procedures have been exhausted may bring that grievance before the Arbitration Committee. The decision of this Committee will be considered binding on all parties and without appeal.

Stand-by-Member:

In order to keep the committee voting as objectively as possible, the designated stand-by member of the committee will replace either staff member on the committee against whom a grievance is brought. The stand-by member will not otherwise have a place or vote on the committee.

In the event that the elected adult learner representative to the Arbitration Committee is bringing a grievance to the committee, the place of that adult learner in the voting will be taken by the adult learner representative.

Stipulation:

No solution can be arrived at which is in conflict with BPPE, AMS or MACTE.

Practicum:

The practicum is a necessary requirement for the successful completion of the Elementary Level I Teacher Credential Course.

The function of the Practicum Phase is to provide for the adult learner a supervised teaching/learning experience and a period of observation, internalization, and further study, to bring together the theory and practice of Montessori education.

No part of the adult learner practicum may precede the beginning of the academic phase of the course. The practicum begins in September. The minimum Elementary I practicum is defined as lasting a full academic year (nine months), with the adult learner working at the practicum site, for a minimum of six (6) hours a day, five (5) days a week, for nine consecutive months. The length of the practicum may be extended to provide additional experience and insure all standards, competencies and objectives for the practicum are met. The minimum practicum hours are 1080 scheduled as stated above.

Practicum Site Requirements:

1. The Site must be AMS affiliated
2. Class contains children in the full age span of 6 – 9 to allow the adult learner to follow the developmental stages of children in an environment which is prepared to meet their social, emotional, intellectual, physical, and spiritual needs, and one which is equipped with the full complement of Montessori materials.
3. The school is equipped with the full complement of purchasable Montessori Elementary Level I materials.
4. Non-discrimination policy: The school site must have a written non - discrimination policy for children and staff. The school is nonsectarian and provides all adult learners and staff regardless of race, gender, color, creed, national origin, sexual orientation, religion, disability, ethnic origin or other legally protected status,
5. Licensing: The site must meet all local and state regulations.
6. School Policies: The site should communicate to the adult learner and the MTEC/SFBA its administrative policies and guidelines relating to the adult learner. This may be done verbally or in writing.
7. Job Description/Contract: The site provides a job description and/or a contract of agreement acceptable to the site, the adult learner, and the preparation course. This job description or agreement should include the nature and type of remuneration given the adult learner, if any.
8. Cooperation with preparation course: The school must agree to cooperate with MTEC/SFBA in all matters relating to the practicum.

9. Janitorial Service: Janitorial service should be provided.

Practicum Field Consultant:

The adult learner is visited at the practicum site by the field consultant a minimum of three times during the school year. There is an additional consultation fee of \$100.00 for each visit over the three visits.

The meetings will include but are not limited to the following areas:

1. Discussing the psychological needs of the children whom the adult learner is teaching and as it relates to the Montessori Philosophy.
2. Reviewing the record keeping procedure the adult learner is utilizing and the classroom leadership skills being developed..
3. Aiding in the implementation of the Montessori Elementary Level I curriculum.
4. Encouraging and discussing the adult learner's relationship with other adults in the teaching experience.
5. Discuss communication and partnership with families.
6. Review of the a) Practicum Handbook and Competencies Portfolio, and the b) Practicum Planning & Yearlong Project, and Reflective Practitioner Portfolio.

A record of these consultations is made by the adult learner and the field consultant (Appendix A). The field consultant recording of the visits is available for the adult learner's review.

Three visits are paid by the MTEC/SFBA. Additional visits are at the expense of the adult learner.

Supervising Teacher.

The Supervising Teacher is responsible for providing experiences relating to the following areas: (See *Competencies* for elaboration)

1. Montessori Philosophy and Human Development
2. Classroom Leadership
3. Curriculum Implementation
4. Communication and Partnership with Families

**Course Completion for the
Elementary Level I Teacher Credential:**

1. During the practice sessions the adult learner prepares presentations in each curriculum area: Botany, Geography, Geometry, Grammar, History, Language Arts, Mathematics, and Zoology. The faculty member(s) responsible for the curriculum area shall evaluate the presentation using the Curriculum Assessment Practice Sessions Form or other check-off lists.
Due dates: During each curriculum class.
2. Development and maintenance of the curriculum manuals are required by the adult learner. At the completion of each curriculum area the adult learner submits the manual for assessment. The faculty member(s) responsible for the curriculum area evaluate the manual using the Manual Assessment Form.
Due date: Last day of the curriculum
3. The adult learner records in the lessons introduced each day across the curriculum areas. The Practicum Planning & Yearlong Project, and Reflective Practitioner Journal is due at the completion of the Practicum. The Practicum Handbook is due at the Second Summer.
Due date: Second summer
4. The adult learner shall prepare a presentation from each of the major curriculum areas for evaluation: Language Arts-Volume I, Language Arts-Volume II, Mathematics-Volume I, Mathematics-Volume II, Geometry, Botany, Geography, History and Zoology are prepared for presentation. Allow a fifteen-minute presentation for each curriculum area. This presentation must be classical as it was presented during the summer session and it must be an advanced presentation.
**Due dates: Language Arts and Math in February
Cultural Subjects in June**
5. Written examinations are required. Grammar, Word Study and Mechanics, Mathematics I and II, Geometry, Botany, Geography, History, and Zoology.
**Due dates: Language Arts and Math in February
Cultural Subjects in June**
6. The adult learner shall submit fifteen observation reports.
Due date: Second summer
7. Montessori Philosophy Manual.
Due date: Second summer

Note: All Assignments & Manuals require a cover sheet with adult learner information.

Course Performance Standards:

1. The adult learner successfully completes and submits the Practicum Handbook and Practicum Planning & Yearlong Project, and Reflective Practitioner Journal.
2. The adult learner is successful in the practicum as assessed by the three (3) written reports of the Supervising Teacher or Administrator, and the three (3) observation reports of the field consultant.

Grading:

All work is letter graded and requires a grade of B or better to be acceptable for consideration of successful completion of the assignment. "I" and "B-" are not acceptable for consideration of successful completion of the assignment. The adult learner is encouraged to meet with the appropriate instructor for clarification and academic support in gaining mastery of the coursework when returned assignments indicate mastery has not been achieved.

Transfer Credit:

Typically the entire sequence of curriculum components is required to successfully complete the Montessori Elementary Level I Teacher Credential Course. However, transfer of course work is permitted when the course work has been successfully completed at an agency accredited elementary teacher education institution. Documentation is required from the previous institution along with the particular courses completed. Experience is not recognized as parallel to the courseware. See Appendix for Transfer: *Information and Acknowledgment*.

Transferability of Units and Degrees:

Units earned in our Elementary Level I Teacher Credential Course in most cases will not be transferable to any other college or university. In addition, if you earn a degree, diploma, or certificate in our Elementary Level I Teacher Credential Course in most cases it will probably not serve as a basis for obtaining a higher-level degree at another college or university.

Certificate of Completion:

A Certificate of Completion is conferred by the Center upon successful completion of the academic and practicum phases. Successful completion is defined by a letter grade of B or better in all the course work in all written examinations, demonstrations, manuals, observations reports, practicum planning journals, practicum handbooks and manuals, and fees have been paid.

Readings and Text:

The following books and manuals are required and need to be purchased at the beginning of the coursework.

From Childhood to Adolescence
The Formation of Man
Education for a New World
To Educate the Human Potential

Education and Peace
Education for Human Development
Advanced Montessori Method 2
Montessori Today

Botany Manuals I & II
Zoology Manuals I & II
History manuals I & II
Geography Manual I
Mathematics Manuals I & II
Fraction Manual I
Geometry Manual I
Language Arts manuals I, II, III & IV
Functional Geography Manual (Second Summer)
Physical Geology (Second Summer)
Physics (Second Summer)
Chemistry (Second Summer)

Personal Materials:

This list of materials and supplies has been useful to past adult learners:

1. One set of 18 to 24 high quality color pencils.
2. Water color paints with brush. (Optional)
3. Glue stick.
4. One quality set of scissors.
5. White-out for potential errors.
6. Graph paper
7. Four three-inch and seven two-inch binders for the curriculum manuals .
8. Tabs for dividing sections of the manuals. (20 to 30 sets)
9. Plastic page protectors - the manuals contain over 2,000 pages. Past adult learners have used 15 boxes with 100 sheets per box. (Optional)

State Requirements for Employment:

The State of California has requirements for teachers of children of elementary age when teaching in the public schools.

Summer Schedule Calendar:

Time frame for twelve months – see Appendix for schedule.
First Summer: Seven weeks - Monday- Friday 8:00 AM to 5:00 PM
Practicum: September through May.
Practicum Seminar: Nine days – one week of which is in February.
Second Summer: Six days in June.

Year Round Instructional Calendar/Course Cycle:

Time frame for twenty-two (22) months – See Appendix for schedule.
Saturdays and Sundays from 8:00 to 6:30 – See calendar page xi.
Practicum Seminar: Nine days – one week of which is in February.
Second Summer: Six days in June.

Staff Directory

Dr. Pamela Zell Rigg, Program Director 510 278-1115
99 Callan Avenue
San Leandro, CA 94579
pamelarigg@montessoritrainingusa.org

Judi Bauerlein 510 886-4448
2173 Oak Creek Place
Hayward, CA 94544
Judi4trees@sbcglobal.net

Linda Aaquist 775 848-0492
7818 Tulear Street
Reno, NV 89506
lindaaaquist@montessoritrainingusa.org

Brigitte Frost 775 848-0492
1001 Pepper Lane
Fernley, NV 89408
brigittefrost@montessoritrainingusa.org

Ann Gavey 510 865-4536
Rising Star Montessori
1421 High Street
Alameda, CA 94501
anngavey@montessoritrainingusa.org

Thomas Lubrano 415 290-3984
1201 14 Sycamore Terrance
Sunnyvale, CA 94806
thomaslubrano@montessoritrainingusa.org

Kathy McIntosh 510 278 0288
775 Potsgrove Place
Tracy, CA 95377
kathymcintosh@MontessoriTrainingUSA.com

Wanda Whitehead 408 370-3073
Casa di Mir Montessori School
90 East Latimer Avenue
Campbell, CA 95008
wandawhitehead@montessoritrainingusa.org

APPENDIX A-1

FINAL GRADE SHEET

Montessori Philosophy/Theory and Child Development 5.3.5.1

Student: _____ Instructor: _____

Date: _____

	Grade
1. Montessori Philosophy Manual MACTE Competencies (1.a, 1.b, 1.c, 1.d,)	_____
2. Participation – MACTE Competencies (2.a, 2.b)	_____
3. Notes – MACTE Competencies (2.a, 2.b, 2.c, 3.c, 4.a, 4.b, 4.c)	_____

4. FINAL GRADE _____

**APPENDIX A-2
FINAL GRADE SHEET**

Management in an Elementary Classroom 5.3.5.2

Student: _____ Instructor: _____

Date: _____

Grade

1. Participation MACTE Competencies (2.e, 3.d, 3.e, 4.) _____

2. Notes (2.e, 3.d, 3.e, 4.) _____

3. FINAL GRADE _____

**APPENDIX A-3
FINAL GRADE SHEET**

Curriculum Design and Strategies – 5.3.5.3

Student: _____ Instructor: _____

Date: _____

Grade

1. Participation MACTE Competencies (All) _____

2. FINAL GRADE _____

**APPENDIX A-4
FINAL GRADE SHEET**

- Mathematics 5.3.5.4*
- Geometry 5.3.5.5
- Language Arts, 5.3.5.6
- Geography 5.3.5.7
- History, 5.3.5.8
- Biological Sciences, 5.3.5.9

Student: _____ Instructor: _____
Date: _____

	Grade
1. MANUALS - MACTE Competencies (2.a, 2.b, 2.c, 3.a, 3.c, 3.d,)	_____
_____ Highlighting	
_____ All Material Complete	
_____ Areas of Curriculum Tabbed	
_____ Handouts Logically Integrated	
_____ Additional Notes	
Comments _____	
2. PERFORMANCE ASSESSMENT - MACTE Competencies (3.a, 3.b)	_____
Presentation 1 _____	
Comments: _____	
Presentation 2* _____	
Comments: _____	
3. WRITTEN EXAMINATION - MACTE Competencies (2.d, 3.a)	_____
4. STUDENT PRACTICE SHEET - MACTE Competencies (2.c, 3.a)	_____
* Two (2) presentations required	
5. FINAL GRADE _____	

APPENDIX B
WRITTEN EXAMINATION

The examination should not be bound in any way, so that it may easily fit into your file folder.

History

Trace the time line of Humans and current findings.

Geography

Geography relates.

Biology

The function of the parts of plants, and the relationship of plants to their environment is a focus. Place five plants in the context of their environment and explain how these parts have adopted to the environment.

Mathematics

Describe in detail the sequence of decimal materials.

Geometry

Select one sequence of presentations from the Level II Geometry curriculum. For each presentation, describe the following components: the aim, the materials, the procedure, the follow-up activity and why the presentation is important.

Language Arts

Outline in detail the grammar sequence.

APPENDIX C

TRANSFER FROM MONTESSORI ELEMENTARY LEVEL II COURSE APPLICATION AND ACKNOWLEDGEMENT

In order to properly assess prior Montessori teacher preparation coursework this information is required.

