

# *Montessori Institute of Advanced Studies*

*Affiliated American Montessori Society (AMS)  
Accredited by Montessori Accreditation Council for Teacher Education (MACTE)  
Approved by the Bureau for Private Post-Secondary Education, California (BPPV)  
Affiliated Division of Continuing and International Education, California State University, East Bay*



## *STUDENT HANDBOOK / CATALOGUE*

*Early Childhood  
2 ½ through 6 Years*

*22781 Canyon Court, Castro Valley CA 94552  
(510) 581-3729*

Rev 3-5-2014

*The real preparation for education is the study of one's self. The training of the teacher who is to help life is something far more than the learning of ideas. It includes the training of character; it is a preparation of the spirit.*

*Maria Montessori  
The Absorbent Mind*

### ***Mission Statement***

*The Montessori Institute of Advanced Studies believes that each individual pursues his/her own growth within the limits of social responsibility, as stated in Maria Montessori's Philosophy of Education. Our Teacher-Training Program offers an opportunity to verify and develop what gifts reside inside the student-teachers for helping children in their self-learning. Most important of these qualities that we intend to nourish is an intuitive quality of attention. In its presence we will experience openness to the child's spirit and heart and receive its trust in return.*

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## **Introduction**

The Montessori Institute of Advanced Studies offers the Montessori Early Childhood Teacher Credentialing program. The Institute resides in Castro Valley, in the Bay area of California. The Institute is approved by the State of California, the Bureau of Private Postsecondary Education. The program is accredited by the Montessori Accrediting Council of Teacher Education (MACTE). The Institute is affiliated with the American Montessori Society (AMS). The Institute offers teacher preparation courses for Montessori teachers of children from 2 ½ through 6 years of age.

The Institute's newly built facility was specially designed for educational purpose. It is nestled in the East Bay hills in Northern California. Only twenty minutes from San Francisco, with easy access to BART, the Institute is located in the heart of the Bay area. The classrooms are large, well-lighted, and the outdoor environment is beautifully landscaped. The building uses "green" features in all possible ways, including solar panels for electrical needs. Surrounded by nature it is a perfect setting for educational ventures.

We welcome you in our program and we look forward to interact with you around the themes of this truly sensitive and creative approach to children in the early years of their lives.

### **Contact Information**

The Institute is housed in the building of Montessori School at Five Canyons:

Meher Van Groenou, Director

22781 Canyon Ct.

Castro Valley, Ca 94552

Phone: (510) 581-3729

Fax: (510) 581-6824

Email: <[montessori.ins@gmail.com](mailto:montessori.ins@gmail.com)>

## **Training Program Mission and Overview**

### **Mission Statement**

*The Montessori Institute of Advanced Studies believes that each individual pursues his/her own growth within the limits of social responsibility, as stated in Maria Montessori's Philosophy of Education. Our Teacher-Training Program offers an opportunity to verify and develop what gifts reside inside the student-teachers for helping children in their self-learning. Most important of these qualities that we intend to nourish is an intuitive quality of attention. In its presence we will experience openness to the child's spirit and heart and receive its trust in return.*

The Montessori Institute of Advanced Studies goals are:

- Prepare teachers to conduct early childhood education for ages 2.5 through 6 years with a deep grounding in Montessori's philosophy;
- Develop teachers who receive Montessori training in the contemporary context of child development and educational thought;
- Create teachers as "scientific pedagogues" who see the prepared environment as a dynamic system that follows the child in the pursuit of her/his potentials.

## ***Program Overview***

The Montessori Institute of Advanced Studies conducts a Montessori Teacher Preparation program for Early Childhood (2 1/2 through 6 years). Maria Montessori pioneered in this field in Italy in the early 1900s, and established solid foundations. Her methods were derived from careful observation of children. Each child, she noticed, carries inside a deep desire to learn and to bring forth its special gifts. She was able to show that under favorable conditions, with sensitive teachers and carefully designed material in proper arrangement, this inner sense of order and intelligence in children would blossom

## **Description of the Training Program**

### ***Introduction***

Montessori Institute of Advanced Studies is accredited by the State of California, Bureau of Private Postsecondary Education. The program is accredited by MACTE and is affiliated with the American Montessori Society.

### ***Program Cycles***

The Montessori Institute of Advanced Studies offers one or two year program cycles for Montessori teachers of children between the ages of 2 1/2 through 6 years. The one year program cycle offers intensive academic training during the Summer, followed by the Practicum starting in the Fall.

The two year program cycle offers the Academic phase, starting in the Summer, and continuing on alternate Saturdays throughout the school year. The Practicum takes place the following school year.

### ***Basic Information***

Educational level: Undergraduate.

Units/ Credits: The students will have earned 45 quarter units when they successfully complete the program. These units can be transferred to the California State University, East Bay (CSUEB) (optional). The Institute issues a transcript detailing the EC classes and the units/credits earned. Thirty-five quarter units are derived from academic courses, and ten quarter units from the practicum. These units are useful for obtaining the Child Development permit issued by the California Commission on Teacher Credentialing.

Degrees: Twelve of these units can be used toward the Bachelor's Degree in Human Development in the Early Childhood option.

Certification: The program is affiliated with American Montessori Society and is accredited by MACTE. Upon successful completion of the Teacher Education Program the Institute will request the Teacher Credential Certificate from AMS.

## **Faculty**

### ***Meher Van Groenou, Director, Instructor.***

Meher Van Groenou holds a M.A. in Education (with honors) from St. Mary's College in Moraga, California, with specialization in Montessori Education. She also holds M.S.W. degrees from the University of Baroda in India and from the University of Michigan in Ann Arbor. She has practiced psychiatric social work with children in Ahmedabad, India, and in San Jose, California. She has been a Montessori teacher since 1981 and holds the Early Childhood Credential Certificate from the American Montessori Society. Since 1985 she has been a teacher-trainer and, since 1986, has served as Director of training programs. In 1997, she founded the Montessori Institute of Advanced Studies. She has conducted training workshops across the US and Canada, as well as in Europe and India. In 1991, she created the Montessori School of Hayward, and in 2002, she expanded it into the Montessori School at Five Canyons. She has published articles on the bilingual child, the use of story dramatization, language development in children, and on the Montessori family in India. Ms. Van Groenou serves as an AMS school consultant. Ms. Van Groenou teaches Observation and Classroom Leadership, including Child, Family, Community.

### ***Pauline Zweers Asche***

Pauline Zweers Asche holds a M.A. in Montessori Education from Notre Dame Namur University, Belmont, CA. She received the Early Childhood Credential from the American Montessori Society. She has been a Montessori teacher for 13 years and is the Director of Villa Montessori in Cupertino, CA. She combines her experience working with children with special needs and the Montessori environment to help children along the developmental scale find success. She teaches Language Arts for the Institute.

### ***Linda Rosas***

Linda Rosas holds a B.A. from the University of Toronto. She received the Early Childhood Credential from the Pan American Montessori Society. She has been teaching children and adults for 30 years. Owning a pre-school and teaching full-time in a school has given her the experience and understanding of what it takes to be an effective and heartfelt teacher. She teaches Everyday Living Skills and Sensory-Motor Learning for the Institute.

### ***Judi Edrosolam***

Judi Edrosolam holds a B.S. from St. Paul College of Manilla in the Philippines. She received the Early Childhood Credential from the American Montessori Society. She has been working in a Montessori classroom for 23 years. With this wealth of experience Ms. Edrosolam brings precision and enthusiasm to her teaching of adult learners. She teaches Mathematics for the Institute.

