

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 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

**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 C

School Performance Fact Sheet Infant & Toddler

Completion Rates (12 months)

Calendar Year	Number of Students who Began Program ¹	Students Available for Graduation ²	Graduates ³	Completion Rate ⁴
2011	20	20	17	85%
2012	16	16	13	81%

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	20	17	17	85%
2012	16	13	13	81%

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	20	17	17	17	100%	0	17
2012	16	13	13	13	100%	0	13

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	17	17	0	13	4	0	0
2012	13	13	0	10	3	0	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 C

Montessori Teacher Education Center, San Francisco Bay Area School Performance Fact Sheet - Infant Toddler

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	16	16	13	81%

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	16	16	13	81%

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.

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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	86%	0	12
2012	16	13	13	13	100%	3	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 Employment ₁	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	6	4	2	0
2012	13	13	3	5	4	1	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 D

Enrollment Agreement or Contract

1. Description of the Infant and Toddler Teacher Course:

The Montessori Infant and Toddler Teacher Credential Course is comprised of 210 instructional clock hours and 540 practicum hours which, when successfully completed, enables the student to be awarded the MTEC/SFBA Infant and Toddler Certificate of Completion.. Instruction includes Montessori Philosophy/Theory, Child Development/Psychology, Child, Family, and the Community, Observation, Personal Growth and Development, Program Leadership, Parent Involvement/Education, Administration and Practicum.

2. No equipment is provided.

3. Total Number of Clock Hours to be completed:

210 Academic Hours and 540 Practicum Hours. Units: 22 semester units

4. Total Tuition, Registration, Agency Fees: \$2385.00

5. Itemized Tuition, Registration and Agency Fees, Charges, and Expenses:

Registration Fee: \$100.00 (\$75.00 Non-Refundable);

Tuition: \$2000.00

American Montessori Society Fee: \$185.00

MACTE Fee: \$142.00

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 Agency #1 (\$185.00) and Agency #2 Fee (\$142.00) is due the summer prior to Practicum

_____ The Tuition Fee of \$2000.00 is due upon beginning classes, OR

_____ For the Summer Schedule Student :\$1000.00 down payment is made in ten (10)monthly payments of \$100.00 are scheduled to begin on October 1, 2011 and end on July 1, 2012. Payment is late after the 5th of the month and incurs a \$50.00 late fee. After one month, the entire tuition is due and a 1.5%/month interest fee is incurred. The student must repay the full amount of the loan, the student pays not interest, refund, if applicable, will be deducted from the amount paid,

_____ For Year Round Schedule Students:___ Total payments made toward tuition are subtracted from \$2,000.00. The remaining tuition is paid in ten (10) monthly payments from October 1, 2010 and end on July 1, 2011. Payment is late after the 5th of the month and incurs a \$50.00 late fee. After one month, the entire tuition is due and a 1.5%/month interest fee is incurred. The student must repay the full amount of the loan, the student pays not interest, refund, if applicable, will be deducted from the amount paid,

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.

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.

Initials: _____ Date: _____

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 obliged to pay only for educational services rendered and for unreturned equipment.

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% - \$1800.00
25% (up to 80 hours)	75% - \$1500.00
50% (up to 160 hours)	50% - \$1000.00
60% (up to 192 hours)	40% - \$ 800.00
75% (up to 240 hours)	25% - \$ 500.00

Initials: _____ Date: _____

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.

17. Student Tuition Recovery Fund

If you are not a resident of California or if you are the recipient of third-party payor 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.

STUDENT PERFORMANCE AND EMPLOYMENT PROFILE - 2005

Enrolled – 5 Graduated – 1 Employed – 5

STUDENT PERFORMANCE AND EMPLOYMENT PROFILE - 2006

Enrolled – 0 Graduated – 4 Employed – 5

Address of instruction is 790 East Duane Avenue, Sunnyvale, CA 94085.

Capacity to benefit test given: N/A Minimum acceptable score: N/A Score:
N/A

Start Date: _____

Scheduled Completion Date:

Initials: _____ Date: _____

Student Name: _____

APPLICATION AND ACKNOWLEDGEMENT

The procedure to assess prior Montessori infant and toddler teacher preparation coursework requires that you submit the transcript from the program from which you are transferring. Complete the following information.