Name: _____

Telephone: (____) _____

Address: _____ Date: _____

City: _____ State: _____ Zip: _____

Institution of Prior Montessori Preparation: _____

Montessori Elementary Level II Coursework

Completed:

To Complete: ___ Montessori

<input type="checkbox"/> Phil. / Child Development (26 hours)	_____
<input type="checkbox"/> Management in the Elementary Class (13 hours)	_____
<input type="checkbox"/> Curriculum Design and Strategies (13 hours)	_____
<input type="checkbox"/> Mathematics (60 hours)	_____
<input type="checkbox"/> Geometry (30 hours)	_____
<input type="checkbox"/> Language Curriculum (30 hours)	_____
<input type="checkbox"/> Geography (12 hours)	_____
<input type="checkbox"/> History (12 hours)	_____
<input type="checkbox"/> Biological Sciences (12 hours)	_____

MACTE Accredited Institution:

Yes No (state reason in comments)

Documentation Accepted: Yes No

Cost of Montessori Coursework to complete: \$_____.

Comments:

Program Director

Date

APPENDIX D

Montessori Teacher Education Center San Francisco Bay Area
16492 Foothill Blvd San Leandro, CA 94578
Enrollment Agreement or Contract

1. Description of the Elementary Level II Teacher Credential Course:

The Montessori Elementary Level II Teacher Credential Course is comprised of 208 instructional clock hours, when successfully completed, enables the student to be awarded the American Montessori Society Elementary Level I - II Teacher Credential when the student already has the Elementary Level I Credential. Instruction includes Montessori Mathematics, Language Arts, history and Geography, Biology, Geometry and Philosophy, and Functional Geography.

2. No equipment is provided.

3. Total Number of Clock Hours to be completed:

208 Academic Hours

Units: 13 semester units

4. Total Tuition, Registration, Agency Fees: \$2090.00

5. Itemized Tuition, Registration and Agency Fees, Charges, and Expenses:

Registration Fee: \$100.00 (\$75.00 Non-Refundable);

Tuition: \$1750.00

AMS Fee: \$115.00;

MACTE Fee: \$125.00

Discount: \$ _____ (The 10% discount is given on Tuition for three or more students from the same school in the same cycle.)

6. No equipment is needed. No Charge.

7. Schedule of Payments:

_____ The Registration Fee of \$100.00 is due upon enrollment
(\$75. of the registration fee is non-refundable.)

_____ The AMS (\$115.00) and MACTE Fee (\$125.00) are due upon starting Practicum

_____ The Tuition Fee of \$1750.00 is due upon beginning classes.

8. Notice of Student's Rights To Cancel:

You have the right to cancel this agreement for a course of instruction including any equipment such as books, materials and supplies or any other goods related the instruction offered in this Agreement, until midnight of the fifth business day after the first class you attended. Business day means, except for home study or correspondence, a day on which you were scheduled to attend a class session.

Cancellation shall occur when you give written notice of cancellation at the address of the School shown on the top of the front page of this Agreement. You can do this by mail, hand delivery, or telegram. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with postage prepaid.

The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that you no longer wish to be bound by this Agreement.

You will be given two notice of cancellation forms to use at the first day of class, but you can use any written notice that you wish.

Initials: _____ Date: _____

If the School has given you any equipment, including books or other materials, you shall return it to the School within 30 days following the date of your notice of cancellation. If you fail to return this equipment,

including books, or other materials, in good condition within the 30-day period, the School may deduct its documented cost for the equipment from any refund that may be due to you. Once you pay for the equipment, it is yours to keep without further obligation.

If you cancel this agreement, the school will refund any money that you paid, less any deduction for equipment not timely returned in good condition, within 30 days after your notice of cancellation is received.

NOTICE

ANY HOLDER OF THIS CONSUMER CREDIT CONTRACT IS SUBJECT TO ALL CLAIMS AND DEFENSE WHICH 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.

9. Notice of Student's Right To Withdraw

You have the right to withdraw from a course of instruction at any time. If you withdraw from the course of instruction after the period allowed for cancellation of the agreement, which is until midnight of the fifth business day following the first class you attended, the school will remit a refund less a registration fee, if applicable, not to exceed \$75.00, within 30 days following your withdrawal. You are obligated to pay only for educational services rendered and for unreturned equipment. The refund shall be the amount you paid for instruction multiplied by fraction, the numerator of which is the number of hours of instruction which you have not received but for which you paid, and the denominator of which is the total number of hours of instruction for which you have paid. If you obtain equipment, as specified in the agreement as a separate charge, and return it in good condition within 30 days following the date of your withdrawal, the school shall refund the charge for the equipment paid by you. If you fail to return the equipment in good condition, allowing for reasonable wear and tear, within this 30-day period, the school may offset against the refund the documented cost to the school of that equipment. You shall be liable for the amount, if any, by which the documented cost for equipment exceeds the prorated refund amount. The documented cost of the equipment may be less than the amount charged, and the amount the school has charged in the contract.

In any event, you will never be charged for more than the equipment charges stated in the contract. For a list of these charges, see the list on the front of this page.

IF THE AMOUNT THAT YOU HAVE PAID IS MORE THAN THE AMOUNT THAT YOU OWE FOR THE TIME YOU ATTENDED, THEN A REFUND WILL BE MADE WITHIN 30 DAYS OF WITHDRAWAL. IF THE AMOUNT THAT YOU OWE IS MORE THAN THE AMOUNT THAT YOU HAVE ALREADY PAID, THEN YOU WILL HAVE TO MAKE ARRANGEMENTS TO PAY. I HAVE READ AND UNDERSTOOD PAGE 2 OF THIS AGREEMENT WHICH CONSISTS OF FOUR PAGES. IT IS PART OF YOUR CONTRACT WITH THE SCHOOL.

10. Notice of Student's Right to Obtain a Refund / Explanation of Refund

You have the right to withdraw from a course of instruction at any time. If you withdraw from the course of instruction after the period allowed for cancellation of the agreement, which is until midnight of the first business day of the first day of class you attended, the school will remit a refund less registration fee, if applicable, not to exceed \$100.00 within thirty (30) days following your withdrawal. You are obligated to pay only for educational services rendered and for unreturned equipment.

Initials: _____ Date: _____

11. Explanation of How the Amount of the Refund Will Be Determined

The refund shall be the amount you paid for instruction multiplied by a fraction, the number of which is the number of hours which you have not received but for which you paid and the denominator of which is the total number of hours of instruction for which you have paid. If the amount that you have paid is more than the amount that you owe for the time you attended, then a refund will be made within thirty (30) days of withdrawal. If the amount that you owe is more than the amount that you have already paid, then you will have to make arrangements to pay it.

12. Hypothetical Example of Refund:

<u>Percent of Attendance Time</u>	<u>Amount of Refund</u>
10% (up to 21 hours)	90% - \$1575.00
25% (up to 52 hours)	75% - \$1312.50
50% (up to 104 hours)	50% - \$875.00
60% (up to 125 hours)	40% - \$ 700.00
75% (up to 156 hours)	25% - \$ 437.50

For the purpose of determining the amount you owe for the time you attended, you shall be deemed to have withdrawn from the course when any of the following occurs:

- 1) You notify the school of your withdrawal or the actual date of withdrawal.
- 2) The school terminates your enrollment.
- 3) You fail to attend classes for a three-week period. In this case, the date of withdrawal shall be deemed to be the last date of recorded attendance.
- 4) You fail to submit three consecutive lessons or you fail to submit a completed lesson required for home study or correspondence within 60 days of its due date.

If any portion of your tuition was paid from the proceeds of a loan, then the refund will be sent to the lender or to the agency that guaranteed the loan, if any. Any remaining amount of refund will first be used to repay any student financial aid programs from which you received benefits, in proportion to the amount of the benefits received. Any remaining amount will be paid to you. If there is a balance due, you will be responsible to pay that amount.

For the purpose of determining the amount you owe for the time you attended, you shall be deemed to have withdrawn from the course when any of the following occurs:

13. THIS AGREEMENT IS A LEGALLY BINDING INSTRUMENT WHEN SIGNED BY THE STUDENT AND ACCEPTED BY THE SCHOOL REPRESENTATIVE.

14. YOU ARE RESPONSIBLE FOR THIS AMOUNT. IF YOU GET A STUDENT LOAN, YOU ARE RESPONSIBLE FOR REPAYING THE LOAN AMOUNT PLUS ANY INTEREST.

15. 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, 400 R Street, Suite 5000, Sacramento, CA 95814, (916) 445-3427.

16. MY SIGNATURE BELOW CERTIFIES THAT I HAVE READ, UNDERSTOOD AND AGREE TO MY RIGHTS AND RESPONSIBILITIES, AND THAT THE INSTITUTION'S CANCELLATION AND REFUND POLICIES HAVE BEEN CLEARLY EXPLAINED TO ME.

Initials: _____ Date: _____

17. Student Tuition Recovery Fund

Appendix E

School Performance Fact Sheet Elementary II

Completion Rates (12 months)

Calendar Year	Number of Students who Began Program ¹	Students Available for Graduation ²	Graduates ³	Completion Rate ⁴
2011	14	14	11	79%
2012	12	8	8	67%

Students Completing After Published Program Length (150% Completion Rate)

Calendar Year	Number of Students who Began Program ¹	Students Available for Graduation ²	Graduates ⁵	Completion Rate ⁶
2011	14	14	11	79%
2012	12	8	8	67%

¹ "Number of Students Who Began Program" is the number of students who began the program who are scheduled to complete the program within the reporting calendar year.

² "Students available for graduation" is the number of students who began program minus the number of "Students unavailable for graduation," which means those students who have died, been incarcerated, or called to active military duty.

³ "Graduates" is the number of students who completed the program within 100% of the published program length.

⁴ "Completion Rate" is the number of Graduates divided by the Number of Students Available for Graduation.

⁵ "150% Graduates" is the number of students who completed the program within 101-150% of the published program length.

⁶ "150% Completion Rate" is the number of students who completed the program in the reported calendar year within 101-150% of the published program length divided by the Number of Students Available for Graduation.

School Performance Fact Sheet Montessori Teacher Education Center, San Francisco Bay Area Elementary II

Placement Rates (12 months)

Calendar Year	Number of Students who Began Program ¹	Number of Graduates ²	Graduates Available for Employment ³	Graduates Employed in the Field ⁴	Placement Rate % Employed in the Field ⁵	Graduates Employed in the Field an average of less than 32 hours per week	Graduates Employed in the Field at least 32 hours per week
2011	14	11	11	11	100%	0	11
2012	12	8	8	8	100%	0	8

1. "Number of Students Who Began Program" means the number of students who began the program who are scheduled to complete the program within the reporting calendar year.

2. "Number of Graduates" is the number of students who have completed the program within 100% of the published program length.

3. "Graduates available for employment" means the number of graduates minus the number of graduates unavailable for employment.

"Graduates unavailable for employment" means graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.

4. "Graduates employed in the field" means graduates who report that they are gainfully employed within six months of graduation in a position for which the skills obtained through the education and training provided by the institution are required or provided a significant advantage to the graduate in obtaining the position.

5. "Placement Rate" is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.

**School Performance Fact Sheet
Montessori Teacher Education Center, San Francisco Bay Area
Elementary II**

Annual Salary and Wages Reported by Graduates Employed in the Field³ (12 months)

Calendar Year	Graduates Available for Employment ¹	Graduates Employed in the Field	\$15,000 - \$20,000	\$20,001 - \$25,000	\$25,001 - \$30,000	\$30,001 - \$35,000+	\$35,001 - \$40,000.	Students Not Reporting Salary
2011	11	11	0	0	0	8	3	0
2012	8	8	0	0	0	6	2	0

¹ "Graduates available for employment" means the number of graduates minus the number of graduates unavailable for employment. Graduates unavailable for employment means graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.

² "Graduates employed in the field" means graduates who are gainfully employed within six months of graduation in a position for which the skills obtained through the education and training provided by the institution are required or provided a significant advantage to the graduate in obtaining the position.

³ Salary is as reported by the student. Not all graduates reported salary.

Employment Development Department

Occupational Wages: Elementary School Teachers, Except Special Educ (SOC Code: 25-2021) in California

Area	Year	Period	Annual Mean	Hourly by Percentile		
				25th	Median	75th
California	2012	1st Qtr	\$66,512.92	\$52,277.95	\$67,495.55	\$81,487.40

APPENDIX F

**School Code #0103001
Change of Status - Declaration**

This Notice Is Important. Keep A Copy For Your Records.

Name _____ Social Security # _____
Address _____ Telephone _____
City _____ State _____ Zip _____

I have begun the Montessori Course in the Level indicated:

Courses: _____ Infant/Toddler (Birth - 3) _____ Early Childhood
 _____ Elementary Level I _____ Elementary Level II
 _____ Administration

Starting Date of Course: _____
Stopping Date of Course: _____
Anticipated Date of Return to Course: _____

Signature: _____ Date: _____

Change of Status - Undeclared

This Notice Is Important. Keep A Copy For Your Records.

Name _____ Social Security # _____
Address _____ Telephone _____
City _____ State _____ Zip _____

I have begun the Montessori Course in the Level indicated:

Course: _____ Infant/Toddler (Birth - 3) _____ Early Childhood
 _____ Elementary Level I _____ Elementary Level II
 _____ Administration

Starting Date of Course: _____
Stopping Date of Course: _____
Anticipated Date of Return to Course: _____

MTEC/SFBA Official's Signature: _____ Date: _____

**APPENDIX G
BUYER'S RIGHT TO CANCEL**

**Montessori Teacher Education Center San Francisco Bay Area
Administrative Office:
16492 Foothill Boulevard
San Leandro, CA 94578-2105
School Code #0103001**

Notice of Cancellation

Date of First Class: _____

You may cancel this contract for school, without any penalty obligation by the date stated below.

