



# Montessori Training Center

California State Catalog for Teacher Education

4645 Buckeye Road

Shingle Springs, CA 95682

[www.montessoritrainingcenter.net](http://www.montessoritrainingcenter.net)

[montessoritrainingcenter@gmail.com](mailto:montessoritrainingcenter@gmail.com)

Phone 530-672-1943 Fax: 530-672-3097

July 9, 2018 – June 28, 2019

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833 or PO Box 980818, West Sacramento, CA 95798-0818, [www.bppe.ca.gov](http://www.bppe.ca.gov), 888-370-7589 or by fax 916-263-1897.

This catalog is updated every year on or before July 1<sup>st</sup> of each calendar year.

This version of the catalog was updated on November 29, 2018.

## School Catalog Table of Contents

Approval Disclosure Statement	4
Accreditation Statement	4
Mission/Statement of Purpose	4
Montessori Training Center	4
Philosophy	4
Objectives of the Training Course	4
Faculty	5
Facility	6
Admission Requirements	6
Credits Offered/Acceptance of credits	7
Course Overviews	8
Grading System/Student Achievement	9
Course Descriptions	9
Early Childhood Schedule	15
Elementary I Schedule	18
Elementary I-II Schedule	21
Elementary II Upgrade Schedule	22
Attendance	22
Make-Up Work	23
Dismissal/Grievance Policy	23
Withdrawal Policy	24
Leave of Absence	24
Code of Conduct	24
Graduation	25
Homework	25
Issuance of Credential	25
Placement Services and Assistance	25
Student Services	25
Student Housing	25
Lending Library	26
Distance Education	26
Foreign Students	26
Tuition Fees and Charges for the Entire Educational Program	26
Total Charges by Period of Attendance	26
Payment of Tuition	26
Federal and State Financial Aid Programs	27
Loans	27
Bankruptcy	27
Late Fees	27
Right to Withhold Credential Recommendation Form	27
Truth in Advertising Policy	27

Confidentiality	28
Cancellation of Enrollment Agreement	28
Withdrawal from the Course	28
Refund Policy	29
Refund Table	29
Notice of Students Rights	29
Notice of Cancellation	30
Student Tuition Recovery Fund	30
Notice Concerning Transferability of Credits	30

### **Approval Disclosure Statement**

Montessori Training Center, 4645 Buckeye Road, Shingle Springs, CA is a private institution with approval to operate by the California Bureau for Private Postsecondary Education. The approval of the BPPE means compliance with state standards as set forth in the California Private Postsecondary Act of 2009. Institutional approval must be re-approved every five years and is subject to continuing review. California statute requires that a student, who successfully completes a course of study, be awarded an appropriate certificate verifying the fact.

### **Accreditation Statement**

Montessori Training Center is accredited by the Montessori Accreditation Council for Teacher Education (MACTE). Accreditation status is valid through August 2022 for the Elementary I and Elementary I-II programs, and through April 2023 for the Early Childhood program.

### **Mission/Statement of Purpose**

The mission of the Montessori Training Center is to provide an enriching Montessori training that will inspire teachers to successfully educate children using principles and practices of the Montessori Method.

### **History of Montessori Training Center**

Montessori Teachers College (now known as Montessori Training Center) was founded by Karen Lecy, M.ED., in Carmichael, California in 1979. Since that time, MTC has equipped hundreds of adult learners in the Northern California region with credentials of the highest standards in Montessori education for the Early Childhood field. In 2001, the program was expanded to include the Elementary I program and received accreditation from MACTE in 2007 and in 2009 for its Elementary I-II programs. Currently, the Montessori Training Center is owned and directed by Sylvia Loveless.

### **Philosophy**

Montessori Training Center has developed programs dedicated to training individuals wishing to become Montessori teachers, in the fundamental principles upon which Maria Montessori based her philosophy. Our goal is to inspire a love of knowledge of the Montessori Method as well as a love for children. We respect every individual's freedom of choice as well as his or her individual process of development. We strongly request an active participation of the student by means of practice with the apparatus, completion of written assignments, material making, illustration of the manuals and completing final examinations. We strive to provide an atmosphere of inspiration, helpfulness, sincerity, respect and positive cooperation among all the individuals enrolled in the program.