Name: _____ Telephone: (____) _____
Address: _____ Date: _____
City: _____ State: _____ Zip: _____
Institution of Prior Montessori Preparation: _____

FOR MTEC/SFBA OFFICE USE:

	To Complete at MTEC/SFBA:
<input type="checkbox"/> Child Development: Prenatal to Three (48 hours)	_____
<input type="checkbox"/> Montessori Philosophy/Pedagogy (62 hours)	_____
<input type="checkbox"/> Environmental Design (36 hours)	_____
<input type="checkbox"/> Program Leadership and Administration (16 hours)	_____
<input type="checkbox"/> Child, Family and Community (16 hours)	_____
<input type="checkbox"/> Observation (16 hours)	_____
<input type="checkbox"/> Personal Growth and Development (16 hours)	_____

Transfer from Accredited Institution:

Yes No (state reason in comments)

Documentation Accepted:

Yes No

Cost of Montessori Coursework to complete: \$_____.

Comments:

Program Director

Date

APPENDIX F

CHANGE OF STATUS

Montessori Teacher Education Center San Francisco Bay Area
16492 Foothill Boulevard
San Leandro, CA 94578-2105
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:

Course: _____ Infant/Toddler (Birth - 3) _____ Early Childhood
 _____ Elementary Level I _____ Elementary Level I-II

Starting Date of Course: _____
Stopping Date of Course: _____
Anticipated Date of Return to Course: _____

Signature: _____ Date: _____

Extension Granted – Undeclared
This Notice Is Important. Keep A Copy For Your Records.

Name _____ Social Security # _____

Address _____

City _____ State _____ Zip _____

Telephone _____

I have begun the Montessori Course:

Course: _____ Infant/Toddler (Birth - 3) _____ Early Childhood
 _____ Elementary Level I _____ Elementary Level I-II

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
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 thirty (30) 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 with the 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
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.

Date: _____

Buyer's Signature

APPENDIX H

NOTICE OF REFUND

Montessori Teacher Education Center San Francisco Bay Area
16492 Foothill Boulevard
San Leandro, CA 94578-2105
School Code #0103001

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)

2. Date Refund was made: _____/_____/_____

3. Amount of Refund: \$ _____

4. Method of Calculating Refund-by pro-ration:

Amount Student Paid:

Hours of Instruction paid, not attended: _____ Hours

Total hours paid _____ Hours

Equipment Cost \$ _____ .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 \$.00

A copy of this form must accompany the refund check.

Signature of Issuer: _____ Date : _____

APPENDIX I

GRIEVANCE/COMPLAINT/CONCERN NOTIFICATION

Montessori Teacher Education Center San Francisco Bay Area
16492 Foothill Boulevard
San Leandro, CA 94578-2105
School Code #0103001

Grievance/Complaint/Concern Notification

Date: _____ Name: _____

Course: _____ Infant/Toddler (Birth - 3) _____ Early Childhood
 _____ Elementary Level I _____ Elementary Level I- II

I have the following concern:

Official receiving the grievance/concern/complaint:

Action taken by the Center:

Center Official's Signature: _____

Date: _____

APPENDIX J

Montessori Teacher Education Center
San Francisco Bay Area
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

Starting Date of Course: _____

Completion Date of Course: _____

Have you secured employment in the field for which you were trained?

_____ 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
Infant and Toddler 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 & Application Fee