If you cancel, any payment you have made and any negotiable instrument signed by you shall be returned to you within ten (10) days following the school's receipt of your cancellation notice.

The school has not given you any equipment or materials for which you would incur a financial obligation.

To cancel the contract for school, mail or deliver a signed and dated copy of this cancellation notice, or any other written notice, or send a telegram to:

Montessori Teacher Education Center San Francisco Bay Area
Administrative Office:
16492 Foothill Boulevard
San Leandro, CA 94578-2105

NOT LATER THAN

_____ which is midnight of the date that is the fifth business day following the day of the first class.

REMEMBER, YOU MUST CANCEL IN WRITING

You do not have the right to cancel by just telephoning the school or by not coming to class.

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 Boulevard, Suite S-202
Sacramento, CA 95834
(916) 445-3428

My signature below certifies that I have read, understood, and agree to my rights and responsibilities, and that the institution's cancellation and refund policies have been clearly explained to me

Buyer's Signature

Date

APPENDIX I

ELEMENTARY II
TRANSCRIPT/RECOMMENDATION FORM

Name of Program: Montessori Teacher Education Center
San Francisco Bay Area

Location of Program: San Leandro, CA

Date of MACTE Accreditation of Initial Program Location: 1999

Street Address of Location Attended:

16492 Foothill Boulevard, San Leandro, CA 94579 or

790 Duane Avenue Building S, Sunnyvale, CA 94086

Telephone #: 510-278-1115

Student's Name:

Last _____ First _____ M.I. _____ Maiden _____

Street Address _____

City: _____ State: _____ Zip: _____ Telephone # _____

Highest educational level completed (must be verified by attached official college transcripts)

_____ Bachelors degree: date _____ major _____

_____ Masters degree: date _____ major _____

_____ Doctorate degree: date _____ major _____

Prerequisites (one of the following)

___ Early Childhood Montessori Credential ___ Overview Course ___ Clock

___ Elementary Level I Credential _____ Hours

ACADEMIC PHASE

Dates: _____ to _____

Optional

Course Work:

Montessori Philosophy/Theory 5.3.5.1	<u>26</u> clock hours	grade <u>P</u>
Management 5.3.5.2	<u>13</u> clock hours	grade <u>P</u>
Curriculum Design and Strategies 5.3.5.3	<u>13</u> clock hours	grade <u>P</u>
Mathematics 5.3.5.4	<u>60</u> clock hours	grade <u>P</u>
Geometry 5.3.5.5	<u>30</u> clock hours	grade <u>P</u>
Language Arts 5.3.5.6	<u>36</u> clock hours	grade <u>P</u>
Geography 5.3.5.7	<u>12</u> clock hours	grade <u>P</u>
History 5.3.5.8	<u>12</u> clock hours	grade <u>P</u>
Biological Sciences 5.3.5.9	<u>12</u> clock hours	grade <u>P</u>

PRACTICUM PHASE:

Dates: _____ to _____ 1080 _____ Contact Hours

Model _____ Elementary I 6-9 years
_____ Elementary II 6-12 years

Practicum Site _____ School Affiliation _____

Street
Address _____

City, State, Zip _____ Telephone # _____

COMPLETION:

Credential: _____ Elementary I 6-9 years
_____ Elementary I (___BS___BA awarded in _____ (country)
_____ Elementary I & II 6-12 years
_____ Elementary I & II (___BS___BA awarded in _____ (country)
_____ Elementary II 9-12 years
_____ Elementary II (___BS___BA awarded in _____ (country)

Date: _____

COMMENTS:

VERIFICATION:

I hereby certify that all of the information included on both sides of this form is true and correct.

Signature of Student Date

**APPENDIX J
GRADUATE PLACEMENT FORM**

**Montessori Teacher Education Center
San Francisco Bay Area**

**Administrative Office:
16492 Foothill Boulevard
San Leandro, CA 94578-2105**

School Code #0103001

Graduate Placement Form

Name: _____ Date: _____

Address: _____ Telephone: _____

City: _____ State: _____ Zip: _____

Course: _____ Infant/Toddler (Birth - 3) _____ Early Childhood
 _____ Elementary Level I
 _____ Elementary Level II _____ Administration

Starting Date of Course: _____

Completion Date of Course: _____

Have you secured employment in the field for which you were trained by the MTEC/SFBA?

_____ Yes _____ No

What is your salary? _____

Your response the above questions are required for MTEC/SFBA to successfully complete its report to the Bureau for Private Postsecondary and Vocational Education of the State of California.

APPENDIX K

I. NOTICE OF REFUND

Montessori Teacher Education Center San Francisco Bay Area
Administrative Office:
16492 Foothill Boulevard
San Leandro, CA 94578-2105
School Code #0103001
Notice of Refund

1.This Notice Is Important. Keep It For Your Records.

Name _____
Address _____ Telephone _____
City _____ State _____ Zip _____

Courses with tuition and hours:

- _____ Infant /Toddler (\$2,000. tuition/210 hours = \$9.52/hour)
_____ Early Childhood(\$2,400. tuition/320 hours = \$7.50/hour)
_____ Elementary I (\$3,000. tuition/400 hours = \$7.21/hour)
_____ Elementary II (\$1,750 tuition/208 hours = \$7.00/hour)

- 2. Date Refund was made: ___/___/___
3. Amount of Refund: \$ _____
4. Method of Calculating Refund-by pro-ration:
5. Amount Student Paid:
6.Hours of Instruction paid, not attended: _____ Hours
7. Total hours paid _____ Hours
8. Equipment Cost \$ 0.00
9. Name of entity to which refund was sent: _____

10. Address of entity to which refund was sent:

Registration Fee: \$100.00 (\$75. nonrefundable) \$ 25.00
Equipment (Materials) Fee: purchased at student's discretion \$ 0.00

A copy of this form must accompany the refund check.

Signature of Issuer: _____ Date : _____

APPENDIX L

Elementary Level II Student File Check List

Name: _____
Date of First Class: _____
Date of Possible Cancellation: _____
Date of Change of Status (If Applicable): _____
Date of Completion (Graduation): _____

ADMINISTRATION

____ Application
____ Interview
____ Letters of Recommendation
____ First Letter
____ Second Letter
____ Third Letter
____ Transcript from Other Institution
____ Statement of Purpose
____ Tuition Agreement
____ Cancellation of Agreement (If Applicable)
____ Buyer's Right to Cancel
____ Student Handbook Acknowledgment
____ Third Party Agreement (If Applicable)
____ Financial Aid Documents (If Applicable)
____ Refund Letter (If Applicable)
____ Complaints Log (If Applicable)
____ Graduate Placement Form

CURRICULUM

____ Attendance
____ Curriculum Completion

Written Examinations

____ Biology
____ Mathematics 1
____ Mathematics 2
____ History
____ Geography
____ Language
____ Geometry

Demonstration Examinations

____ Biology
____ Geometry
____ Mathematics 1
____ Mathematics 2
____ History
____ Geography
____ Language

Practice Sheet

____ Biology
____ Geometry
____ Mathematics 1
____ Mathematics 2
____ History
____ Geography
____ Language

____ Philosophy Manual

APPENDIX M
Assignment Due Dates

Year Round Academic Schedule

Month

Assignments Due

July 2 – August 4, 2007	Manuals due on last day of each curriculum
July 2 – August 4, 2007	Written Examinations due Monday following week of instruction
July 2 – August 4, 2007	Demonstration testing the Friday of the week of instruction
August 4, 2007	Philosophy Manual

APPENDIX N

ADMINISTRATOR ASSESSMENT OF GRADUATES OF THE ELEMENTARY LEVEL II COURSE

NAME OF SCHOOL (OPTIONAL) _____

Dear School Administrator,

As part of the assessment of our teacher preparation course we must gather feedback from outside sources in determining if our graduates meet the competencies established by our accrediting agency, MACTE. We are most grateful for your feedback on the success of the practicum student using the MACTE competencies.

Scoring Criteria (circle 1, 2, 3, 4, or 5):

1=Excellent 2=Very Good 3=Average 4=Poor 5=Nonexistent

Montessori Philosophy and Human Development:

1 2 3 4 5 Defines and implements an understanding of Montessori philosophy, cosmic curriculum, and peace education for the elementary years. (a)

1 2 3 4 5 Defines the principles of human growth, development, and educational theories with an emphasis on the elementary years from six (6) through twelve (12) years of age. (b)

1 2 3 4 5 Demonstrates evidence of personal growth through self-evaluation and introspection. ©

1 2 3 4 5 Demonstrates knowledge of developmental and behavioral norms and potential recommendations for special support services. (d)

Classroom Leadership:

1 2 3 4 5 Demonstrates the ability to observe, plan and record the needs and progress of elementary age children.(a)

1 2 3 4 5 Demonstrates sensitivity to the psychological and cultural needs of individual children.(b)

1 2 3 4 5 Demonstrates the ability to personalize educational plans for a variety of learning styles.©

1 2 3 4 5 Identifies and initiates effective classroom leadership strategies that build community. (d)

1 2 3 4 5 Shows awareness of proper channels of communication, administrative functions, and professional conduct. (e)

Curriculum Implementation:

1 2 3 4 5 Implements an integrated Montessori cosmic curriculum. (a)

1 2 3 4 5 Demonstrates proficiency in applying Montessori principles in the context of the curriculum, didactic materials, and lesson presentations.(b)

1 2 3 4 5 Designs and maintains a developmentally appropriate Montessori environment in response to the needs of students.©

1 2 3 4 5 Utilizes a variety of instructional strategies and assessment methods.(d)

1 2 3 4 5 Demonstrates an awareness and understanding of governmental regulations. (e)

Community Involvement and Partnerships with Families:

1 2 3 4 5 Utilizes cultural sensitivity in fostering professional school-family partnerships. (a)

1 2 3 4 5 Articulates an awareness of community resources for additional support of children and families. (b)

1 2 3 4 5 Identifies and has knowledge of available professional associations. ©

APPENDIX O

GRADUATE SELF-ASSESSMENT OF THE ELEMENTARY LEVEL II COURSE

NAME OF STUDENT (OPTIONAL) _____

Dear Graduate,

As part of the assessment of our teacher preparation course we must gather feedback to determine if our graduates meet the competencies established by our accrediting agency, MACTE. We are most grateful for your feedback on the success of the practicum student using the MACTE competencies.

Scoring Criteria (circle 1, 2, 3, 4, or 5):

1=Excellent 2=Very Good 3=Average 4=Poor 5=Nonexistent

Montessori Philosophy and Human Development:

1 2 3 4 5 Defines and implements an understanding of Montessori philosophy, cosmic curriculum, and peace education for the elementary years. (a)

1 2 3 4 5 Defines the principles of human growth, development, and educational theories with an emphasis on the elementary years from six (6) through twelve (12) years of age. (b)

1 2 3 4 5 Demonstrates evidence of personal growth through self-evaluation and introspection. ©

1 2 3 4 5 Demonstrates knowledge of developmental and behavioral norms and potential recommendations for special support services. (d)

Classroom Leadership:

1 2 3 4 5 Demonstrates the ability to observe, plan and record the needs and progress of elementary age children.(a)

1 2 3 4 5 Demonstrates sensitivity to the psychological and cultural needs of individual children.(b)

1 2 3 4 5 Demonstrates the ability to personalize educational plans for a variety of learning styles.©

1 2 3 4 5 Identifies and initiates effective classroom leadership strategies that build community. (d)

1 2 3 4 5 Shows awareness of proper channels of communication, administrative functions, and professional conduct. (e)

Curriculum Implementation:

1 2 3 4 5 Implements an integrated Montessori cosmic curriculum. (a)

1 2 3 4 5 Demonstrates proficiency in applying Montessori principles in the context of the curriculum, didactic materials, and lesson presentations.(b)

1 2 3 4 5 Designs and maintains a developmentally appropriate Montessori environment in response to the needs of students.©

1 2 3 4 5 Utilizes a variety of instructional strategies and assessment methods.(d)

1 2 3 4 5 Demonstrates an awareness and understanding of governmental regulations. (e)

Community Involvement and Partnerships with Families:

1 2 3 4 5 Utilizes cultural sensitivity in fostering professional school-family partnerships. (a)

1 2 3 4 5 Articulates an awareness of community resources for additional support of children and families. (b)

1 2 3 4 5 Identifies and has knowledge of available professional associations. ©

APPENDIX O

**Montessori Teacher Education Center San Francisco Bay Area
16492 Foothill Boulevard
San Leandro, CA 94578-2105
School Code #0103001**

**I HAVE READ ALL MATERIALS IN THE
ELEMENTARY LEVEL II STUDENT HANDBOOK/CATALOG
I WILL BE RESPONSIBLE FOR KNOWING AND
UNDERSTANDING ALL THE REQUIREMENTS
OF THE MTEC/SFBA
ELEMENTARY LEVEL II
TEACHER CREDENTIAL COURSE**