### **Objectives of the Training Program**

- The students will be able to demonstrate knowledge of Montessori philosophy, theory and methodology at the level in which they are being trained.
- The students will be able to demonstrate basic knowledge in Child Development as it applies to the level in which they are being trained.
- The students will be able to demonstrate practical ability in implementing the Montessori philosophy and methods.

- The students will have the knowledge and skills needed to work with the individual needs of children.
- The students will demonstrate a love for children and for the Montessori Method.
- The students will be able to lead a Montessori classroom at the level for which they have been trained.

## Faculty

### Elementary I Program

**Sylvia Loveless:** Director, Instructor; MST, Education, Chaminade University of Honolulu 1994, AMS Credential 2013

**Ally Webb:** Instructor; BA, English, University of Hawaii, Honolulu Hawaii, 1999; AMS Credential, 2011, Montessori Training Center, Shingle Springs, CA

**Desiree Thomas:** Instructor; BA, California State University, Sacramento CA, 1993; AMS Credential, 1994, Institute for Advanced Montessori Studies, Maryland

**Kim Yeager:** Instructor, Field Supervisor; BS, Cal Poly San Luis Obispo CA, 1991; NCME Credential, 2004

**Crystal Alexander:** Instructor, Field Consultant, Field Supervisor; BA, Ashford University, Iowa; NCME Credential, 2006 (EC); AMS Credential, 2012 (Elem I-II)

**Kristin Yarbrough:** Field Supervisor; MA, California State University 2010, AMS Credential, 2010

**Elizabeth Armanino:** Field Supervisor; BS, UC Davis, 1978; NCME Credential, 2007

### Elementary I-II Program

**Kim Yeager:** Instructor, Elementary Coordinator; BS, Cal Poly San Luis Obispo CA, 1991; NCME Credential, 2004

**Elizabeth Armanino:** Field Supervisor: BS, UC Davis, 1978; NCME Credential, 2007

**Desiree Thomas:** Instructor; BA, California State University, Sacramento CA, 1993; AMS Credential, 1994, Institute for Advanced Montessori Studies, Maryland

**Crystal Alexander:** Instructor, Field Consultant, Field Supervisor: BA, Ashford University, Iowa; NCME Credential, 2006 (EC); AMS Credential, 2012 (Elem I-II)

**Kristin Yarbrough:** Instructor, Field Consultant; MA, California State University 2010, AMS Credential, 2010

### Early Childhood Program

**Sylvia Loveless:** Director, Instructor, Field Supervisor; MST, Education, Chaminade University of Honolulu 1994, AMS Credential 1987 (EC) and 2013 (EL I)

**Crystal Alexander:** Instructor: BA, Ashford University, Iowa; NCME Credential, 2006 (EC); AMS Credential, 2012 (Elem I-II)

**Joanne Kutzman:** Instructor, Field Supervisor; MEd, Education, College of Notre Dame 1977, AMS Credential, 1977 (EC)

## Facility

Montessori Training Center uses the facilities of California Montessori Project's Shingle Springs campus as its instruction site. It is located at 4645 Buckeye Road in Shingle Springs, California. The facility is a fully equipped and staffed school for children in kindergarten through eighth grade. Classes for each program are held in classrooms that are appropriate to the level of training. A complete set of materials is available for the use of the students. Prospective enrollees are encouraged to visit the physical facilities of the school and to discuss their personal educational and occupational plans with the director and level coordinators prior to enrolling or signing enrollment agreements. This institution, the facilities it occupies, and the equipment it utilizes fully comply with any and all federal, state, and local ordinances and regulations, including those requirements as to fire, safety, building and health.