_____ Interview

_____ Letters of Recommendation _____ First Letter _____ Second Letter _____ Third Letter

_____ Transcript from Other Institution

_____ Statement of Purpose

_____ Enrollment Agreement

_____ Cancellation of Agreement (If Applicable)

_____ Student Handbook Acknowledgment

_____ Third Party Agreement (If Applicable)

_____ CSUH (If Applicable)

_____ Financial Aid Documents (If Applicable)

_____ Refund Letter (If Applicable)

_____ Complaints Log (If Applicable)

_____ Graduate Placement Form

CURRICULUM

_____ Attendance

_____ Child Development/Observation

_____ Phil, Pedagogue, Env. Design I (Infant)

_____ Phil, Pedagogue, Env. Design II (Toddler)

_____ Program Leadership

_____ Child, Family and Community

_____ Curriculum Completion

_____ Child Development Manual

_____ Child Development Examination

_____ Environmental Design/Montessori Pedagogue I

_____ Manual & Rational Paper

_____ Environmental Design/Montessori Pedagogue II

_____ Manual & Rational Paper

PRACTICUM

_____ Practicum Application

_____ Agency #1 Registration

_____ Agency #1 School Affiliation/Exemption: _____

_____ Head Teacher Montessori Teaching Credential: Exemption: _____

_____ Self-Directed Exemption

_____ Consultant's Reports _____ First _____ Second _____ Third

_____ Others

_____ Supervising Teacher's Evaluation Reports

_____ First Report (December)

_____ Second Report (April)

_____ Third Report (May)

_____ Student Observation Reports (4)

_____ Practicum Handbook & Competencies Portfolio

_____ Practicum Planning Journal & Reflective Portfolio

APPENDIX L
STATE OF CALIFORNIA
TEACHER REQUIREMENTS INFANT TODDLER

101316.2	TEACHER QUALIFICATIONS AND DUTIES	
(b) Prior to employment, a teacher shall have completed at least six semester units or equivalent quarter units of the education requirement specified in (c)(1) below.	(A) A CDA credential shall show appropriate - preschool or infant/toddler age level endorsement in preschool or infant day care center.	
and	(1) After employment, a teacher hired under (a) above shall complete, with passing grades, at least two units each semester or quarter until the education requirement specified in (c)(1) below is met.	(B) A CDA credential is valid for three years from date of award renewals may be granted after approval, for an additional five years by the CDA National
	Credentialing Program.	
member	To be a fully qualified teacher, a teacher shall have one of the following:	(C) Experience shall be verified as having been performed satisfactorily, at least three hours per day for a minimum of 50 days in a six month period, as a paid or volunteer staff
and	(1) Twelve postsecondary semester units or equivalent quarter units in early childhood education or child development completed at an accredited or approved college or university, and at least six months of work experience in a licensed day care center or comparable group child care program.	under the supervision of a person who would qualify as a teacher or director under these regulations.
requirement	(A) The educational units specified in (1) above shall include courses which cover the general areas of child growth and development or human growth and development; child, family and community or child and family; and program/curriculum.	(D) individuals who possess a CDA credential may have also met the required six months work experience specified in Section 101316.2(c)(2). This work experience shall be verified to confirm the experience
Suite	(B) Experience shall be verified as having been performed satisfactorily, at least three hours per day for a minimum of 50 days in a six month period, as a paid or volunteer staff member under the supervision of a person who would qualify as a teacher or director under these regulations.	has been fulfilled. Verification may be obtained by contacting the National Credentialing Program, 1718 Connecticut Ave., Northwest, 500, Washington, D.C. 20009, (1-800-424-4310).
Commission	(3) A Childrens Center Permit issued by the California	on Teacher Preparation and Licensing.
or	(2) A current and valid Child Development Associate (CDA) credential with the appropriate	(d) Approved schools, colleges universities, including correspondence courses offered by the same, those approved/authorized by the
means		

Office
by the

age level endorsement issued by the CDA National Credentialing Program, and at least six months of on-the-job training and/or work experience in a licensed child care center or comparable group child care program.

U.S. Department of Education,
of Postsecondary Education or

California State Department of Education, Office of Private Postsecondary Education pursuant to Education Code Sections 94310.1(a) or (b), or 94311(c) or (d).
(e) Accredited schools, colleges or universities, including correspondence courses offered by the same, means those accredited by any one of the following recognized accrediting agencies.

- (1) Accrediting Commission, National Home Study Council.
- (2) Western Association of Schools and Colleges.
- (f) Units earned through correspondence courses from approved or accredited schools, colleges or universities shall be accepted for meeting educational requirements as specified in (c) above.
- (g) A photocopy of the teacher's Children's Center Permit or transcripts documenting successful completion of the required coursework shall be maintained at the center.
- (h) These education requirements shall not apply to teachers employed as teachers prior to May 1, 1970. A teacher who was employed prior to May 1, 1970 shall remain qualified provided he/she has no break in employment, as a teacher in a day care center, exceeding three consecutive years.
- (l) Each teacher shall visually observe aides under his/her supervision whenever the aide is working with children.