PRINT NAME

SIGNATURE

DATE

**APPENDIX A-1
FINAL GRADE SHEET**

Child Development: Prenatal to Three 6.1.1

Student: _____ Instructor: _____

Date: _____

1. EXAMINATIONS - Competencies (1.b) _____

 Examination #1 _____

 Examination #2 _____

2. PARTICIPATION - Competencies (1.b) _____

3. DEVELOPMENTAL REFERENCES MANUAL
 Competencies (1.b)) _____

4. FINAL GRADE _____

**APPENDIX A-2a
FINAL GRADE SHEET**

- Montessori Philosophy and Pedagogue I 6.1.2**
- Environmental Design I 6.1.3**
- Health & Safety Manual**
- Montessori Infant & Toddler Pedagogy
(Competency 1.a, 1.b)**
- Environments (Competency 3.a)**
- Community Care Licensing Regulations –
General & Infant (Competency 3.b)**

Student: _____ Instructor: _____

Date: _____

1. MANUAL - Competencies (1.a, 1.b & 3.b for CCL) _____

_____ Highlighting
_____ All Material Complete
_____ Areas of Curriculum Tabbed
_____ Handouts Logically Integrated
_____ Additional Notes
_____ Aesthetics
Photographs _____
Pictures _____
Drawings _____
Notes _____
Quotations _____
Comments _____

2. RATIONALE PAPER - Competencies (1.a, 1.b) _____

FINAL GRADE _____

**APPENDIX A-2b
FINAL GRADE SHEET**

- Montessori Philosophy and Pedagogue II 6.1.2
- Environmental Design II 6.1.3
- Practical Life
- Sensorial
- Language Arts
- Community Care Licensing Regulations
- Infant & Toddler Environmental Rating Scale (ITERS)

Student: _____ Instructor: _____
Date: _____

1. MANUAL - Competencies (1.a, 1.b, 3.a, 3.b) _____

- _____ Highlighting
- _____ All Material Complete
- _____ Areas of Curriculum Tabbed
- _____ Handouts Logically Integrated
- _____ Additional Notes
- _____ Aesthetics
- Photographs _____
- Pictures _____
- Drawings _____
- Notes _____
- Quotations _____
- Comments _____

2. RATIONALE PAPER - Competencies (1.a,1.b, 3.a, 3.b) _____

3. COMMUNITY CARE LICENSING MANUAL
(Competency 3.b) _____

4. ITERS (Competency 3.a) _____

5. FINAL GRADE _____

**APPENDIX A-2c
FINAL GRADE SHEET**

- Montessori Philosophy and Pedagogue III 6.1.2**
- Environmental Design III 6.1.3**
- Review of Fifty Books**

Student: _____ Instructor: _____
Date: _____

1. BOOKS - Competencies (1.a, 1.b, 3.a, 3.b) _____

- _____ Sequencing by development
- _____ Groupings by themes
- _____ Complete - Fifty

2. FINAL GRADE _____

APPENDIX A-2d
FINAL GRADE SHEET

- Montessori Philosophy and Pedagogue IV 6.1.2**
- Environmental Design IV 6.1.3**
- Review of Fifty Songs**

Student: _____ Instructor: _____

Date: _____

1. SONGS - Competencies (1.a, 1.b, 3.a, 3.b) _____

_____ Sequencing by development

_____ Groupings by themes

_____ Complete - Fifty

2. FINAL GRADE _____

APPENDIX A-3

FINAL GRADE SHEET

Program Leadership and Administration 6.1.4

- Community Care Licensing Regulations Manual
(Competencies 2.d, 3.b)**
- Community Resource Manual
(Competency 4.b)**
- Code of Ethics Statement
(Competency 2.c, 4.c)**

Student: _____ Instructor: _____

Date: _____

1. Community Care Licensing Regulations Manual
(Competencies 2.d, 3.b) _____
2. Community Resource Manual (Competency 4.b) _____
3. Code of Ethics Statement (Competency 2.c, 4.c) _____
4. **FINAL GRADE** _____

**APPENDIX A-4
FINAL GRADE SHEET**

Child, Family and Community 6.1.5

Student: _____ Instructor: _____

Date: _____

Grade

- | | |
|---|-------|
| 1. COMMUNITY RESOURCE MANUAL
(Competencies 4.b) | _____ |
| 2. CHILD, FAMILY & COMMUNITY JOURNAL
(Competencies 2.b, 4.a) | _____ |
| 3. FINAL GRADE _____ | |

**APPENDIX A-5
FINAL GRADE SHEET**

Observation – 6.1.6

Student: _____ Instructor: _____

Date: _____

- 1. OBSERVATION REPORTS (Competencies 1.a,1.b) _____
 - _____ Report #1
 - _____ Report #2

 - _____ Report #3
 - _____ Report #4

- 2. PRACTICUM HANDBOOK & COMPETECNIES PORTFOLIO _____
(Competencies 1.a, 1.b, 1.c)

- 3. PRACTICUM REFELCTIVE PLANNING JOURNAL _____
(Competencies 1.c, 1.d, 2.a)

- 4. CHILDREN'S CHECKLIST – ITERS _____
(Competency 1.d)

- 5. FINAL GRADE _____

**APPENDIX A-6
FINAL GRADE SHEET**

Personal Growth 6.1.7

Student: _____ Instructor: _____

Date: _____

Grade

1. PRACTICUM HANDBOOK & COMPETENCIES PORTFOLIO _____
(Competencies 1.a, 1.b, 1.c, 1.d, 2.a, 2.b, 2.c, 2.d, 3.a, 3.b, 4.a, 4.b, 4.c)
2. PRACTICUM REFLECTIVE PLANNING JOURNAL (Competency 1.c) _____

3. FINAL GRADE _____

**APPENDIX A-7
FINAL GRADE SHEET**

PRACTICUM ASSIGNMENTS

Student: _____

Date: _____

Grade

- | | |
|--|-------|
| 1. PRACTICUM HANDBOOK & COMPETENCIES PORTOFOLIO | _____ |
| Fall Reports | _____ |
| Winter Reports | _____ |
| Spring Reports | _____ |
| 2. PRACTICUM REFLECTIVE PLANNING PORTFOLIO | _____ |
| Fall Reports | _____ |
| Winter Reports | _____ |
| Spring Reports | _____ |
| 3. SUPERVISING TEACHER REPORT #1 December | _____ |
| 4. SUPERVISING TEACHER REPORT #2 April | _____ |
| 5. SUPERVISING TEACHER REPORT #3 May | _____ |
| 6. FIELD CONSULTANT REPORT #1 | _____ |
| 7. FIELD CONSULTANT REPORT #2 | _____ |
| 8. FIELD CONSULTANT REPORT #3 | _____ |
| Competencies – (1.a, 1.b, 1.c, 1.d, 2.a, 2.b, 2.c, 2.d, 3.a, 3.b, 4.a, 4.b, 4.c) | |
|
 | |
| 9. FINAL GRADE _____ | |

APPENDIX A

FINAL GRADE SHEETS

**APPENDIX A-1
FINAL GRADE SHEET**

Child Growth and Development/Psychology 5.2.5.1

Student: _____ Instructor: _____

Date: _____

1. EXAMINATIONS - MACTE Competencies (1.b, 1.d) _____
 Examination #1 _____

2. PARTICIPATION - MACTE Competencies (1.b, 1.c) _____

3. COMMUNITY REFERAL / INTERVENTION SERVICES MANUAL _____
 MACTE Competencies (1.d)
 _____ Parenting
 _____ Discipline
 _____ Nutrition (excess sugars, additives)
 _____ Holidays and stress
 _____ Birthday Parties
 _____ Readiness for Kindergarten
 _____ Separation Anxiety
 _____ Biting, hitting, temper tantrums
 _____ Illnesses (head lice, colds, communicable diseases)
 _____ Conditions like ADHD, Autism
 _____ Child abuse
 _____ Dealing with life situations (death, moving, etc.)
 _____ Other good ideas that you may have found

4. FINAL GRADE _____

**APPENDIX A-2
FINAL GRADE SHEET**

Observations in Child Development – 5.2.5.3

Student: _____ Instructor: _____

Date: _____

1. OBSERVATION REPORTS - MACTE Competencies (1.b, 1.c) _____

- _____ Report #1
- _____ Report #2
- _____ Report #3
- _____ Report #4
- _____ Report #5
- _____ Report #6
- _____ Report #7
- _____ Report #8
- _____ Report #9
- _____ Report #10

2. FINAL GRADE _____

**APPENDIX A- 3
FINAL GRADE SHEET**

- Practical Life, 6.2.5.4**
- Sensorial, 6.2.5.5**
- Mathematics, 6.2.5.6**
- Language Art, 6.2.5.7**

Adult Learner: _____ Instructor: _____
Date: _____

1. MANUAL - MACTE Competencies (3.a) _____

- _____ Highlighting
- _____ All Material Complete
- _____ Areas of Curriculum Tabbed
- _____ Handouts Logically Integrated
- _____ Additional Notes
- _____ Aesthetics
- Photographs _____
- Pictures _____
- Drawings _____
- Notes _____
- Quotations _____
- Comments _____

2. PERFORMANCE ASSESSMENT - MACTE Competencies (3.a) _____

- Presentation 1 _____
- Comments: _____

- Presentation 2 _____
- Comments: _____

- Presentation 3 _____
- Comments: _____

3. RATIONALE PAPER - MACTE Competencies (1.a, 2.b, 3.a, 3.b) _____

4. WRITTEN EXAMINATION - MACTE Competencies (2.c, 3.b, 3.c) _____

5. STUDENT PRACTICE SHEET – MACTE Competencies (3.a) _____

6. FINAL GRADE _____

APPENDIX A-5

**Appendix A-4
FINAL GRADE SHEET**

Art, Music, Movement, 5.2.5.8

- Art**
- Music**
- Movement**

Student: _____ Instructor: _____

Date: _____

Grade

1. PARTICIPATION _____
 – MACTE Competencies (1.a, 2.a, 2.b, 2.c, 3.a, 3.b, 3.c)

2. PRACTICE SHEETS _____

3. FINAL GRADE _____

**APPENDIX A-5
FINAL GRADE SHEET**

- Physical and Life Science, 5.2.5.9**
- Social Studies, 5.2.5.10**

Student: _____ Instructor: _____
Date: _____

Grade

- 1. MANUAL - MACTE Competencies (3.a) _____
 - Botany Manual** _____
Pictures: _____
Drawings: _____
Photos: _____

 - Zoology Manual** _____
Pictures: _____
Drawings: _____
Photos: _____

 - History Manual** _____
Pictures: _____
Drawings: _____
Photos: _____

 - Geography Manual** _____
Pictures: _____
Drawings: _____
Photos: _____

- 2. PRACTICE SHEET _____
- 3. PERFORMANCE ASSESSMENT - MACTE Competencies (3.a) _____
 - Botany Manual** _____
 - Zoology Manual** _____
 - History Manual** _____
 - Geography Manual** _____
- 4. WRITTEN EXAMINATION - MACTE Competencies (2.c, 3.c) _____
 - Botany** _____
 - Zoology** _____
 - History** _____
 - Geography** _____

- 5. SYNTHESIS PROJECT – MACTE Competencies (2.b) _____
(INDEPENDENT STUDY)
- 6. PARTICIPATION – MACTE Competency (1.a)

- 7. FINAL GRADE _____

**APPENDIX A - 6
FINAL GRADE SHEET**

Classroom Leadership 5.2.5.11

Student: _____ Instructor: _____

Date: _____

Grade

1. PRACTICUM HANDBOOK
MACTE Competencies – all _____

2. PRACTICUM PLANNING JOURNAL -
MACTE Competencies (2.a, 2.b, 2.c, 2.d, 3.a, 3.b,3.c, 3.d) _____

3. PARTICIPATION
MACTE Competencies (1.a, 2.a, 2.b, 2.c, 2.d, 3.a, 3.b,3.c, 3.d) _____

4. WRITTEN ASSIGNMENT
MACTE Competencies (2.a, 2.b, 2.c, 2.d, 3.a, 3.b,3.c, 3.d) _____

5. FINAL GRADE _____

**Appendix A-7
FINAL GRADE SHEET**

**Parent Involvement 5.2.5.12
Child, Family & Community**

Student: _____ Instructor: _____

Date: _____

Grade

1. RESOURCE MANUAL
MACTE Competencies – (1.d, 4.a, 4.b, 4.c)

2. PARTICIPATION
MACTE Competencies (1.a, 4.a)

3. FINAL GRADE _____

APPENDIX A-8

FINAL GRADE SHEET

Yearlong Project, 6.2.5.16

Adult Learner: _____ Instructor: _____

Topic: _____ Date: _____

1. MANUAL - MACTE Competencies (3.a, 3.b, 3.c) _____

_____ Material complete: Practical Life, Sensorial, Math, Language

_____ Accurate information

_____ Areas of curriculum tabbed

_____ Aesthetics

Photographs _____

Pictures _____

2. PRESENTATION ASSESSMENT - MACTE Competencies (3.a, 3b, 3c) _____

Verbal presentation:

_____ Concise _____ Organized

Materials presentation:

_____ Presentation board

_____ Defined work space

_____ Ordered

_____ Labels

_____ Accurate

_____ Aesthetics

_____ Age appropriate

_____ Complete: Practical Life, Sensorial, Math, Language, Cultural,

3. RATIONALE PAPER - MACTE Competencies (1.a, 2.b, 3.a, 3.b) _____

4. FINAL GRADE _____ **Pass:** _____ **Incomplete: Resubmit**

**APPENDIX A-1
FINAL GRADE SHEET**

Montessori Philosophy/Theory and Child Development 6.3.5.1

Adult Learner: _____ Instructor: _____

Date: _____ **Grade**

1. Montessori Philosophy Manual
(MACTE Competencies #1.a, #1.b, #1.c) _____

2. Observation Reports
(MACTE Competencies #1.b, #1.d, #3.b) _____

#1 _____	#6 _____	#11 _____
#2 _____	#7 _____	#12 _____
#3 _____	#8 _____	#13 _____
#4 _____	#9 _____	#14 _____
#5 _____	#10 _____	#15 _____