## **Admission Criteria**

The candidate applying to the program must hold at least a high school diploma or its equivalent. An AMS Associate Early Childhood Credential will be awarded to the graduate from our program with this prerequisite. These students are strongly encouraged to continue the process towards attaining a Bachelor's degree.

The applicant holding minimum of a Bachelor's degree from an accredited US institution or its equivalent, will receive AMS Early Childhood Credential upon successful completion of the program.

International Early Childhood Credential will be awarded to international students who hold a Bachelor's degree from a foreign institution. An international transcript must be submitted to a US credentialing agency for credit equivalency evaluation.

### ***Transfer Applicants***

The Montessori Institute of Advanced Studies will consider a transfer student from another accredited Montessori Teacher Training program if her/his course work has been completed in good standing in an accredited Montessori Teacher Credentialing program.

### ***Application Process***

Program applications are available from our office via mail or fax. The application lists accompanying materials we consider in admissions. No application can be processed before receipt of the application fee.

### ***Selection Procedures***

1. The Director and Assistant Director review the application form, personal statement, letters of recommendation, and transcripts.
2. The Director or Assistant Director interviews each candidate.
3. The Director makes the admission decision.
4. The Montessori Institute of Advanced Studies accepts applicants to its Teacher Credentialing program regardless of color, race, gender, religion, physical challenge, nationality, or ethnic origins. The program is non-sectarian.

## **Program Goals**

1. The Montessori Institute of Advanced Studies believes that each individual pursues her/his own growth within the limits of social responsibility.
2. Our Teacher-Training program offers an opportunity to verify what gifts for helping children in their self-learning reside inside the student.
3. We intend to nourish an intuitive quality of attention. In its presence we will experience openness to the child's heart and receive its trust in return.
4. We believe that our mission needs to submit itself to the living reality of each child that can never be generalized.

5. We encourage our students to aspire to become “scientific pedagogues” in their classrooms so they may contribute to the vitality and open-endedness of Montessori principles through tests in contemporary conditions.
6. Our training emphasizes observation of the child as a tool to create an appropriate educational environment. In this attentive openness we often discover entirely new dimensions.
7. We believe education involves the whole person and manifests itself in physical, emotional, social, intellectual, and spiritual growth.
8. We believe that most effective learning takes place in an environment of mutual respect and cooperation.
9. We believe that academic excellence is possible when the child’s gifts are recognized, encouraged, and developed.

## **Educational Objectives**

The Institute strives to achieve the following objectives during the whole course cycle; the emphasis on these objectives may vary in course components in the Academic or Practicum phases.

1. To provide students with deep grounding in Dr. Montessori’s philosophical principles, their historical antecedents, and their relationship to contemporary educational theories and practices in Early Childhood Education.
2. To show students how knowledge of child development is implemented in the preparation of a learning environment for children.
3. To prepare students for designing, presenting, and evaluating activities in the core curriculum areas of the Montessori Early Childhood classroom in awareness of children’s developmental, socio-cultural and cognitive needs. These areas include Everyday Living Skills, Sensory-Motor Learning, Montessori Mathematics, Language Arts, Social Studies and Sciences, Art, Music and Movement, and Outdoors Environment.
4. To groom students to be “scientific pedagogues” by learning to observe and record natural phenomena of children’s growth, to match needs with materials and resources, and to prepare professional reports of their progress.
5. To prepare students gradually to take responsibility of the whole program by working in a Montessori school under the supervision of a Master Teacher. The students to receive teaching/learning experiences in providing opportunities for the children in problem-solving, decision-making, and taking responsibility, within the limits of State and School regulations.
6. To awaken in the students a sense of responsibility by self-evaluation and introspection in creating a peaceful community with cultural sensitivity with all the adults they will be working with as teachers.

## **MACTE competencies**

The Montessori Institute of Advanced Studies strives to develop the following competencies in its students:

### **1. Montessori Philosophy and Human Development**

- a. Demonstrate an understanding of and implementation of Montessori philosophy with a focus on early childhood years;
- b. Comprehend and utilize an understanding of the stages of human growth, development, and educational theory with an emphasis from two and one-half (2 ½) through six (6) years of age;
- c. Demonstrate evidence of personal growth through self evaluation and introspection;
- d. Demonstrate knowledge of developmental and behavioral norms and potential recommendations toward early intervention services.

### **2. Classroom Leadership**

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

### **3. Curriculum Implementation**

- a. Demonstrate the principles of Montessori environmental and material design;
- b. Articulate the rationale and sequence of the Montessori curriculum;
- c. Demonstrate proficiency in applying Montessori principles in the context of the curriculum, didactic materials, and lesson presentations;
- d. Design and maintains a developmentally appropriate Montessori environment in response to the needs of students;
- e. Utilize a variety of instructional strategies and assessment methods;
- f. Demonstrate an awareness and understanding of governmental regulations.

### **4. Community Involvement and Partnership with Families**

- a. Demonstrate cultural sensitivity in communications and work with families and children;
- b. Demonstrate an awareness of community resources for additional support of children and families;
- c. Identify and be aware of available professional associations.

## **Program Cycles**

The Institute offers two program cycles. In both cycles the Academic Phase consists of five courses, 200 hours of instructional time. A 40-hour course in Child Development is taken at the local College. The Practicum Phase includes seven workshops (42 hours), 4 seminars (32 hours, plus 8 hours of independent study, including making a video of the class, making a brochure, answering questions at Back to School Night, and completing seminar assignments), 30 hours of observation, and 540 hours of Practicum.

All classes take place at Montessori School at Five Canyons, 22781 Canyon Ct., Castro Valley, CA. 94552, phone (510) 581-3729, FAX (510) 581-6824.

### ***Summer Intensive Academic Phase***

The one-year program cycle offers four of the five academic courses in all day classes for four weeks duration, subject to full enrollment for Summer Intensive. The fifth course is offered in the Fall during alternate Saturdays while the student has started the Practicum phase during the work week.

### ***Year-Round Academic Phase***

Two of the five required courses are offered on all-day schedule during summer. The remaining three courses are offered during the school year on alternate Saturdays. The Practicum phase follows in the next school year.

### ***Workload***

The classes are from 8:30 a.m. to 5:30 p.m. There are two 20-minute breaks in mid-morning and mid-afternoon. There is a one-hour lunch break. The schedule of the day alternates between lectures, presentations, and practice sessions.

Manuals are due two weeks after the last summer intensive course ends.

For the year-round program Manuals and papers are due two weeks after the last class session.

### ***Certification***

Students who complete the coursework and the Practicum, and who meet the State of California requirements, are granted a *graduation certificate* that qualifies them to teach in early childhood Montessori classrooms as Master Teachers.

The American Montessori Society grants **full certification** only to candidates who hold a baccalaureate degree. **Associate certification** is granted to candidates who do not hold such a degree. Holders of an Associate Degree are strongly encouraged to submit proof that they are in process towards attaining their four year college degree. Associate-certificate teachers are eligible for the full Early Childhood Credential when the four-year college degree requirements have been completed and proof of completion is submitted.

### **Academic Phase Requirements**

1. Montessori Philosophy and Everyday Living Skills.
2. Sensory-Motor Learning, Science, and Social Studies for Young Children.
3. Montessori Mathematics.
4. Language Arts and Reading Development.
5. Observation and Class Management.
6. Child Development (taken at local College).

### **Practicum Phase Requirements:**

1. Nine-months Internship during the school-year, in a classroom for 2 ½ to 6 year old children, in an AMS affiliated school under a certified Montessori teacher. Interns need to be at the School for 3 hours per day, 5 days per week, for the entire school year.
2. Ten observations of at least 3 hours each.
3. Four Internship seminars of 8 hours each, besides 8 hours of self-directed activity.
4. Seven workshops of 6 hours each.
5. Synthesis project, estimated 40 hours.