NOTE: Authority cites: Section 1596.81, Health and Safety Code Reference: Sections 1596.72, 1596.,73, 1596.87, 1597.05, 1597.0555 and 1597.057, Health and Safety Code.

APPENDIX M

ADMINISTRATOR ASSESSMENT OF GRADUATES OF THE INFANT & TODDLER 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. We are most grateful for your feedback on the success of the practicum student using the 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 Demonstrates an understanding of and implements Montessori philosophy with a focus on birth to three years. (1.a)

1 2 3 4 5 Comprehends and utilizes an understanding of the stages of human growth, development, and educational theories with an emphasis on prenatal to three. (1.b)

1 2 3 4 5 Demonstrates evidence of personal growth through self-evaluation and introspection. (1.c)

1 2 3 4 5 Demonstrates knowledge of developmental and behavioral norms and potential recommendations toward early intervention services. (1.d)

Environmental Management and Leadership

1 2 3 4 5 Demonstrates observation, documentation, and analytical skills necessary for planning and recording the progress of children. (2.a)

1 2 3 4 5 Effectively interacts with the whole child and supports development in a culturally sensitive manner. (2.b)

1 2 3 4 5 Incorporates an understanding of administrative functions.(2.c)

Curriculum and Environment

1 2 3 4 5 Demonstrates an ability to design and integrate environments that met the child's needs for exploration and independence in: (3.a)

- sensory and motor experiences
- language experiences
- positive social experiences
- self-care
- routines and procedures
- peace education

1 2 3 4 5 Demonstrates an awareness and understanding of governmental

regulations. (3.b)

Community Involvement and Partnership with Families

1 2 3 4 5 Develops supportive partnership with culturally diverse families (4.a)

1 2 3 4 5 Demonstrates an awareness of community resources for additional support of children and families. (4.b)

1 2 3 4 5 Identifies and has an awareness of available professional associations. (4.c)

APPENDIX N

GRADUATE SELF-ASSESSMENT OF THE INFANT & TODDLER 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. We are most grateful for your feedback on the success of the early childhood training using the 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 Demonstrates an understanding of and implements Montessori philosophy with a focus on birth to three years. (1.a)

1 2 3 4 5 Comprehends and utilizes an understanding of the stages of human growth, development, and educational theories with an emphasis on prenatal to three. (1.b)

1 2 3 4 5 Demonstrates evidence of personal growth through self-evaluation and introspection. (1.c)

1 2 3 4 5 Demonstrates knowledge of developmental and behavioral norms and potential recommendations toward early intervention services. (1.d)

Environmental Management and Leadership

1 2 3 4 5 Demonstrates observation, documentation, and analytical skills necessary for planning and recording the progress of children. (2.a)

1 2 3 4 5 Effectively interacts with the whole child and supports development in a culturally sensitive manner. (2.b)

1 2 3 4 5 Incorporates an understanding of administrative functions.(2.c)

Curriculum and Environment

1 2 3 4 5 Demonstrates an ability to design and integrate environments that met the child's needs for exploration and independence in: (3.a)

- sensory and motor experiences
- language experiences
- positive social experiences
- self-care
- routines and procedures
- peace education

1 2 3 4 5 Demonstrates an awareness and understanding of governmental

regulations. (3.b)

Community Involvement and Partnership with Families

1 2 3 4 5 Develops supportive partnership with culturally diverse families (4.a)

1 2 3 4 5 Demonstrates an awareness of community resources for additional support of children and families. (4.b)

1 2 3 4 5 Identifies and has an awareness of available professional associations. (4.c)

APPENDIX O

Montessori Teacher Education Center San Francisco Bay Area
16292 Foothill Boulevard
San Leandro, CA 94578-2105
School Code #0103001

I HAVE READ ALL MATERIALS IN THE
INFANT AND TODDLER STUDENT HANDBOOK/CATALOG
I WILL BE RESPONSIBLE FOR KNOWING AND
UNDERSTANDING ALL THE REQUIREMENTS
OF THE MTEC/SFBA INFANT AND TODDLER COURSE.

PRINT NAME

SIGNED

DATE