3. Participation (MACTE Competencies #1.a, #1.b, #1.c) _____
4. Child Development (MACTE Competencies #1.b, #1.d, #2.b) _____

5. **FINAL GRADE** _____

**APPENDIX A-2
FINAL GRADE SHEET**

Leadership in an Elementary Classroom 6.3.5.2

Adult Learner: _____ Instructor: _____

Date: _____

Grade

1. Practicum Handbook & Competencies Portfolio –
(All MACTE Competencies) _____

2. Practicum Planning Journal/ Reflective Practitioner Portfolio-
(MACTE Competencies #1.a, #1.c, #2.a, #2.d, #2.e. #3.c, #3.d) _____

3. Participation
(MACTE Competencies #1.c, #1.d, #2.a, #2.b, #2.c, #2.d, #2.e) _____
4. – Supervising Teacher/ Administrator Assessment #1, #2 and #3
(MACTE Competencies #1.a, #1.c, #2.a, #2.d, #2.e. #3.c, #3.d) _____

5. FINAL GRADE _____

**APPENDIX A-3
FINAL GRADE SHEET**

**Curriculum Design and Strategies – 6.3.5.3
Yearlong Project – 6.3.5.17**

Adult Learner: _____ Instructor: _____

Date: _____

Grade

- 1. Practicum Handbook –
(MACTE Competencies #2.a, #2.c, #2.d) _____
- 2. Practicum Planning Journal/ Reflective Journal
(MACTE Competencies #3.a, #3.b, #3.c, #3.d) _____
- 3. Participation
(MACTE Competencies #2.a, #2.b, #2.c, #2.d, #2.e
#3.a, #3.b, #3.c, #3.d, #4.a, #4.b, #4.c) _____

4. FINAL GRADE _____

**APPENDIX A-4
FINAL GRADE SHEET**

- Mathematics - 6.3.5.4
- Geometry - 6.3.5.5
- Language Arts - 6.3.5.6
- Geography - 6.3.5.7
- History - 6.3.5.8
- Biological Sciences - 6.3.5.9
- Sciences - 6.3.5.10

Adult Learner: _____ Instructor: _____
 Date: _____ Course: _____

Grade

1. MANUALS – _____
 (MACTE Competencies #3.a, #3.b, #3.c, #3.d, #3.e)
 _____ Highlighting
 _____ All Material Complete
 _____ Areas of Curriculum Tabbed
 _____ Handouts Logically Integrated
 _____ Additional Notes
 Comments _____

2. PERFORMANCE ASSESSMENT – _____
 (MACTE Competencies #3.b)
 Presentation 1 _____
 Comments: _____
 Presentation 2* _____
 Comments: _____

3. WRITTEN EXAMINATION – _____
 (MACTE Competencies #3.b)

3. ADULT LEARNER PRACTICE SHEET – _____
 (MACTE Competencies #3.b)
 • Two (2) presentations required

4. PARTICIPATION– _____
 (MACTE Competencies #1.a, #1.c, #2.a, #2.b, #2.d, #3.a, #3.b, #3.c, #3.d)

5. FINAL GRADE _____

**APPENDIX A-5
FINAL GRADE SHEET**

- Movement - 6.3.5.11**
- Art - 6.3.5.12**
- Music - 6.3.5.13**

Adult Learner: _____ Instructor: _____

Date: _____ **Grade**

1. **PARTICIPATION** _____
(MACTE Competencies #3.a, #3.c, #3.d)

2. **FINAL GRADE** _____

**APPENDIX A-6
FINAL GRADE SHEET
Elementary I Practicum Binder**

Adult Learner's Name: _____

Please only circle those that are incomplete

Competencies			Attendance	Journal & Reflection	
<u>FALL</u>	<u>WINTER</u>	<u>SPRING</u>	August	<u>September</u>	<u>September</u>
1.A	1.A	1.A	September	Week 1, 2, 3, 4	Week 1, 2, 3, 4
1.B	1.B	1.B	October	<u>October</u>	<u>October</u>
1.C	1.C	1.C	November	Week 1, 2, 3, 4	Week 1, 2, 3, 4
1.D	1.D	1.D	December	<u>November</u>	<u>November</u>
2.A	2.A	2.A	January	Week 1, 2, 3, 4	Week 1, 2, 3, 4
2.B	2.B	2.B	February	<u>December</u>	<u>December</u>
2.C	2.C	2.C	March	Week 1, 2, 3, 4	Week 1, 2, 3, 4
2.D	2.D	2.D	April	<u>January</u>	<u>January</u>
2.E	2.E	2.E	May	Week 1, 2, 3, 4	Week 1, 2, 3, 4
3.A	3.A	3.A		<u>February</u>	<u>February</u>
3.B	3.B	3.B		Week 1, 2, 3, 4	Week 1, 2, 3, 4
3.C	3.C	3.C		<u>March</u>	<u>March</u>
3.D	3.D	3.D		Week 1, 2, 3, 4	Week 1, 2, 3, 4
3.E	3.E	3.E		<u>April</u>	<u>April</u>
4.A	4.A	4.A		Week 1, 2, 3, 4	Week 1, 2, 3, 4
4.B	4.B	4.B		<u>May</u>	<u>May</u>
4.C	4.C	4.C		Week 1, 2, 3, 4	Week 1, 2, 3, 4
Check One: <input type="checkbox"/> Pass <input type="checkbox"/> Incomplete					

Verification: _____

Date: _____

NAME: _____

Appendix B

Elementary I Enrollment Agreement or Contract
(numbering aligned to the BPPE requirements)

5. Montessori Teacher Education Center San Francisco Bay Area - Institution
5. Montessori Elementary I Teacher Credential Course – Educational Program

5. Total Number of Clock Hours and Credit Hours:

400 Academic Clock Hours or
1080 Practicum Clock Hours
31.5 Semester Credit Units

6. Total Charges:

Tuition:	\$3825.00
Registration Fee:	\$ 100.00 (Non-Refundable)
American Montessori Society Fee:	\$ 205.00 (Non-Refundable)
MACTE Fee:	\$ 151.00 (Non-Refundable)
BPPE – STRF Fee:	\$ 2.00 (Non-Refundable)
Practicum Binder:	\$ 25.00 (Non-Refundable)
Total charges for the entire program:	\$4308.00
Non-Institutional Cost Estimated At:	\$ 650.00

SCHEDULE OF PAYMENT:

_____ THE REGISTRATION FEE OF \$100.00 IS DUE UPON ENROLLMENT (NON-REFUNDABLE.)

_____ THE AMS FEE (\$205.00), MACTE FEE (\$151.00), AND BPPE – \$2.00) ARE DUE
JULY 1ST

_____ OR \$450.00 FOR EACH OF THE CURRICULUM COMPONENTS UNTIL THE FULL TUITION IS

PAID:

Language Arts I	Geometry and Fractions
Language Arts II	History, Geography, and Functional Geography
Mathematics I	Practicum Semester I (Due September 1 st)
Mathematics II	Practicum Semester II (Due January 1 st)

Biological Sciences Payment is late after the 1st class of each curriculum component and incurs a \$25.00 late fee. Refund, if applicable, will be deducted from the amount paid.

_____ OR \$1000.00 DOWN PAYMENT HAS BEEN MADE, AND TEN (10) PAYMENTS OF \$282.50
ARESCHEDULED TO BEGIN ON OCTOBER 1ST OF THE YEAR DURING THE BEGINNING
OF THE PRACTICUM, AND END ON JULY 1ST OF THE FOLLOWING YEAR. Payment is late after the 5th of the month and incurs a \$25.00 late fee. After one month, the entire tuition is due and a 1.5% / month interest fee is incurred. The Adult Learner must repay the full amount of the LOAN; the Adult Learner pays no interest. Refund, if applicable, will be deducted from the amount paid.

_____ OR Third Party Payment (Rainbow Montessori School does NOT pay for the three practicum visits at a cost of \$300.00, or for self-directed six practicum visits at a cost of \$600.00. Agency fees are not paid by Rainbow Montessori School does NOT pay agency fees or the Application Fee)

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone Number: _____ Email: _____
OR Other: _____

Description of the Elementary I Teacher Credential Course:

The Montessori Elementary I Teacher Credential Course is comprised of 400 instructional clock hours and 1080 practicum hours which, when successfully completed, enables the Adult Learner to be awarded the American Montessori Society Elementary I Teacher Credential. Instruction includes Montessori Philosophy / Child Development, Management in an Elementary Classroom, Curriculum Design and Strategies, Mathematics Curriculum, Geometry Curriculum, Language Arts Curriculum, Geography Curriculum, History Curriculum, Biological Sciences Curriculum, Science, Movement and Physical Education, Visual Arts and Crafts, Music, and Practical Life and Practicum.

7. TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE: \$4,308.00

Tuition:	\$3825.00
Registration Fee:	\$ 100.00 (\$75.00 Non-Refundable);
AMS Fee:	\$ 205.00 (Non-Refundable)
MACTE Fee:	\$ 151.00 (Non-Refundable)
BPPE – STRF Fee:	\$ 2.00 (Non-Refundable)
Practicum Binder	\$ 25.00 (Non-Refundable)
Non-Institutional Cost Estimated At:	\$650.00

Discount: \$_____ (10% discount on Tuition for three or more Students from the same school in the same class.)

9. STUDENT'S RIGHT TO CANCEL:

- (1) You have the right to cancel this agreement and obtain a refund of charges paid through the attendance at the first class session, or the seventh day after enrollment, whichever is later.
- (2) Refund Policy:
The refund shall be the amount paid for instruction multiplied by a fraction, the number of which is the number of hours, which have not been received but for which payment was made, and the denominator of which is the total number of hours of instruction for which payment was made. If the amount paid is more than the amount that owed for the time attended, then a refund will be made within thirty (30) days of withdrawal. If the amount owed is more than the amount that already paid, then the student makes arrangements to pay the difference.
- (3) Cancellation of Enrollment:
Cancellation of enrollment occurs when you give written notice of cancellation at the address of the school shown on the top of the front page of this Agreement. You can do this by mail, hand delivery, telegram, or email. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with postage prepaid. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that you no longer wish to be bound by this Agreement. The *Notice of Cancellation* form is in the *Student Handbook*, but you can use any written notice that you wish.
If you cancel this agreement, the school will refund any money that you paid, less any deduction for equipment not timely returned in good condition, within 30 days after your notice of cancellation is received.

10. If the Student obtains a loan to pay for an educational program, the student has the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If the student has received federal financial aid funds the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.

11. If the Student defaults on a federal or state loan, both of the following may occur:

1. The federal or state government or a loan guarantee agency may take action against the Student, including garnishing an income tax refund, and
2. The Student may not be eligible for any other government financial assistance at another institution until the loan is repaid.

12. TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION:

The transferability of credits you earn at the MTEC SF Bay Area is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate or units you earn in MTEC SF Bay Area is also at the complete discretion of the institution to which you may seek to transfer. If the certificate or units that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending MTEC SF Bay Area to determine if your credential or units will transfer.

14. (1) Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by the institution may be directed to Bureau for Private Postsecondary Education, California State Department of Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833. Mailing: P.O. Box 980818, West Sacramento, CA 95798-0818 Toll Free Number: 888 370-7589 & Fax: 916 263-1897 www.bppe.ca.gov

14. (2) A Student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370- 7589 or by completing a complaint form, which can be obtained on the bureau's internet web site, www.bppe.ca.gov

16. Required disclosures:

(a) Montessori Teacher Education Center San Francisco Bay Area

99 Callan Avenue, San Leandro, CA 94577 – Administrative Office

790 East Duane Avenue, Sunnyvale, CA 94086 – Instructional Campus

b) Period Covered by this Enrollment Agreement: From: July 1, 2012 To: June 30, 2013.

(c) Course Start Date: July 1, 2012 Scheduled Completion Date: June 30, 2013.

(d) Date by which the Student must exercise his or her right to cancel or withdraw: July 5, 2012

(e) Itemization of all MTEC-SFBA charges and fees including as applicable:

(1) Tuition: \$3825.00

(2) Registration fee: \$ 100.00 (Non-Refundable)

company	(3) Equipment:	NA
	(4) Lab supplies or kits:	NA
	(5) Textbooks, etc. *	NA – Sold by another
	(6) Uniforms, etc	NA
	(7) In-residence housing:	NA
	(8) Tutoring:	NA
	9) Assessment fees for transfer of credit	NA
	(10) Fee to transfer credit	NA
	(f) AMS Fee	\$205.00 (Non-Refundable)
	MACTE Fee	\$151.00 (Non-Refundable)
BPPE – STRF Fee	\$ 2.00 (Non-Refundable)	
Practicum Binder	\$ 25.00 (Non-Refundable)	
Non-Institutional Cost Estimated At:	\$ 650.00	

17. No distant learning option.

18. No distant learning option.

19. No distant learning option.

Student Signature: _____

Student Name: _____

Street Address	City	State	Zip Code
----------------	------	-------	----------

13. (1) Prior to signing this enrollment agreement, you must be given a catalog or brochure and a School Performance Fact Sheet, which you are encouraged to review prior to signing this agreement. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, and salaries or wages, prior to signing this agreement.