### **State of California Requirements**

The State adds the following requirements to qualify a person to teach in a licensed pre-school facility with day-care services:

1. Course in Child Development.
2. Course in Child, Family, Community is included in the courses offered by the Institute.
3. Course in CPR, First Aid, and Childhood Illness.

Course (1) may be taken at community colleges or at State Universities. Private organizations like the Red Cross offer CPR, First Aid and Early Childhood Illnesses.

### **College Credit**

The academic courses offered by the Institute can be transferred for college credit through the Division of Continuing and International Education, California State University, East Bay. Twelve of these units can contribute to the Early Childhood option in Human Development. The cost per unit is presently \$ 59 or what will be charged at time of transfer, and will be charged separately.

### **Description of the Early Childhood Credentialing Course**

The course cycle consists of 306 instructional hours plus 40 hours of the Child Development course taken elsewhere, totaling 346 clock hours. The practicum counts 540 hours.

Instruction includes Montessori philosophy/theory, child development/psychology, observation, practical life, sensorial, mathematics, language arts, art, music, movement, physical and life sciences, social studies, classroom leadership, parent involvement, administration, and practicum.

## ***Description of Classes, Clock Hours, and Credits***

### ***Child Growth and Development/Psychology***

**40 hours, 4 quarter units, transferred.**

Theories of development and stages in development are examined in physical, cognitive, emotional, and social areas. Current theories and research are examined.

### ***Montessori Philosophy/Theory***

**30 hours, 3 quarter units.**

Montessori from a historical perspective and philosophy specific to the method (i.e., absorbent mind, sensitive periods, logical-mathematical mind, spiritual and moral development of the child, etc.) are examined. How this relates to the child, materials, teacher, and environment is discussed.

### ***Observation and Classroom Leadership***

**15 hours, plus 30 hours of observations during Practicum, together 45 hours, 4.5 quarter units.**

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.

### ***Everyday Living Skills***

**35 hours, 3.5 quarter units.**

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

### ***Sensory-Motor Learning***

**35 hours, 3.5 quarter units.**

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

### ***Montessori Mathematics***

**45 hours, 4.5 quarter units.**

Philosophy and rationale of the curriculum area of mathematics, materials aiding the development of math concepts/skills: introduction to numeration, linear counting, the decimal system, functions, memorization, fractions

### ***Language Arts Curriculum***

**45 hours, 4.5 quarter units.**

Philosophy and rationale of the curriculum area of language arts, materials aiding in the development of language art skills and concepts: receptive and expressive language experiences, visual and auditory perceptual experiences, vocabulary, enrichment.

### ***Art, Music, Movement Curriculum***

**15 hours, 1.5 quarter units.**

Philosophy and rationale of the curriculum area of art, materials that aid the 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 movement, materials that aid the development of movement concepts and skills: body awareness, basic skills (loco-motor, stationary games), line activities.

### ***Physical and Life Sciences, Social Studies***

**15 hours, 1.5 quarter units.**

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

Philosophy and rationale of the curriculum area of social studies which includes geography, land and water forms, globes, maps, flags, multi-cultural awareness, and history to include time, calendar, seasons, personal family history.

### ***Child, Family and Community***

**20 hours in Observation and Classroom Leadership, plus 6 hours in a workshop, together 26 hours, 2.6 quarter units.**

Philosophy and rationale for parent involvement and education, raising awareness, developing a knowledge base, developing strategy and options for collaboration, implementing.

### ***Administration***

**13 hours, 1 quarter unit.**

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

### ***Internship Seminars***

**40 hours (counted in other courses).**

Child as learner. Focus on developmental needs in the light of Montessori principles. Making a match between needs and materials. Cultural sensitivity, communication. Classroom strategies.

## **Practicum Phase**

### ***Introduction***

The Practicum is a necessary requirement for the successful completion of the program. No part of the Practicum may precede the Academic phase. The Practicum phase provides the students a supervised teaching/learning experience in a Montessori classroom under the supervision of a Master teacher. During the Practicum phase the students will gradually become responsible for creating an appropriate learning environment for children with activities for their growth, with opportunities for problem-solving, decision-making, and taking responsibility.

Students work in an approved Montessori classroom on a daily basis over the whole school year, under supervision of a master teacher (540 hours, 6 units). The student will have the opportunity to observe and put into practice all the course work required for certification. The student shall develop objectivity and proficiency in observing and interpreting child behavior. The student will prepare lesson plans, make materials, and record observations. The intern is observed at least three times during the year. She/he will keep a daily journal, and will connect with the Practicum Coordinator or Director monthly at the time of workshops and seminars. The Supervising Teacher monitors the daily progress of the student teachers, and evaluates the student's practices twice during the school year.

The duration of the Practicum may be extended when additional experience is deemed necessary to reach the standards of the profession. However, the Practicum must be completed within three years of commencement of the Academic phase..

### ***Practicum Seminars***

Students and the Practicum Coordinator meet to reflect and put into perspective academic, philosophical, and practical aspects of teaching, maintaining the classroom, and communicating with parents and administrator. Included are in-depth overviews of management and leadership, parent education, conferencing, professionalism, and problem-solving. The seminars contribute 40 clock hours to graduation, including 8 hours of self-directed activity.

### ***Workshops***

The workshops are offered on Saturdays. They cover the Parent Community, Music and Movement, Social Studies, Physical and Life Sciences, Sensorial Math Extensions, Administration, and Art and Outdoors.

The workshops contribute 42 clock hours to graduation.

### ***Synthesis Project***

The Synthesis project is created by the student containing a rationale and lesson plans of at least four activities for each area of the classroom. It is given 5 units toward graduation.

### ***Observations***

Students observe on ten specific topics at different occasions, for three hours each. Four of the ten observations must take place at a school other than the internship site. These exercises train the student in scientific observation skills. They take 30 hours and are given 3 units of credit toward graduation.

### ***Practicum Handbook***

Please consult the Practicum Handbook for further details. Students receive this Handbook during the orientation meeting at the beginning of the Practicum year.

### ***Practicum Site Requirements***

The following are the site requirements:

1. The school must be an A.M.S. affiliate;
2. The classroom must contain the complete Montessori apparatus;
3. The class must serve children in the full age span of 3 - 6 years;
4. The school must practice a non-discriminatory policy for children and staff;
5. The school must be licensed by the State of California;
6. The school must communicate its policies to the interning student;
7. The school must communicate to the interning student her/his job description;
8. The school must provide janitorial services;
9. The school must agree to cooperate with the Montessori Institute of Advanced Studies regarding the learning opportunities for the interning student;
10. The student must not be asked to assume total responsibility of a class without prior permission from the Montessori Institute of Advanced Studies.

## **Training Program Schedule**

### ***Orientation Meetings***

Before the commencement of the Academic phase the new cohort of students meets with the faculty. In this Orientation meeting will acquaint the students with the faculty, the training premises, and with each other. The agenda covers the following subjects:

1. Overview of the program;
2. Statement of the philosophy of the Montessori Institute of Advanced Studies;
3. Review of the Catalog/Student Handbook and any questions concerning it;
4. Reviewing each student's application materials, collection of fees;
5. Completion of the "enroll for credit" form for the Extension Division of California State University, East Bay;
6. Distribution of the course syllabus;
7. Orientation to the physical facility of the campus.
8. Signing of the enrollment contract.

## **Course Schedule**

The schedule for the current Academic phase and Practicum phase is included in the Appendix.

## **Graduation Requirements and Evaluation**

### **Academic Phase**

#### **Attendance**

The Teacher Training program of our Institute requires a highly committed effort on both the part of the students and on the side of our faculty. The program is intense and so absences are not permitted. If in case of emergencies a loss of up to two hours is incurred, the student must make up for the course time lost in consultation with the faculty. Any absence of more than two hours must be fulfilled when the course is offered again. In the meantime, the student will receive an Incomplete for the course. If two classes sessions are missed, the entire course must be retaken at extra cost. The attendance has to be at 95% and above to be considered for graduation.

Students are expected to be in attendance punctually and throughout the day. Students are expected to sign in and out upon arrival and departure. Regular breaks are provided to balance learning and rest.

#### **Tardiness**

Due to the intensity of the program tardiness is not permitted. Absence of three hours of any single class session will be considered an absence for the entire session. The student will then be given an Incomplete. The missed class will have to be retaken when the course is offered again, or, at the Faculty's discretion, be compensated by an extra project. Continuous tardiness will be treated in the same manner as loss of a full class.

#### **Evaluation**

Students are graded on their oral and written performance as per the syllabus for each course. The grading system is the same as that of California State University, East Bay. It is an "A" through "F" grading system. The student must receive a final cumulative "B" grade to pass the course. A grade below B signifies that the student needs to take the course again.

All assignments including the Manual are due two weeks after the last class. In case of required re-submission the deadline may be extended to four weeks, after which the student will receive an Incomplete.

An incomplete grade may be given when the student has notified the faculty in advance that due to legitimate reasons beyond the student's control some work had to be delayed. In this case a specific agreement between the faculty and student will be put down in writing and placed in the student's file in which the schedule for completion and the substance of the work to be done are laid down. Passing the deadline in the schedule would lead to a failing grade.

Successful completion of both Academic and Practicum phases is required for graduation and for the recommendation to the AMS for certification.

The faculty assesses and evaluates student work by several means during the academic phase. Students receive feedback on each of the following points.

1. Manual.
2. Demonstration exam.
3. Rationale paper.
4. Philosophy paper.
5. Final exam.
6. Material making.
7. Class participation.

Instructors may add book reports, observations, class presentations, and in-class assignments related to the lectures. Final Grade Sheets are placed in student's file. In the Practicum phase the students receive copies of the reports made by the Supervising Teacher and the Field Consultant.

### ***Repetition of Coursework***

Poor performance of the student, as demonstrated by a course grade of "D" or "F," would require repetition of the course material for a satisfactory grade. The faculty may determine a deadline for completion of the required coursework as deemed appropriate. The student is responsible for all fees for the necessary repeated coursework.

## **Practicum Phase**

### ***Attendance***

AMS requirements for the Practicum phase include 540 hours, at least three hours per day over a nine school year. Students have up to three years to complete the Practicum phase. Attendance to all seven Workshops and four Intern Seminars is mandatory. Any absences to workshops and intern seminars must be made up, the next time these are offered.

### ***Requirements for Entering the Practicum Phase***

In order to enter into the Practicum phase students must:

1. Complete 80% of the Academic phase of the program. Any exceptions to this must be requested in writing and may not conflict with MACTE or AMS requirements.
2. Verify through documentation supplied by the Institute that you have found an acceptable practicum site.
3. Be in good standing with the program financially.
4. Demonstrate through your participation in the course that you are ready for this important part of the process of your education.

### ***Practicum Site Requirements***

To qualify as a potential site for the Practicum, the pre-school must meet the following criteria:

1. The school must be affiliated with AMS or another professional Montessori association.

2. The classroom must contain the complete Montessori apparatus.
3. The class must serve children in the full age span of 2<sup>1/2</sup> through 6 years;
4. The school must practice a non-discriminatory policy for children and staff;
5. The school must be licensed by the State of California;
6. The school must communicate its policies to the interning student;
7. The school must communicate to the interning student her/his job description;
8. The school must provide janitorial services;
9. The school must agree to cooperate with the Institute regarding the learning opportunities for the interning student;
10. The student must not be asked to assume total responsibility of a class without prior permission from the Institute.

### ***Practicum Evaluation***

During the Practicum phase the students are evaluated in the following ways:

1. Observation and evaluation by a field consultant, at least three times during the school year, or, six times if self-directed. Student Interns receive copies of reports by supervising teacher and field consultant.
2. Attendance in all Workshops and completion of Manuals and assignments.
3. Evaluation by Supervising Teacher, twice, once in January, secondly in April.
4. Competency assessment by Supervising Teacher in May.
5. A video presentation and all Seminar assignments.
6. Ten observations and their reports.
7. Journal completion.
8. Synthesis project.

### ***Graduation***

All academic and practicum requirements must be successfully completed for graduation. The AMS Credential Recommendation form will be sent to AMS for the cohort together.

## **Resources for Students**

### ***Required Books and Manuals***

The Montessori Institute of Advanced Studies will make the required texts available to students for them to purchase. The list of titles and prices is included in the appendix. Students may opt to buy these books from bookstores if they prefer.

**Manuals** must be purchased from the Montessori Institute of Advanced Studies. The manuals can be purchased via the instructors of each course. There are manuals respectively for Practical Life, Sensorial, Language Arts, Observation and Classroom Leadership, Mathematics, Physical Sciences, Social Studies, Art and Outdoors, Music and Movement, and Montessori Philosophy.

**Other supplies:** The students will need binders, sheet protectors and separators to complete their manuals. Binders of 3 - 4" width are to be bought with approximately 100 sheet protectors for each curriculum area, plus a good number of separators. Color

pencils, scissors, glue or paste, paper for class notes, colored paper, and 5 x 7" file cards complete the tool list for the courses.

The School's equipment (copy machine, paper cutter) is available only on request. There is a charge of 10¢ a copy to be paid when used.

### **Required Readings**

Throughout the entire program you are expected to read and keep a log of the following literature:

*Maria Montessori, The Montessori Method*  
*The Secret of Childhood*  
*Spontaneous Activity in Education*  
*The Discovery of the Child*  
*The Absorbent Mind*  
*Dr. Montessori's Own Handbook*  
*Paula Polk Lillard, Montessori Method: a Modern Approach*  
*Rosa Packard, The Hidden Hinge*  
*Rudolf Dreikurs, Children: the Challenge*  
*Constance Kamii, Number*  
*Alfie Kohn, Beyond Discipline*

### **Library**

The Institute maintains a small library of books of Montessori and other child development authors, plus Montessori quarterly journals. There are also some Montessori CDs and video tapes. These are available for short-term check-out from the office.

The Library of California State University, East Bay is less than four miles away and could be used for on-site reading and researching resources on Internet.

### **Student Services and Career Information**

Academic advising and counseling is available by contacting the Director (Meher Van Groenou). The Institute also maintains a file on referral services at Cal State, East Bay. A file of employment opportunities is maintained in the office of the Institute. Job notices are posted. The Director continuously receives requests for referrals of teachers who may have completed the training or who are interning. The Institute also keeps catalogues published by AMS, NAMTA, and other organizations with current teaching opportunities in the country.

The Institute will assist the students to find suitable employment; there can be no guarantee about jobs, salary and occupational advancement.

In case of unexpected illness health care services can be found in either of three hospitals:

- Eden Hospital, 20103 Lake Chabot Road, Castro Valley, 537-1234.
- Kaiser Permanente, 27400 Hesperian Blv, Hayward, 784-4000.
- St. Rose Hospital, 27200 Calaroga Ave, Hayward, 264-4000.

## Tuition

1. Application fee, due with application, non-refundable	\$ 100
2. Non-Refundable deposit toward tuition	\$ 400
3. Program cycle	\$ 2,600
4. Course Manuals	\$ 275
5. AMS-MACTE fee	\$ 375
6. Books and materials*	\$ 350
Total	<u>\$ 4,100</u>

\* Estimated. Add to student budget, paid directly by the student to the bookstore.