Initial: _____ Date: _____

13. (2) I certify that I have received the catalog/Student Handbook, School Performance Fact Sheet, and information regarding completion rates, placement rates, license examination passage rates, and salary or wage information included in the School Performance Fact sheet, and have signed, initialed, and dated the information provided in the School Performance Fact Sheet.

Initial: _____ Date: _____

8. THIS AGREEMENT IS LEGALLY BINDING WHEN SIGNED BY THE STUDENT AND ACCEPTED BY THE INSTITUTION.

7. TOTAL CHARGES DUE UPON ENROLLMENT:

Registration Fee: \$ 100.00 (Non-Refundable)

TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE: \$4.00

Tuition: \$3825.00

Registration Fee:	\$ 100.00 (Non-Refundable)
American Montessori Society Fee:	\$ 205.00 (Non-Refundable)
MACTE Fee:	\$ 151.00 (Non-Refundable)
BPPE – STRF Fee:	\$ 2.00 (Non-Refundable)
Practicum Binder:	\$ 25.00 (Non-Refundable)
<u>TOTAL CHARGES FOR THE ENTIRE PROGRAM:</u>	\$4308.00
Non-Institutional Cost Estimated At:	\$ 650.00

21. 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, other payer, and you have no separate agreement to repay the third party.

Applications to renew an approval to operate that had been pending action before the former Bureau for Private Postsecondary and Vocational Education on June 30, 2007 shall be deemed processed as follows:

- (1) Applications received prior to January 1, 2006, shall be granted an approval to operate until 2012 (MTEC-SFBA 2011/2012) to coincide with the anniversary date of the current approval to operate.

Students seeking to enroll in institutions approved under subdivision (b) shall be notified in writing by the institution, prior to executing an enrollment agreement, that, although MTEC-SFBA was approved to operate by the former Bureau for Private Postsecondary and Vocational Education, the institution's application for re-approval to operate has not been reviewed by the bureau pursuant to this chapter.

15. I understand that this is a legally binding contract. My signature below certifies that I have read, understood, and agreed to my rights and responsibilities, and that the institution's cancellation and refund policies have been clearly explained to me.

Signature of Student

Date

Program Director

Signature of School Official

Title of School Official

Date

APPENDIX C

School Performance Fact Sheet Elementary I

Completion Rates (12 months)

Calendar Year	Number of Students who Began Program ¹	Students Available for Graduation ²	Graduates ³	Completion Rate ⁴
2011	14	14	12	86%
2012	13	13	10	77%

Students Completing After Published Program Length (150% Completion Rate)

Calendar Year	Number of Students who Began Program ¹	Students Available for Graduation ²	Graduates ⁵	Completion Rate ⁶
2011	14	14	12	86%
2012	13	13	10	77%

¹-"Number of Students Who Began Program" is the number of students who began the program who are scheduled to complete the program within the reporting calendar year.

²-"Students available for graduation" is the number of students who began program minus the number of "Students unavailable for graduation," which means those students who have died, been incarcerated, or called to active military duty.

³-"Graduates" is the number of students who completed the program within 100% of the published program length.

⁴-"Completion Rate" is the number of Graduates divided by the Number of Students Available for Graduation.

⁵-"150% Graduates" is the number of students who completed the program within 101-150% of the published program length.

⁶-"150% Completion Rate" is the number of students who completed the program in the reported calendar year within 101-150% of the published program length divided by the Number of Students Available for Graduation.

Placement Rates (12 months)

Calendar Year	Number of Students who Began Program ¹	Number of Graduates ²	Graduates Available for Employment ³	Graduates Employed in the Field ⁴	Placement Rate % Employed in the Field ⁵	Graduates Employed in the Field an average of less than 32 hours per week	Graduates Employed in the Field at least 32 hours per week
2011	14	12	12	12	100%	0	12
2012	13	10	10	10	100%	0	10

1. "Number of Students Who Began Program" means the number of students who began the program who are scheduled to complete the program within the reporting calendar year.

2. "Number of Graduates" is the number of students who have completed the program within 100% of the published program length.

3. "Graduates available for employment" means the number of graduates minus the number of graduates unavailable for employment. "Graduates unavailable for employment" means graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.

4. "Graduates employed in the field" means graduates who report that they are gainfully employed within six months of graduation in a position for which the skills obtained through the education and training provided by the institution are required or provided a significant advantage to the graduate in obtaining the position.

5. "Placement Rate" is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.

Annual Salary and Wages Reported by Graduates Employed in the Field³ (12 months)

Calendar Year	Graduates Available for Employment¹	Graduates Employed in the Field	\$15,000 - \$20,000	\$20,001 - \$25,000	\$25,001 - \$30,000	\$30,001 - \$35,000+	Students Not Reporting Salary
2011	12	12	0	0	0	12	0
2012	10	10	0	0	0	10	0

¹ "Graduates available for employment" means the number of graduates minus the number of graduates unavailable for employment. Graduates unavailable for employment means graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.

² "Graduates employed in the field" means graduates who are gainfully employed within six months of graduation in a position for which the skills obtained through the education and training provided by the institution are required or provided a significant advantage to the graduate in obtaining the position.

³ Salary is as reported by the student. Not all graduates reported salary.

Employment Development Department

Occupational Wages: Elementary School Teachers, Except Special Educ (SOC Code: 25-2021) in California

Area	Year	Period	Annual Mean	Hourly by Percentile		
				25th	Median	75th
California	2012	1st Qtr	\$66,512.92	\$52,277.95	\$67,495.55	\$81,487.40

APPENDIX D

TRANSFER CREDIT

MONTESSORI ELEMENTARY LEVEL I COURSE
APPLICATION AND ACKNOWLEDGEMENT

In order to properly assess prior Montessori teacher preparation coursework this information is required.

Name: _____

Telephone: (____) _____

Address: _____ Date: _____

City: _____ State: _____ Zip: _____

Institution of Prior Montessori Preparation: _____

Montessori Elementary Level I Coursework

Completed:

To Complete:

- Montessori _____
- Phil. / Child Development (71 hours) _____
- Management in the Elementary Class (16 hours) _____
- Curriculum Design and Strategies (24 hours) _____
- Mathematics (77 hours & 70 practice hours) _____
- Geometry (28 hours & 28 practice hours) _____
- Language Curriculum (70 hours & 70 practice hours) _____
- Geography (35 hours & 35 practice hours) _____
- History (21 hours & 21 practice hours) _____
- Biological Sciences (35 hours) _____
- Science (7 hours & 7 practice hours) _____
- Art (8 hours) _____
- Music (4 hours) _____
- Movement (4 hours) _____

MACTE Accredited Institution:

Yes No (state reason in comments)

Documentation Accepted: Yes No

Cost of Montessori Coursework to complete: \$_____.

Comments:

Program Director

Date

**APPENDIX E
CHANGE OF STATUS- Declaration**

School Code #0103001

This Notice Is Important. Keep A Copy For Your Records.

Name _____ Social Security # _____
Address _____ Telephone _____
City _____ State _____ Zip _____

I have begun the Montessori Course in the Level indicated:

Courses: _____ Infant/Toddler (Birth - 3) _____ Early Childhood
 _____ Elementary Level I _____ Elementary Level II

Starting Date of Course: _____

Stopping Date of Course: _____

Anticipated Date of Return to Course: _____

Signature: _____ Date: _____

Change of Status - Undeclared

This Notice Is Important. Keep A Copy For Your Records.

Name _____ Social Security # _____
Address _____ Telephone _____
City _____ State _____ Zip _____

I have begun the Montessori Course in the Level indicated:

Course: _____ Infant/Toddler (Birth - 3) _____ Early Childhood
 _____ Elementary Level I _____ Elementary Level II

Starting Date of Course: _____

Stopping Date of Course: _____

Anticipated Date of Return to Course: _____

MTEC/SFBA Official's Signature: _____ Date: _____

**APPENDIX F
NOTICE OF CANCELLATION**

**Montessori Teacher Education Center San Francisco Bay Area
Administrative Office:
99 Callan Avenue
San Leandro, CA 94577
School Code #0103001**

Date of First Class: _____

You may cancel this contract for school, without any penalty obligation by the date stated below.

If you cancel, any payment you have made and any negotiable instrument signed by you shall be returned to you within ten (10) days following the school's receipt of your cancellation notice.

The school has not given you any equipment or materials for which you would incur a financial obligation.

To cancel the contract for school, mail or deliver a signed and dated copy of this cancellation notice, or any other written notice, or send a telegram to:

Montessori Teacher Education Center San Francisco Bay Area
Administrative Office:
99 Callan Avenue
San Leandro, CA 94577

NO LATER THAN: _____,

which is midnight of the date that is the fifth business day following the day of the first class.

REMEMBER, YOU MUST CANCEL IN WRITING

You do not have the right to cancel by just telephoning the school or by not coming to class.

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

**Bureau for Private Postsecondary Education (BPPE)
California State Department of Education
2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833
Mailing: P.O. Box 980818, West Sacramento, CA 95798-0818
Toll Free: 888 370 7589 Telephone: 916 431-6959 Fax: 916 263-1897**

My signature below certifies that I have read, understood, and agree to my rights and responsibilities, and that the institution's cancellation and refund policies have been clearly explained to me

Buyer's Signature

Date

**APPENDIX G
I. NOTICE OF REFUND**

**Montessori Teacher Education Center San Francisco Bay Area
Administrative Office:
99 Callan Avenue
San Leandro, CA 94577
School Code #0103001**

1. This Notice Is Important. Keep It For Your Records.

Name _____
Address _____ Telephone _____
City _____ State _____ Zip _____

Courses with tuition and hours:

_____ Infant / Toddler (\$2,200 tuition/210 hours = \$10.48/hour)
_____ Early Childhood (\$2,800 tuition/326 hours = \$8.59/hour)
_____ **Elementary I (\$3,825 tuition/400 hours = \$9.56/hour)**
_____ Elementary II (\$2250 tuition/208 hours = \$10.82/hour)

2. **Date Refund was made:** _____/_____/_____
3. **Amount of Refund:** \$ _____
4. **Method of Calculating Refund-by pro-ration:**
5. **Amount Adult Learner Paid:**
6. **Hours of Instruction paid, not attended:** _____ **Hours**
7. **Total hours paid** _____ **Hours**
8. **Equipment Cost** \$ 0.00
9. **Name of entity to which refund was sent:**

10. **Address of entity to which refund was sent:**

Registration Fee: \$100.00 (Non-refundable)
Equipment (Materials) Fee: purchased at adult learner's discretion \$ 0.00

A copy of this form must accompany the refund check.

Signature of Issuer: _____ Date : _____

**APPENDIX H
GRIEVANCE/COMPLAINT/CONCERN NOTIFICATION**

**Montessori Teacher Education Center San Francisco Bay Area
Administrative Office:
99 Callan Avenue
San Leandro, CA 94577
School Code #0103001**

Date: _____ Name: _____

Course: _____ Infant/Toddler (Birth - 3) _____ Early Childhood
 _____ Elementary Level I _____ Elementary Level II

I have the following concern:

Official receiving the concern/complaint: _____

Action taken by the MTEC/SFBA: _____

MTEC/SFBA Official

Signature: _____ Date: _____

APPENDIX I WRITTEN EXAMINATION

Written Examinations are to be submitted by email.

History

The concept of time is very important in the study of history. How does the Montessori material help the child with this concept? List materials in their order of presentation. Give their aims and objectives in relation to the development of the concept of time.

Geography

Montessori geography is in many ways a course in physical science. Go through the presentations and demonstrate how they lead the child to a better understanding of the characteristics of his/her world.

Biology

Classification, or the ability to classify, is very important in the formation of clarity of thought. Show how one concept builds on another, or how one concept is continually refined. Describe in either botany or zoology.

Mathematics

Describe in detail the sequence of the memorization activities in mathematics in one of the operations: addition, subtraction, multiplication or division.

Geometry

Select one presentation from each sections of the Level I Geometry curriculum. For each presentation you choose, describe the following components: the aim, the materials, the procedure, the follow-up activity and why the presentation is important.

Language Arts

Outline in detail *total reading* as books, music and art are integrated.

Sequence the Montessori Grammar with rationale for each lesson.

Briefly overview sentence analysis with rationale. Mention books, music and art where appropriate.

In a literacy rich environment describe the elements necessary in reading, writing and oral experience. Give examples from your classroom, from notes in class and from outside sources.