The application fee (\$ 100) is due upon applying for enrollment. \$400 due when accepted for the program, and remaining tuition and other charges (\$ 3600) are due soon after as application is being processed to the Program, *before the Orientation meeting and the beginning of classes.*

The Montessori Institute of Advanced Studies does not accept debit cards or credit cards. Bounced checks will need to be replaced by cash plus a \$ 31 charge for bank fees. Students will not be allowed to attend classes without clearance of tuition payment. A contractual arrangement can be made to pay the tuition in installments *in case of financial hardship.* The tuition must be paid as per arrangement or there will be a 10% late charge *per month* on the remaining debt to the Institute.

If a student is required to re-take a course the tuition will be \$ 250 per course. If a Workshop or Seminar needs to be retaken the cost will be \$ 50 per Workshop/Seminar. Missed classes, workshops, and seminars are calculated at \$50 per session.

The AMS-MACTE student fee for Certification is \$ 375 (or currently charged by these organization), paid at the time of admission.

One of the courses required by the State of California (Child Development) can be taken by students when offered by the Institute, at \$ 350 per course. This course can also be taken at the community college or the University, and transferred to the Institute.

Tuition includes the cost of three field consultant visits during the Practicum phase. Any additional visits will be charged at \$ 100 each. The cost of transportation of the field consultant's visit is reimbursed directly by the intern-student at the rate of \$ 0.40 per mile, round-trip at the end of the field consultant's visit.

Upon completion of the Teacher-Training program Montessori Institute of Advanced Studies can submit at the request of student for 12 academic credit units to the Division of Continuing and International Education, California State University, East Bay. It is optional to students. The cost is estimated \$ 79 per unit (or current cost charged by Cal State at time of transfer) paid to the University the student.

In case the Academic phase or the Practicum phase is not completed within one year of its commencement, an annual fee of \$ 100 will be charged to the student for maintaining the enrollment in the program. Internship must be completed within two years after completion of the Academic phase.

## **Fair Practices**

### ***Non-Discrimination Policy***

The Montessori Institute of Advanced Studies accepts applicants to its Teacher Preparation program regardless of color, race, gender, religion, physical challenge, nationality or ethnic origins. The program is non-sectarian.

### ***Truth in Advertising***

The Montessori Institute of Advanced Studies publishes truthful and accurate information in its announcements, advertising, and promotional literature.

### ***Code of Conduct***

The Montessori Institute of Advanced Studies upholds the A.M.S. Code of Ethics for the Teacher Training program: see this Code in the Appendix. Students are expected to maintain a professional demeanor throughout the program.

1. Promptness is expected at the beginning of each class and after each break.
2. During mid-morning and mid-afternoon 15-minutes breaks are provided.
3. Leaving during lecture, presentation, and practice is not acceptable.
4. Eating is not permitted during class.
5. Smoking is not allowed on the premises.
6. Proper clothing, footwear, and neatness are required.

The faculty will take the student aside if any of these points would need attention. In case the improvement is not noticeable the Director will be asked to clarify the situation and give the student a choice to be considerate or to consider a break in community.

## **Student Responsibilities, Rights, and Grievance Procedures**

### ***Student Responsibilities***

- Admission requirements
- Knowledge of Program Policies and requirements
- Completion of course requirements, including:
  - ✓ academic assignments and requirements
  - ✓ practicum assignments and requirements
  - ✓ Adherence to attendance policy
- Adherence to four year time limit for course completion
- Understanding and adherence to Enrollment Contract
- Understanding and adherence to Practicum Contract
- Understanding and adherence to code of ethics

### **Student Rights**

- To receive Montessori teacher training in accordance with the mission statement and student and practicum handbooks
- To be able to withdraw from the program in accordance with the program withdrawal procedures
- To receive services in accordance with the general rights of consumers in California.

### **Grievance and Arbitration Procedures**

- Students with grievances must start discussing their complaint with the person against whom the complaint is brought, and they must attempt to resolve their differences.
- In the event that the student cannot resolve the complaint with a faculty member, they must turn to the Academic Director or Assistant Director. The Director or Assistant Director will look into the following three questions:
  - a. If the complaint involves course-related issues, were there serious deficiencies in course?
  - b. Was the student issuing the complaint misled by false expectations of the course?
  - c. What has led to the persistence of the complaint in spite of efforts to resolve it?
- If this review does not conclude the case to the satisfaction of the aggrieved, an *ad hoc Arbitration Committee* will be convened consisting of three persons who are not directly involved in the case:
  - ✓ Either the Director or the Assistant Director
  - ✓ One of the faculty
  - ✓ One of the students elected by the students in the present cycle by secret ballot
- This Arbitration Committee shall decide:
  - a. Whether or not the case is worthy of a hearing
  - b. In the event of a hearing, the committee shall hear both sides and attempt to negotiate a satisfactory solution to both parties in the dispute.
  - c. Failing that, the Arbitration Committee shall decide, by a majority vote (two out of three), upon a course of action that shall be binding on all parties.
- Appeal Procedure: If this decision of the Arbitration Committee is unacceptable to either party, the individual may bring the grievance before the Arbitration Committee of the AMS Teacher Education Committee (address: AMS, 116 E 16<sup>th</sup> Street, New York, N.Y. 10003), or to MACTE (313 Second Street S.E., # 112, Charlottesville, VA. 22902). The decision of this Committee shall be considered binding on all parties and without appeal.

### **Access to Student File**

The Montessori Institute of Advanced Studies keeps a file for each student in which the application documents are kept, copies of the transcripts from schools and colleges attended, the course enrollment contracts, and the checklist on the progress through the program. All students are guaranteed access to their records. It is important that the student meets with the Director to review this progress, once during the Academic phase and another time during the Practicum phase.

The file will be made available for review to the concerned student upon a written request. The file cannot be taken off the premises. Requests for transcripts need to be submitted in written form, signed.

**Confidentiality**

No one may see/ the students’ records without the student’s written permission. A record release form is provided to the student at the end of the student handbook for that purpose (see Appendix).

**Withdrawal, Dismissal, and Refund Policies**

**Criteria for Withdrawal from Academic Courses**

- Student must submit a *written* statement to the Director requesting withdrawal *before* midnight of the fifth business day following the first class session. After the cancellation period the student has the right to stop school at any time and to receive a refund for the part of the course not taken, minus the cost of material acquired from the Institute by the student. If the school closes before the student graduates, the student may be entitled to a refund. Please see the “Notice of Student Rights” and the “Notice of Cancellation” documents that accompany the Enrollment Contract in the Appendix.
- The Program maintains a policy for refund of the unused portion of tuition, fees, and other charges in the event the student fails to enter the course, withdraws, or is discontinued therefrom at any time prior to completion.
- The refund payment will be returned within 10 days following the Institute’s receipt of the Notice of Cancellation.

**Criteria for Withdrawal from Practicum**

- The student must submit a *written* statement to the Director requesting withdrawal before the beginning of the second month (October 1) of the Practicum. The student will be reimbursed proportionately to the months of the Practicum, Workshops, and Seminars attended. Any cost of Field Consultant visits and material given to students will be deducted.
- The refund payment will be returned within 10 days of the receipt of the Notice of Cancellation.

**Refund Policy**

The program maintains a refund policy for the unused portion of tuition, fees, and other charges, in the event the student fails to enter the course, withdraws, or is discontinued at any time prior to completion.

The refund is calculated on the proportion of not-utilized instructional hours. The program has 313 instructional hours.