APPENDIX J
DEMONSTRATION EXAMS

LIST OF ACCEPTABLE FINAL DEMONSTRATION PRESENTATIONS

Zoology:

Classical Presentation of:

Key Experience and Classified Nomenclature
Main Characteristics
Classification Chart

Botany:

Classical Presentation of:

Key Experience and Classified Nomenclature

Geography:

Globe to Planisphere
Planisphere Presentation
Continent Presentation
Pin Maps
Land and Water Key Experience
Land and Water Nomenclature
Land Forms of the World

History:

Year and Its Parts, B.C./A.D., Time Line of Life, Needs of People
Experiments

Language:

Grammar Key Experience of:

Verb, Preposition, Adverb, Pronoun, Conjunction
Sentence Analysis - Case III

Mechanics/Punctuation or Word Study Key Experience of:

Full Stop (., ?, !)	Compound
Apostrophe Possessive Case	Suffix
Comma	Prefix
Quotation mark	Antonym
	Synonym
	Homophone
	Homonym
	Homograph

Geometry:

First presentations on triangles by sides or angles
Constructive triangles - rectangle box or blue rectangle box
Basic concepts - Key Experience
Study of Lines - Key Experience
Study of Angles - Key Experience

Mathematics:

Volume 1:

Stamp Game - one operation

Memorization Sequence - one activity

Volume 2:

Long Bead Frame - 2 digit multiplication, one passage

Bank Game - 2 digit multiplication, one passage

Checkerboard - 2 digit multiplication, one passage

Golden Bead Frame - 2 digit multiplication, one passage

Test Tubes - 2 digit division, one passage

**APPENDIX K
ASSIGNMENT DUE DATES**

Summer and Year Round Academic Schedule

Completion of each Course	Manuals due during week of instruction
February 1st - Summer Completion of each Course – Year Round	Written Examinations in Language Arts, Mathematics, Geometry
Second Friday of February	Demonstration testing in Language Arts, Mathematics, Geometry
June 1st - Summer Completion of each Course – Year Round	Written Examinations in Zoology/Botany, Geography, History Observation Report #1-#15
Third or Fourth Saturday & Sunday of June	Demonstration Testing in Botany/Zoology, Geography, History
Third or Fourth Monday of June	Philosophy Manual, Practicum Planning Journal & Yearlong Project, Practicum Handbook

STUDENT HANDBOOK ACKNOWLEDGEMENT

**Montessori Teacher Education Center San Francisco Bay Area
99 Callan Avenue
San Leandro, CA 94577
School Code #0103001**

**I HAVE READ ALL MATERIALS IN THE
ELEMENTARY I STUDENT HANDBOOK/CATALOG.**

**I WILL BE RESPONSIBLE FOR KNOWING AND
UNDERSTANDING ALL THE REQUIREMENTS**

OF THE MTEC SFBA

ELEMENTARY LEVEL I

TEACHER CREDENTIAL COURSE.

PRIOR TO SIGNING THE *ENROLLMENT AGREEMENT*

I HAVE REVIEWED THE *FACT SHEET* THAT

I HAVE BEEN PROVIDED IN THE STUDENT HANDBOOK.

PRINT NAME

SIGNATURE

DATE

**APPENDIX B-1
FIELD CONSULTANT REPORT**

Teacher in Training: _____

School: _____

Field Supervisor: _____

Model: (Circle One) #1, #2, #3, #4

Date of Observation: _____ From _____ to _____

From your observation of the Student in the classroom, list below any appropriate comments related to ability.

I General Qualities

1. Presents a good model for parents and children in attitude, dress, and manner:
2. Is sensitive, responsive, and in tune with the individual needs of children and parents:
3. Is sensitive to children's feelings:
4. Communicates to children a feeling of honesty, openness, and warmth:
5. Shows evidence of the ability to follow the child's clues and interest:
6. Reciprocal Interactions: (able to interest reciprocally)
7. Tone of voice is appropriate to content and feeling:
8. Responds and intervenes in situations when necessary and is observant when intervention is unnecessary:
9. Is observant and aware of the entire classroom while working with an individual child or small group:
10. Shows respect and confidence when setting or enforcing limits:
11. Has a sense of personal goals and objectives:
12. Deals effectively with situations such as defiance, over-dependence, shyness, etc. in children:
13. Shows skill in supporting and encouraging thinking/problem solving behaviors:

II Environment:

1. Shows evidence of knowledge of preparing environments to meet the developmental needs of this age child:
2. Prepares, maintains, and creates an interesting and attractive environment:
3. Shows knowledge of the effect of furnishings and room arrangement on behavior:

4. Has available materials and activities that fulfill the following developmental needs:

	Indoor	Outdoor
Motor Development:		
large muscle activities	_____	_____
vestibular stimulation	_____	_____
fine muscle activities	_____	_____
balance	_____	_____
rhythm	_____	_____
Sensory Development:		
stereognostic sense	_____	_____
auditory	_____	_____
tactile	_____	_____
visual	_____	_____
color - matching	_____	_____
form perception	_____	_____
Cognitive Development:		
cause and effect	_____	_____
object permanence	_____	_____
transformation	_____	_____
Language Development:		
singing	_____	_____
naming objects	_____	_____
collections of pictures, objects	_____	_____
Verbal communication		
with children	_____	_____
content appropriate	_____	_____
Speed appropriate	_____	_____
tone of voice appropriate	_____	_____
Key to Self Care:		
transferring	_____	_____
carrying	_____	_____
serving	_____	_____
dressing skills	_____	_____
eating skills	_____	_____
Care of the environment:		
caring for plants/ animals	_____	_____
washing furnishings	_____	_____
sweeping/ mopping	_____	_____
other	_____	_____

III Techniques/Strategies for Interaction:

1. Knowledge of varied approaches to assisting child in successful completion of work:
2. Appropriate use of:
gestures:
language:
3. Knows when to help and when to move away:
4. Control of hand movement:
5. Ability to nurture young children:

IV Competencies:

Successful completion of the Infant and Toddler Teacher Credential Program requires that the following competencies are met in the coursework and in the practicum experience. Discuss and comment:

Montessori Philosophy and Human Development:

- a. demonstrates understanding of and implements Montessori philosophy with a focus from prenatal stage to age three (3).
- b. Comprehends and utilizes an understanding of the stages of human growth and development with an emphasis on prenatal to age three (3);
- c. Demonstrates evidence of personal growth through self-evaluation and introspection;
- d. Demonstrates knowledge of developmental and behavioral norms and potential recommendations toward early intervention services.

Comment:

Environmental Management and Leadership:

- a. demonstrates observation, documentation, and analytical skills necessary for planning and recording the progress of children;
- b. effectively interacts with the whole child and supports development in a culturally sensitive manner;
- c. incorporates an understanding of administrative functions.

Comment:

Curriculum and Environments:

- a. demonstrates an ability to design and integrate environments that meet the child's need for exploration and independence in:
 1. sensory and motor experiences;
 2. language experiences;

3. positive social experiences;
 4. self-care;
 5. routines and procedures;
 6. peace education
- b. demonstrates an awareness and understanding of governmental regulations.

Comment:

Community Involvement and Partnerships with Families:

- a. develops supportive partnership with culturally diverse families;
- b. demonstrates an awareness of community resources to support children and families;
- c. identifies and has knowledge of professional standards and associations.

Comment:

V. From your consultation with the Student after the class session, please answer the following questions:

- A. What does the student feel? Are his/her most important needs? What was the result of the discussion of these needs?

- B. List the Student's progress in relation to the following areas which the Student should have available for you to examine:
 1. Manuals: _____
 2. Planning Journal: _____
 3. Practicum Handbook: _____
 3. Materials made: _____
 4. Observation in other environments: _____

- C. Please comment on the Student:
 1. Attention to safety: _____
 2. Attention to health issues: _____
 3. Interactions with other staff: _____

VI Goals for the next visit set mutually by the Field Supervisor and the Student:

Write feedback from the Student, the administrator, the supervising teacher and/or yourself concerning any questions or concerns

APPENDIX B - 2
OBSERVATION TECHNIQUES OF CHILD STUDY

OBSERVATION – INFANT CENTER

Name _____ Date _____
Facility Name _____
Address _____

Director _____ Phone _____
Time In: _____ Time Out: _____
Number of Children Observed: _____ Age Range: _____
Number of Adults _____

A. Describe the Physical Environment:

- 1) Ceiling and Walls:
- 2) Floor:
- 3) Furniture:
- 4) Areas:
- 5) Materials and Movement:
- 6) Safety:
- 7) Cleanliness:
- 8) Aesthetics:
- 9) Outdoor Environment:

B. Describe the Psychological Environment:

- 1) Primary Caregiver assigned to each child?
- 2) How many children assigned to each adult?
- 3) Length of time Caregivers have been at the Center?
- 4) Quality of personal attention children receive (eye contact, touching, rocking, talking to):
- 5) Quality and frequency of conversation and verbalization with babies:
- 6) Routines of diapering, bathing, and feeding, and recording of same:

C. Verbal and Written Exchange Between Staff and Parents:

D. Interactions Among Staff Members –

Formal and informal cooperation -

Support in environment and staff meetings -

- E. Professional Evaluation and Comments:**
- F. Summary and Ideas for Your Environment:**
- G. Describe the Program or Schedule of the Day:**
- H. Program for Parent Education/Parenting is Scheduled:**
- I. Role of Administrator:**
- J. Narration:**

APPENDIX B - 3
OBSERVATION – TODDLER CENTER

Name _____ Date _____
Facility Name _____
Address _____

Director _____ Phone _____
Time In: _____ Time Out: _____
Number of Children Observed _____ Age Range _____
Number of Adults _____

A. Describe the Physical Environment:

- 1) Ceiling and Walls:
- 2) Floor:
- 3) Furniture:
- 4) Areas:
 - a. Large enough:
 - b. Traffic patterns:
 - c. Space available for individual and group activities:
 - d. Number of tables available:
Individual as well as group table work:
Space for rug work;
- 5) Materials and Movement:
 - a. Interest areas are included:
 - b. emphasized:
 - c. neglected:
 - d. quantity:
 - e. structured:
 - f. developmentally appropriate:
 - g. sequence:
 - h. motor-development activities:
- 6) Safety:
- 7) Cleanliness:
- 8) Aesthetics:
 - a. Colors, lighting, windows, plants, poster / pictures, etc.
 - b. Homey:
- 9) Outdoor Environment:
 - a. Special facilities available:
 - b. Equipment:
- 10) Professional Evaluation and Comments:
 - a. Summary:
 - b. Ideas for Your Own Environment:

B. Children:

Number of: children between 18 and 24 months _____
children between 24 and 36 months _____

Total number of girls _____
Total number of boys _____

Total number of caregivers _____
Number of children assigned to each caregiver _____

- 1) Behavior of the children reflect a sense of predictability as to position of materials and sequence in the routine:
- 2) Children's mode of communication:
- 3) Children's behavior indicating that structures and limits are being internalized:
- 4) Children seem to spend more time in one area of the room and avoid another area of the room:
- 5) Signs of concentration, independence, coordination, and order are exhibited:
- 6) Conscious and unconscious absorbent mind observed:
- 7) Exploratory behavior or skill-building behavior observed:

C. Directress/Caregiver:

- 1) Structure of the day:
- 2) General quality of the caregiver's communication with children (verbal and nonverbal):
- 3) General atmosphere created by the caregiver:
- 4) Length of the group times: _____
Length of the individual time? _____
- 5) Caregiver's ability to match temperaments with individual children:
- 6) Communication among caregivers:
- 7) In an individual interaction, notice pace, clarity, hands, special techniques:

- 8) Management of a large group activity:
- 9) Techniques for ground rules reminding:
- 10) Caregiver stay in one part of the room:
- 11) Awareness of all the children (overview):
- 12) Caregivers responsive to individual developmental needs:
- 13) Sense of humor evident:
- 14) Flexibility in the classroom evident:
- 15) Nature and extent of touching of children:

APPENDIX B

Montessori Teacher Education Center San Francisco Bay Area
99 Callan Avenue, San Leandro, CA 94577

Enrollment Agreement or Contract

1. Description of the Early Childhood Teacher Credential Course:

The Montessori Early Childhood Teacher Credential Course is comprised of 320 instructional clock hours and 540 practicum hours which, when successfully completed, enables the Adult Learner to be awarded the American Montessori Society Early Childhood Teacher Credential. Instruction includes Montessori Philosophy/Theory, Child Development/Psychology, Observation, Practical Life, Sensorial, Mathematics, Language, Art, Music, Movement, Physical and Life Science, Social Studies, Classroom Leadership, Parent Involvement/Education – Child, Family and Community, Administration, Yearlong Project and Practicum.

2. No equipment is provided.

3. Total Number of Clock Hours to be completed:

320 Academic Hours and 540 Practicum Hours. Units: 29 semester units

4. Total Tuition, Registration, Agency Fees, etc.: \$3230.00

5. Itemized Tuition, Registration, Agency Fees, Charges and Expenses:

Registration Fee: \$ 100.00 (\$75.00 Non-Refundable);
Tuition: \$2800.00
AMS Fee: \$ 185.00
MACTE Fee: \$ 145.00

Discount: \$ _____ (The 10% discount is given on Tuition for three or more Adult Learners from the same school in the same cycle.)

6. No equipment is needed. No Charge.

7. Schedule of Payments:

_____ The Registration Fee of \$100.00 is due upon enrollment
(\$75. of the registration fee is non-refundable.)

_____ The AMS Fee (\$185.00) and MACTE Fee (\$145.00) are due July 1st

_____ The Tuition Fee of \$2800.00 is due upon beginning classes, OR

_____ \$1000.00 down payment has been made and ten (10) payments of \$180.00 are scheduled to begin on October 1st of the year during the beginning of the practicum, and end on July 1st of the following year. Payment is late after the 5th of the month and incurs a \$25.00 late fee. After one month, the entire tuition is due and a 1.5%/month interest fee is incurred. The Adult Learner must repay the full amount of the loan, the Adult Learner pays no interest. Refund, if applicable, will be deducted from the amount paid.

8. Notice of Adult Learner's Rights To Cancel:

You have the right to cancel this agreement for a course of instruction including any equipment such as books, materials and supplies or any other goods related the instruction offered in this Agreement, until midnight of the fifth business day after the first class you attended. Business day means, except for home study or correspondence, a day on which you were scheduled to attend a class session.

Initials: _____ Date: _____

Cancellation shall occur when you give written notice of cancellation at the address of the school shown on the top of the front page of this Agreement. You can do this by mail, hand delivery, or telegram. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with postage prepaid.

The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that you no longer wish to be bound by this Agreement. You will be given notice of cancellation form to use at the first day of class, but you can use any written notice that you wish.

If the School has given you any equipment, including books or other materials, you shall return it to the School within 30 days following the date of your notice of cancellation. If you fail to return this equipment, including books, or other materials, in good condition within the 30-day period, the School may deduct its documented cost for the equipment from any refund that may be due to you. Once you pay for the equipment, it is yours to keep without further obligation.

If you cancel this agreement, the school will refund any money that you paid, less any deduction for equipment not timely returned in good condition, within 30 days after your notice of cancellation is received.

NOTICE

ANY HOLDER OF THIS CONSUMER CREDIT CONTRACT IS SUBJECT TO ALL CLAIMS AND DEFENSE WHICH 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.

9. Notice of Adult Learner's Right To Withdraw

You have the right to withdraw from a course of instruction at any time. If you withdraw from the course of instruction after the period allowed for cancellation of the agreement, which is until midnight of the fifth business day following the first class you attended, the school will remit a refund less a registration fee, if applicable, not to exceed \$75.00, within 30 days following your withdrawal. You are obligated to pay only for educational services rendered and for unreturned equipment. The refund shall be the amount you paid for instruction multiplied by fraction, the numerator of which is the number of hours of instruction which you have not received but for which you paid, and the denominator of which is the total number of hours of instruction for which you have paid. If you obtain equipment, as specified in the agreement as a separate charge, and return it in good condition within 30 days following the date of your withdrawal, the school shall refund the charge for the equipment paid by you. If you fail to return the equipment in good condition, allowing for reasonable wear and tear, within this 30-day period, the school may offset against the refund the documented cost to the school of that equipment. You shall be liable for the amount, if any, by which the documented cost for equipment exceeds the prorated refund amount. The documented cost of the equipment may be less than the amount charged, and the amount the school has charged in the contract.

In any event, you will never be charged for more than the equipment charges stated in the contract. For a list of these charges, see the list on the front of this page.

IF THE AMOUNT THAT YOU HAVE PAID IS MORE THAN THE AMOUNT THAT YOU OWE FOR THE TIME YOU ATTENDED, THEN A REFUND WILL BE MADE WITHIN 30 DAYS OF WITHDRAWAL. IF THE AMOUNT THAT YOU OWE IS MORE THAN THE AMOUNT THAT YOU HAVE ALREADY PAID, THEN YOU WILL HAVE TO MAKE ARRANGEMENTS TO PAY.

I HAVE READ AND UNDERSTOOD PAGE 2 OF THIS AGREEMENT WHICH CONSISTS OF FOUR PAGES. IT IS PART OF YOUR CONTRACT WITH THE SCHOOL.

10. Notice of Adult Learner's Right to Obtain a Refund / Explanation of Refund

You have the right to withdraw from a course of instruction at any time. If you withdraw from the course of instruction after the period allowed for cancellation of the agreement, which is until midnight of the first business day of the first day of class you attended, the school will remit a refund less registration fee, if applicable, not to exceed \$100.00 within thirty (30) days following your withdrawal. You are obliged to pay only for educational services rendered and for unreturned equipment.

Initials: _____ Date: _____

11. Explanation of How the Amount of the Refund Will Be Determined

The refund shall be the amount you paid for instruction multiplied by a fraction, the number of which is the number of hours which you have not received but for which you paid and the denominator of which is the total number of hours of instruction for which you have paid. If the amount that you have paid is more than the amount that you owe for the time you attended, then a refund will be made within thirty (30) days of withdrawal. If the amount that you owe is more than the amount that you have already paid, then you will have to make arrangements to pay it.

12. Hypothetical Example of Refund:

<u>Percent of Attendance Time</u>	<u>Amount of Refund</u>
10% (up to 32 hours)	90% - \$2520.00
25% (up to 80 hours)	75% - \$2100.00
50% (up to 160 hours)	50% - \$1400.00
75% (up to 240 hours)	25% - \$ 700.00

For the purpose of determining the amount you owe for the time you attended, you shall be deemed to have withdrawn from the course when any of the following occurs:

- 1) You notify the school of your withdrawal or the actual date of withdrawal.
- 2) The school terminates your enrollment.
- 3) You fail to attend classes for a three-week period. In this case, the date of withdrawal shall be deemed to be the last date of recorded attendance.
- 4) You fail to submit three consecutive lessons or you fail to submit a completed lesson required for home study or correspondence within 60 days of its due date.

If any portion of your tuition was paid from the proceeds of a loan, then the refund will be sent to the lender or to the agency that guaranteed the loan, if any. Any remaining amount of refund will first be used to repay any Adult Learner financial aid programs from which you received benefits, in proportion to the amount of the benefits received. Any remaining amount will be paid to you. If there is a balance due, you will be responsible to pay that amount.

For the purpose of determining the amount you owe for the time you attended, you shall be deemed to have withdrawn from the course when any of the following occurs:

13. THIS AGREEMENT IS A LEGALLY BINDING INSTRUMENT WHEN SIGNED BY THE ADULT LEARNER AND ACCEPTED BY THE SCHOOL REPRESENTATIVE.

14. YOU ARE RESPONSIBLE FOR THIS AMOUNT. IF YOU GET A LOAN, YOU ARE RESPONSIBLE FOR REPAYING THE LOAN AMOUNT PLUS ANY INTEREST.

15. If you have any complaints, questions or problems that you cannot work out with the Center, write or call: Bureau for Private Postsecondary Education, California State Department of Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833. Mailing: P.O. Box 980818, West Sacramento, CA 95798-0818 Toll Free Number: 888 370-7589 & 916 431-6959

16. MY SIGNATURE BELOW CERTIFIES THAT I HAVE READ, UNDERSTOOD AND AGREE TO MY RIGHTS AND RESPONSIBILITIES, AND THAT THE INSTITUTION'S CANCELLATION AND REFUND POLICIES HAVE BEEN CLEARLY EXPLAINED TO ME.

17. Student Tuition Recovery Fund

If you are not a resident of California or if you are the recipient of third-party payer tuition and course costs, you are not eligible for protection under, and recovery from, the Student Tuition Recovery Fund.

18. Assessment for Student Tuition Recovery Fund

The State assessment for the Student Tuition Recovery Fund is paid by the Center.

Initials: _____ Date: _____

APPENDIX C
School Performance Fact Sheet
Early Childhood

Completion Rates (12 months)

Calendar Year	Number of Students who Began Program ¹	Students Available for Graduation ²	Graduates ³	Completion Rate ⁴
2011	76	76	65	86%
2012	92	92	86	94%

Students Completing After Published Program Length (150% Completion Rate)

Calendar Year	Number of Students who Began Program ¹	Students Available for Graduation ²	Graduates ⁵	Completion Rate ⁶
2011	76	76	65	86%
2012	92	92	86	94%

¹ "Number of Students Who Began Program" is the number of students who began the program who are scheduled to complete the program within the reporting calendar year.

² "Students available for graduation" is the number of students who began program minus the number of "Students unavailable for graduation," which means those students who have died, been incarcerated, or called to active military duty.

³ "Graduates" is the number of students who completed the program within 100% of the published program length.

⁴ "Completion Rate" is the number of Graduates divided by the Number of Students Available for Graduation.

⁵ "150% Graduates" is the number of students who completed the program within 101-150% of the published program length.

⁶ "150% Completion Rate" is the number of students who completed the program in the reported calendar year within 101-150% of the published program length divided by the Number of Students Available for Graduation.

Placement Rates (12 months)

Calendar Year	Number of Students who Began Program ¹	Number of Graduates ²	Graduates Available for Employment ³	Graduates Employed in the Field ⁴	Placement Rate % Employed in the Field ⁵	Graduates Employed in the Field an average of less than 32 hours per week	Graduates Employed in the Field at least 32 hours per week
2011	76	65	65	65	100%	6	59
2012	92	86	86	86	100%	3	83

1. "Number of Students Who Began Program" means the number of students who began the program who are scheduled to complete the program within the reporting calendar year.

2. "Number of Graduates" is the number of students who have completed the program within 100% of the published program length.

3. "Graduates available for employment" means the number of graduates minus the number of graduates unavailable for employment. "Graduates unavailable for employment" means graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.

4. "Graduates employed in the field" means graduates who report that they are gainfully employed within six months of graduation in a position for which the skills obtained through the education and training provided by the institution are required or provided a significant advantage to the graduate in obtaining the position.

5. "Placement Rate" is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.

Annual Salary and Wages Reported by Graduates Employed in the Field³ (12 months)

Calendar Year	Graduates Available for Employment¹	Graduates Employed in the Field	\$15,000 - \$20,000	\$20,001 - \$25,000	\$25,001 - \$30,000	\$30,001 - \$35,000+	Students Not Reporting Salary
2011	65	65	6	39	15	5	0
2012	86	86	3	53	10	20	0

¹ "Graduates available for employment" means the number of graduates minus the number of graduates unavailable for employment. Graduates unavailable for employment means graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.

² "Graduates employed in the field" means graduates who are gainfully employed within six months of graduation in a position for which the skills obtained through the education and training provided by the institution are required or provided a significant advantage to the graduate in obtaining the position.

³ Salary is as reported by the student. Not all graduates reported salary.

Employment Development Department

Occupational Wages: Preschool Teachers, Except Special Education (SOC Code: 25-2011) in California

Area	Year	Period	Hourly Mean	Hourly by Percentile		
				25th	Median	75th
California	2012	1st Qtr	\$15.77	\$12.24	\$14.60	\$17.98

APPENDIX E

**Change of Status - Declaration
This Notice Is Important. Keep A Copy For Your Records.**

**Montessori Teacher Education Center San Francisco Bay Area
99 Callan Avenue, San Leandro, CA 94577
School Code #0103001**

Name _____ Social Security # _____
Address _____ Telephone _____
City _____ State _____ Zip _____

I have begun the Montessori Course in the Level indicated:

Course: _____ Infant/Toddler (Birth - 3) _____ Early Childhood
_____ Elementary Level I _____ Elementary Level II
_____ Administration

Starting Date of Course: _____
Stopping Date of Course: _____
Anticipated Date of Return to Course: _____

Signature: _____ Date: _____

**Change of Status - Undeclared
This Notice Is Important. Keep A Copy For Your Records.**

Name _____ Social Security # _____
Address _____ Telephone _____
City _____ State _____ Zip _____

I have begun the Montessori Course in the Level indicated:

Course: _____ Infant/Toddler (Birth - 3) _____ Early Childhood
_____ Elementary Level I _____ Early Childhood
Assistant
_____ Elementary Level II _____ Administration

Starting Date of Course: _____
Stopping Date of Course: _____
Anticipated Date of Return to Course: _____

MTEC SF Bay Area Official's Signature: _____ Date: _____

APPENDIX F
Complaint/Concern Notification

Montessori Teacher Education Center San Francisco Bay Area
99 Callan Avenue, San Leandro, CA 94577
School Code #0103001

Date: _____ Name: _____

Course: _____ Infant/Toddler (Birth - 3) _____ Early Childhood
 _____ Elementary Level I _____ Elementary Level II
 _____ Administration

I have the following concern:

Official receiving the concern/complaint: _____

Action taken by the MTEC SF Bay Area : _____

MTEC SF Bay Area

Signature: _____ Date: _____

APPENDIX H

NOTICE OF REFUND

Montessori Teacher Education Center San Francisco Bay Area
99 Callan Avenue, San Leandro, CA 94577
School Code #0103001

1. This Notice Is Important. Keep It For Your Records.

Name _____
Address _____ Telephone _____
City _____ State _____ Zip _____

Courses with tuition and hours:
_____ Early Childhood (\$2,600. tuition/320 hours = \$8.13/hour)

- 2. Date Refund was made: _____/_____/_____
- 3. Amount of Refund: \$ _____
- 4. Method of Calculating Refund-by pro-ration:
- 5. Amount Adult Learner Paid:
- 6. Hours of Instruction paid, not attended: _____ Hours
- 7. Total hours paid _____ Hours
- 8. Equipment Cost \$ 0.00
- 9. Name of entity to which refund was sent: _____

10. Address of entity to which refund was sent:

Registration Fee: \$100.00 (\$75. nonrefundable) \$ 25.00
Equipment (Materials) Fee: purchased at Adult Learner's discretion \$ 0.00

A copy of this form must accompany the refund check.

Signature of Issuer: _____ Date : _____

APPENDIX J

Student Handbook Acknowledgment

**Montessori Teacher Education Center San Francisco Bay Area
99 Callan Avenue, San Leandro, CA 94577**

School Code #0103001

**I HAVE READ ALL MATERIALS IN THE
EARLY CHILDHOOD STUDENT HANDBOOK/CATALOG
I WILL BE RESPONSIBLE FOR KNOWING AND
UNDERSTANDING ALL THE REQUIREMENTS
OF THE MTEC SF Bay Area
EARLY CHILDHOOD
TEACHER CREDENTIAL COURSE.**

PRINT NAME

SIGNATURE

DATE