Percentage of total contact hours utilized	Hours utilized	Refund
Up to 10%	Up to 30	80%
11 – 25 %	Up to 76	70%
26 – 50%	Up to 152	45%
51 – 75%	Up to 228	20%
76 – 100%	Up to 304	No refund

### ***Dismissal Policy***

Dismissal may occur by recommendation of the director, staff, practicum coordinator, and supervising teacher.

#### **Criteria for Dismissal:**

Students may be dismissed for the following reasons:

- Violation of the Code of Conduct
- Violation of the Code of Ethics
- Lack of commitment as evidenced by: poor participation, lack of completion of assignments and poor attendance
- Inability to interact professionally and productively with faculty, supervising teachers and students
- Lack of mental ability to grasp theoretical concepts or apply concepts practically to classroom materials
- Failure to demonstrate understanding of Montessori philosophy as demonstrated in written assignments
- Inability to interact respectfully and professionally with children and parents
- Neglect of individual school and program policies

#### **Dismissal Procedure:**

- a. Student's behavior and academic performance is discussed and student is given the opportunity to provide a credible explanation
- b. Behavioral and academic objectives are mutually identified by the faculty and the student and a schedule for implementation and reevaluation is determined and put in writing. This statement is a *contract* and is signed by both the student and the faculty member. A copy is given to the program director. As of the signature of this contract, the student is placed on probation.
- c. Reevaluation is conducted as per schedule with the involvement of the Program Director.
- d. If no improvement is made by the time of the reevaluation meeting, the student is dismissed from the program. Students dismissed from the Academic or the Practicum Programs will receive a refund proportionate to the attendance of classes minus the cost to the Institute as stipulated in the Enrollment Contract.
- e. The refund of tuition will be calculated on a prorated basis as specified in the enrollment contract.

### ***Refund for School Closure***

The Montessori Institute of Advanced Studies pays a yearly fee per student to the Student Tuition Recovery Fund, in accordance with California Law. This fund would provide students with a tuition refund in the event that the training program has to be terminated due to unforeseen circumstances. Details about this procedure are included in the appendix, under Student Tuition Recovery Fund Procedures.

## **Appendix 1: The AMS Code of Ethics**

### **PRINCIPLE I - Commitment to the Student**

In fulfillment of the obligation to the children, the educator:

1. Shall encourage independent action in the pursuit of learning
2. Shall protect the opportunity to provide for participation in educational programs without regard to race, sex, color, creed, or national origin
3. Shall protect the health and safety of students
4. Shall honor professional commitments, maintain obligations, and contracts while never soliciting nor involving students or their parents 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 Montessori 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. Shall support his professional society and not misrepresent its policies in public discussion. Whenever speaking or writing about policies, the educator should take the precaution to distinguish his private views from the official position of the Society.
2. Shall not interfere with nor exploit the rights and responsibilities of colleagues within the teaching profession.

### **PRINCIPLE III - Commitment to the Profession**

The Montessori 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. Shall extend just and equitable treatment to all members of the Montessori education profession
2. Shall represent his 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 his duties, use of time and conducting business.

*As American Montessori Society members, we pledge to conduct ourselves professionally and personally, in ways that will reflect our respect for each other and for the children we serve. We will do whatever is within our talents and capacity to protect the right of each child to have the freedom and opportunity to develop his full potential. AMS requires that all member schools and teacher education programs agree to comply with the AMS Code of Ethics. AMS relies solely on self-compliance of this Code. (Adopted by the AMS Board of Directors October 1969. Expanded June 1975. Updated 2005).*

## **Appendix 2: The AMS Early Childhood Environment (2 ½ through 6 years).**

The following criteria have been established by the AMS and MACTE.

1. Curriculum materials are organized into logical groupings (e.g., by curriculum area or function).
2. Within each grouping there is a logical arrangement of the materials (e.g., by level of difficulty or sequence of skills and concept development).
3. Furnishings are of appropriate size for the children.
4. The arrangement of furnishings offers a variety of activity spaces (e.g., individual or group, floor or table, noisy or quiet, active or sedentary).
5. Activity spaces and procedures are organized to avoid conflict of interest (e.g., a noise-generating activity is far away or isolated from a quiet activity area).
6. There is a provision for display of visual stimuli and children's work products.
7. Each activity or exercise is structured to provide purpose, procedure, closure, and opportunity for child's success.
8. The environment includes/offers materials and activities which encourage the child's development of full potential:
  - Concentration
  - Observation skills
  - Awareness of order and sequence
  - Large and small-muscle coordination
  - Acquisition of practical skills relevant to care of self and environment.
  - Perceptual awareness and discrimination, including the ability to recognize and identify the attributes of objects.
  - Concepts basic to understanding of quantitative relationships (e.g., one-to-one correspondence, seriation, class inclusion, equivalence, number, numeration, place value, arithmetical operations).
  - Language skills, including opportunities for listening, self-expression, and instruction in writing, reading, and other language arts.
  - Experience with creative arts.
  - Understanding of nature and physical universe.
  - Experience with and understanding social sciences.
  - Experience with critical thinking skills and problem-solving techniques: question-asking, experimentation, and hypothesis development.
9. The particular materials/activities selected seem appropriate to the development period, abilities, and special needs of the children who use the environment.

The environment reflects the influence of these adult behaviors:

- 1) Prepare environment so that it appears clean and orderly.
- 2) Demonstrate and encourage care and precision in movement and in organization and use of materials and equipment.
- 3) Encourage child's selection of activity.
- 4) Encourage child's participation in maintaining the environment.
- 5) Demonstrate/communicate strategies for use of equipment.

- 6) Acknowledge and provide for expression of child's social needs.
- 7) Acknowledge and demonstrate responsiveness to child's emotional needs.
- 8) Acknowledge and demonstrate responsiveness to child's self-expression.
- 9) Maintain adequate monitoring and overview of environment (observation).
- 10) Communicate rules and procedures appropriate to the situation.
- 11) Model and facilitate pro-social behavior.
- 12) Model and facilitate positive techniques for conflict resolution.
- 13) Model and facilitate egalitarian interaction.
- 14) Provide effective leadership in group activities.
- 15) Communicate/coordinate activities with each other (the responsible adults).

### Appendix 3: Invoice

Name: \_\_\_\_\_

Date: \_\_\_\_\_

<u>Payment</u>	<u>Amount</u>
Registration fee	\$ 100
Non-refundable deposit toward tuition	400
Program cycle	2,600
AMS-MACTE fee	475
Curriculum Manuals and Handouts:	
Everyday Living Skills	30.00
Sensory-Motor Learning	30.00
Social Studies	25.00
Physical Sciences	25.00
Montessori Mathematics	35.00
Language Arts	35.00
Observation, Class Management	30.00
Workshops	40.00
Seminars	<u>25.00</u>
Total Manuals and Handouts	275.00

Required Reading: Books\*:

The Montessori Method	18.00
The Secret of Childhood	10.00
Discovery of the Child	10.00
The Advanced Montessori Method, vol.1	20.00
The Absorbent Mind	15.00
Dr. Montessori's Own Handbook	14.00
The Hidden Hinge	17.50
Children: The Challenge	18.00
Theories of Development	29.50
Number	15.00
The Child's Construction of Knowledge	15.00
A Piaget Primer	15.00
Beyond Discipline	<u>21.00</u>
Total Books:	\$ 218.00

\* Prices may change

Total amount paid: \$

Signature:

Date:

Remarks:

## **Appendix 4: ACADEMIC PHASE, CURRICULUM SCHEDULE, YEAR-ROUND, 2012-13.**

### **MONTESSORI PHILOSOPHY AND EVERYDAY LIVING SKILLS**

<b>June 25, 2012</b>	<b>8:30 a.m. – 5:30 p.m.</b>
<b>June 26</b>	<b>8:30 a.m. – 5:30 p.m.</b>
<b>June 27</b>	<b>8:30 a.m. – 5:30 p.m.</b>
<b>June 28</b>	<b>8:30 a.m. – 5:30 p.m.</b>
<b>June 29</b>	<b>8:30 a.m. – 5:30 p.m.</b>

### **SENSORY-MOTOR LEARNING**

<b>July 2, 2012</b>	<b>8:30 a.m. – 5:30 p.m.</b>
<b>July 3</b>	<b>8:30 a.m. – 5:30 p.m.</b>
<b>July 5</b>	<b>8:30 a.m. – 5:30 p.m.</b>
<b>July 6</b>	<b>8:30 a.m. – 5:30 p.m.</b>

### **LANGUAGE ARTS AND READING DEVELOPMENT**

<b>September 15, 2012</b>	<b>8:30 a.m. – 5:30 p.m.</b>
<b>September 22</b>	<b>8:30 a.m. – 5:30 p.m.</b>
<b>October 6</b>	<b>8:30 a.m. – 5:30 p.m.</b>
<b>October 13</b>	<b>8:30 a.m. – 5:30 p.m.</b>
<b>October 27</b>	<b>8:30 a.m. – 5:30 p.m.</b>

### **OBSERVATION and CLASSROOM LEADERSHIP**

<b>December 1, 2012</b>	<b>8:30 a.m. – 5:30 p.m.</b>
<b>December 8</b>	<b>8:30 a.m. – 5:30 p.m.</b>
<b>January 12, 2013</b>	<b>8:30 a.m. – 5:30 p.m.</b>
<b>January 26</b>	<b>8:30 a.m. – 5:30 p.m.</b>
<b>February 9</b>	<b>8:30 a.m. – 5:30 p.m.</b>

### **MONTESSORI MATHEMATICS**

<b>February 23, 2013</b>	<b>8:30 a.m. – 5:30 p.m.</b>
<b>March 9</b>	<b>8:30 a.m. -- 5:30 p.m.</b>
<b>March 23</b>	<b>8:30 a.m. – 5:30 p.m.</b>
<b>April 6</b>	<b>8:30 a.m. – 5:30 p.m.</b>
<b>April 20</b>	<b>8:30 a.m. – 5:30 p.m.</b>

*Dates are subject to change in case of unforeseen circumstances; you will be informed.*

## Appendix 5: Practicum Phase, Schedule of Workshops and Intern Seminars, 2012-13.

- **Saturday, September 8, 2012, 8:30 am – 5:30 pm.**  
*Orientation to Practicum phase.*  
*Internship Seminar 1: Same day, 9:30 am – 5:30 pm. Child Development,* Montessori philosophy, observation, focus on child, Absorbent Mind, Sensitive Periods, language development, how to observe and match materials to child's needs in all areas of classroom.
- **Saturday, October 6, 2012, 8:30 am – 3:30 pm.**  
*Workshop 1: Guest Speaker, Parent-Teacher Partnership.*
- **Saturday, November 3, 2011, 8:30 am – 3:30 pm.**  
*Workshop 2: Bonnie Lockhart, Music and Movement.*
- **Saturday, December 15, 2012, 8:30 am – 5:30 pm.**  
*Internship Seminar 2: Class management,* Montessori philosophy, Synthesis project.
- **Saturday, February 9, and Sunday, February 10, 2013, 8:30 am – 3:30 pm.**  
*Workshop 3: Physical and Life Sciences. Workshop 4: Social Studies.*
- **Saturday, March 9, 2013, 8:30 am – 3:30 pm.**  
*Workshop 5: Art and Outdoors.*
- **Saturday, March 23, 2013, 8:30 am – 5:30 pm.**  
*Internship Seminar 3:* Focus on *communication with adults*, building a team at work, teacher-Director relationship, creating a parent community to support the school, parent conferences, parent-partnership.
- **Saturday, April 27, 2013, 8:30 am – 3:30 pm.**  
*Workshop 6: Sensorial Math Extensions.*
- **Saturday, May 18, 2013, 8:30 am – 3:30 pm.**  
*Workshop 7: Administration, Presentation of Synthesis Project.*
- **Saturday, June 8, 2013, 8:30 am – 5:30 pm.**  
*Internship Seminar 4: Leadership*
- **Friday, June 28, 2013, 2 – 4 pm.**  
Complete files, evaluations, set up Synthesis Project.  
Same day, 4 – 5 p.m. *Graduation* with refreshments.

(Dates are subject to change in case of unforeseen circumstances. You will be informed ahead of time)

## Appendix 6: Student Statement.

Dear Student:

Please read and sign this statement, and return it to the Director. The upper part remains in the Student Handbook as your copy.

I have read and understood the Catalog/Student Handbook. I take responsibility for knowing its content and following all the requirements of the program.

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Signature:

Date:

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*(Cut along this line, please)*

I have read and understood the Catalog/Student Handbook. I take responsibility for knowing its contents and following all the requirements of the program.

---

Signature

Date:

*(Give to Director, please)*

**Appendix 7: Record Release Form.**

Name of Student: \_\_\_\_\_

Student's Address \_\_\_\_\_

Date of Birth \_\_\_\_\_

You may release copies of my official transcript to:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Student's Signature \_\_\_\_\_

Date \_\_\_\_\_

Students get one free official transcript. Additional transcripts cost \$ 20.00.

A copy of this release form must be kept in the student's file

## **Appendix 8: Student Tuition Recovery Fund Procedures.**

The Student Tuition Recovery Fund (STRF) was established by the Legislature to protect any California resident who attends a private post-secondary institution from losing money if tuition was prepaid and a financial loss was suffered as a result of the school closing, failing to fulfill its enrollment contract, or refusing to pay its court judgement.

To be eligible for STRF the student must be a California resident and reside in California at the time the enrollment agreement is signed. Students temporarily residing in California for the sole purpose of pursuing education and those who hold student visas are not considered California residents.

To qualify for STRF reimbursement the student must file a STRF application within one year of receiving notice from the Bureau for Private Postsecondary Education that the school has been closed. If such a notice has not been received then the period for application is extended to four years. If a court judgement is obtained then the application period for reimbursement is two years.

It is important to keep copies of the enrollment contract and receipts of monies paid to the school.

Questions regarding STRF must be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA. 95833. Phone: (916) 431-6959.

The Montessori Institute of Advanced Studies pays a quarterly fee for the STRF insurance.

## Appendix 9: Enrollment Contract.

*This contract is concluded between the Montessori Institute of Advanced Studies, located at 22781 Canyon Court, Castro Valley, CA. 94552, and represented by its Director, Meher Van Groenou, and the student:*

<b>Name:</b>		
<b>Address:</b>		
<b>City:</b>	<b>State:</b>	<b>Zip Code:</b>
<b>Social Security Number:</b>	-	-

**1. Total number of classes, hours, and lessons required to complete the course of instruction:** The Montessori Institute of Advanced Studies offers the following program according to the schedule that is already in the possession of the student:

<b>Name of the Program:</b>	Montessori Institute of Advanced Studies – Early Childhood.
<b>Scope of the Program: Academic phase:</b>	5 courses, each consisting of five full day classes of 40 hours, altogether 200 hours of instructional time.
<b>Practicum phase:</b>	7 Workshops, totaling 42 hours of instruction. 4 Seminars, totaling 40 hours of instruction.
<b>Total instructional hours:</b>	322 hours. For completion of the program students are required to do student teaching (540 hours), 10 observations (totaling 30 hours) and write a synthesis project as specified in the Student Handbook/Catalog,

**2. Fees the student is expected to pay:**

- Application \$ 100\*
- Non-refundable deposit toward tuition 400\*
- Program cycle 2600\*\*
- Course Manuals 275
- AMS-MACTE fee 475
- Total \$ 3,850

\* Non-refundable deposit at time of application. \*\*Due upon acceptance.

Books and learning material as specified in the Course Outlines can be obtained from outside sources. These costs are to be directly paid by the student to the vendors.

***YOU ARE RESPONSIBLE FOR THESE AMOUNTS. IF YOU GET A STUDENT LOAN, YOU ARE RESPONSIBLE FOR REPAYING THE LOAN AMOUNT PLUS ANY INTEREST*** (The Montessori Institute of Advanced Studies does not offer lending facilities).

The tuition is due not later than the first day of class. Contractual arrangements could be made in cases of financial hardship to pay the tuition in installments. *Without clearance of your financial obligations to the Institute you cannot attend classes.*

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.

STUDENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Any questions or problems concerning the Institute that have not been satisfactorily answered or resolved should be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833. Notice of student rights to cancel or withdraw: The student has a right to withdraw from the Program by providing a written notice to the Director requesting withdrawal. The student has the right to cancel this contract without any penalty or obligations any time before midnight of the fifth business day following the first class session. After the cancellation period, the student has the right to stop school at any time and to receive a refund for the part of the course not taken. If the school closes before the student graduates, the student may be entitled to a refund. Please see the “Notice of Student Rights” and the “Notice of Cancellation” documents that accompany this contract.

**4. Rights of refund:** The program maintains a policy for refund of the unused portion of tuition, fees, and other charges in the event the student fails to enter the course, withdraws, or is discontinued therefrom at any time prior to completion.

**5. How the refund amount is determined:** The program will charge the student for the portion of the course attended, including the date when a written notice of withdrawal was received. The refund is determined as indicated in the table below. The refund will be the total tuition minus the non-refundable deposit of \$100 and the purchased Manuals and books.

Percentage of total contact hours utilized	Hours utilized	Refund
Up to 10%	Up to 30	80%
11 – 25 %	Up to 76	70%
26 – 50%	Up to 152	45%
51 – 75%	Up to 228	20%
76 – 100%	Up to 304	No refund

**6. Disclosures:**

*Completion and Job Placement Rate:* The percentage of students, for the most recent calendar year that ended not less than 18 months prior to the date of this disclosure who completed the course was 80%.

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.

STUDENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

## Appendix 10: Student Absence and Make-Up Form.

Student's name: \_\_\_\_\_

Date of absence: \_\_\_\_\_

Time of absence: \_\_\_\_\_ hours

Area of curriculum missed: \_\_\_\_\_

Arrangement with student to make up for missed class when it is offered next time:

Deadline for completion of missed assignment (missed deadline means repeating the course or lowered grade):

Instructor's signature:

Date:

## Appendix 11: Student Progress Report.

Student's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Area of Curriculum: \_\_\_\_\_

Instructor's comments: \_\_\_\_\_

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Arrangement with student to make up: \_\_\_\_\_

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Deadline for completion of assignment: \_\_\_\_\_

(Missed deadline would lead to either repetition of course or lowered grade in course)

Instructor's signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Appendix 12: Final Assessment.

Name of Student: \_\_\_\_\_

Date of Completion of Teacher Training: \_\_\_\_\_

Practicum Coordinator's Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Director's Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Recommendation for Certification: yes: \_\_\_\_\_

not yet, needs work: \_\_\_\_\_

\_\_\_\_\_

Signature Practicum Coordinator:

Date: \_\_\_\_\_

Signature Director of Program:

Date: \_\_\_\_\_

### Appendix 13: Notice of Refund

Student name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Amount student paid for instruction: \$ \_\_\_\_\_

Hours of instruction paid for but not yet received: \_\_\_\_\_

Other: \_\_\_\_\_

Total hours for which student has paid: \_\_\_\_\_

Other: \_\_\_\_\_

Equipment cost, if any: \_\_\_\_\_

This is to notify you that a refund was sent on (date): \_\_\_\_\_

The amount of the refund was: \$ \_\_\_\_\_

The method of calculating the refund was as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The person/ entity to whom the refund was sent is:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

CERTIFIED MAIL #: \_\_\_\_\_

## Appendix 14: NOTICE OF CANCELLATION.

You may cancel this contract with the Montessori Institute of Advanced Studies without any penalty or obligation by the date stated below:

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If you cancel, any payment you have made and any negotiable instrument signed by you shall be returned to you within 10 days following the Institute's receipt of your cancellation notice.

*But, if the Institute gave you any equipment, you must return the equipment within 10 days of the date you signed a cancellation notice. If you do not return the equipment within this 10-day period, the school may keep an amount out of what you paid that equals the cost of the equipment.*

*To cancel the contract with the Institute, mail or deliver a signed and dated copy of this cancellation notice, or any other written notice, to the address for the Montessori Institute of Advanced Studies provided above,*

NOT LATER THAN: Midnight of the fifth business day following the first class session:

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I cancel the contract with the Institute.

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[Date]

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[Student's signature]

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 that you cannot work out with the school, write or call:

<p>Bureau for Private Postsecondary Education 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA. 95798 Mailing Address: P.O. Box 980818, West Sacramento, CA. 95798-0818 Telephone: (916) 431-6959, Fax: 916-263-1897; <a href="http://www.bppe.ca.gov">www.bppe.ca.gov</a></p>
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## Appendix 15: Declaration of Change of Status

This notice is important, keep a copy for your records.

Name: \_\_\_\_\_ Social Security Number: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Telephone (work): \_\_\_\_\_ (home): \_\_\_\_\_

I began Montessori training in Early Childhood on: \_\_\_\_\_  
Stopping on: \_\_\_\_\_  
Anticipated date of return to training: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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### Undeclared Change of Status

This notice is important, keep a copy for your records.

Name: \_\_\_\_\_ Social Security Number: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Telephone (work): \_\_\_\_\_ (home): \_\_\_\_\_

I began Montessori training in Early Childhood starting on: \_\_\_\_\_  
Stopping on: \_\_\_\_\_  
Anticipated date of return to training: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Appendix 16: Graduate Placement Form

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Starting date of training: \_\_\_\_\_ Completion date: \_\_\_\_\_

Have you secured employment in the field for which you were trained by the Institute:

Yes: \_\_\_\_\_ No: \_\_\_\_\_

What is your salary? \_\_\_\_\_

Your responses would be helpful for our report to AMS/MACTE. Thank you so much.

## Appendix 17: Transfer of Credits Request

Credits obtained in other training programs need to be assessed. Please provide the following information and documents.

Name: \_\_\_\_\_

Telephone (work): \_\_\_\_\_ (home): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Name of prior training program: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

Is this training program accredited by MACTE? Yes: \_\_\_\_\_ No: \_\_\_\_\_

Course completed, name (1): \_\_\_\_\_

Units/hours: \_\_\_\_\_ Date of completion: \_\_\_\_\_ Grade: \_\_\_\_\_

Course completed, name (2): \_\_\_\_\_

Units/hours: \_\_\_\_\_ Date of completion: \_\_\_\_\_ Grade: \_\_\_\_\_

Course completed, name (3): \_\_\_\_\_

Units/hours: \_\_\_\_\_ Date of completion: \_\_\_\_\_ Grade: \_\_\_\_\_

Documentation submitted: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Appendix 18: Notification of Complaint

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Course: \_\_\_\_\_

I have the following complaint: \_\_\_\_\_

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Signature: \_\_\_\_\_

Received on: \_\_\_\_\_ by: \_\_\_\_\_

Action taken: \_\_\_\_\_

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Communication to plaintiff on: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_