## Admission Requirements

### Early Childhood Program

The candidate for an **AMS Early Childhood Certificate** will have:

A Bachelor's degree from a regionally accredited U.S. college or university, or its equivalent

A transcript from a non-US regionally accredited college/university must be submitted to a recognized US credentialing agency (e.g. a credentialing agency that is a member of NACES – the National Association of Credential Evaluation Services) for credit equivalency evaluation. Accredited colleges and universities in the United States may also make such evaluations. If the evaluation determines the non-US transcript to be equivalent to a Bachelor's degree or higher in the US, the adult learner will satisfy the Bachelor's degree requirement for an AMS credential upon successful completion. The official transcript equivalency evaluation is to be submitted to the AMS office in lieu of the college transcript.

An AMS Early Childhood credential may be awarded to adult learners who hold a minimum of a Bachelor's degree or higher from a non-US college/university that is determined not to be equivalent to a Bachelor's degree from a regionally accredited US college/university by a recognized credential evaluation service or a regionally accredited college/university, while still meeting the nationally recognized post-secondary educational standard in the state, province or country of issuance. The degree and country in which the degree was awarded will be indicated on the credential.

The candidate for an **AMS Associate Early Childhood Certificate** will have:

A transcript from a secondary level state approved/recognized (high school) diploma, GED, or the international equivalent, but who has not earned a Bachelor's degree from a regionally accredited US college/university or its equivalent as determined by a recognized credential evaluation service. Candidates for an AMS Associate Early Childhood credential must complete all requirements for the course. Upon completion, they should represent themselves only as holding an AMS Associate Early Childhood credential.

Holders of the AMS Associate Early childhood credential are strongly encouraged to obtain their Bachelor's degree within 7 years of receiving their credential. At that time, teachers are eligible for an upgrade to an AMS Early Childhood credential upon completion of the Bachelor degree requirement. An official transcript documenting this completion and appropriate form and upgrade fee must be sent to the AMS office of teacher education by the individual receiving the degree. The teacher must be a current AMS member at the time of the upgrade.

### **Elementary I and Elementary I-II Program**

The candidate for an AMS Elementary I Credential (6 - 9) or Elementary I-II Credential (6-12) holds a minimum of:

A Bachelor's degree from a regionally accredited U.S. college or university, or its equivalent

A transcript from a non-US regionally accredited college/university must be submitted to a recognized US credentialing agency (e.g. a credentialing agency that is a member of NACES – the National Association of Credential Evaluation Services) for credit equivalency evaluation. Accredited colleges and universities in the United States may also make such evaluations. If the evaluation determines the non-US transcript to be equivalent to a Bachelor's degree or higher in the US, the adult learner will satisfy the Bachelor's degree requirement for an AMS credential upon successful completion. The official transcript equivalency evaluation is to be submitted to the AMS office in lieu of the college transcript.

A recognized Montessori Early Childhood Credential or alternatively, participation in a prerequisite Early Childhood Overview course (may be from another AMS Training Center).

A teacher who holds an AMS Montessori Elementary I credential may become a candidate for an Elementary I-II credential by completing the Elementary II component of an Elementary 1-II course.

### **Selection Procedures for Admission to the Program**

**Application and Acceptance:** Prior to enrollment, students must fill out an application form, provide transcripts and submit an application fee.

Unofficial transcripts can be attached to the application form but must be followed as soon as possible by a sealed, official copy. The applicant must complete an on-site visit to the campus to meet with the director. If an on-site visit is not feasible, a skype or telephone interview will be acceptable. Upon receipt of the completed application, the director will contact the candidate and schedule a time to meet. A tour of the facilities will be given, as well as an option to observe a class in session will be offered. The director will notify the candidate in writing within 2 weeks of the interview whether the application has been accepted or not.

### **Credits/Acceptance of Credits**

Montessori Training Center graduates receive credit in the form of hours, not credits (non-transferable) from this institution in the form of an unofficial transcript. Formal transcripts can be requested from the American Montessori Society upon completion of all coursework and practicum hours. Montessori Training Center does not award credit for prior experiential learning at other institutions.

Montessori Training Center has not entered into an articulation or transfer agreement with a college or university.

### **Student Records**

Student records will remain on site for five years. Copies of student's credential and credential recommendation forms will be kept permanently.

### **Accreditation and Affiliation Status**

The Montessori Training Center hold Full Affiliate status for its Early Childhood, Elementary I and Elementary I-II teacher education courses with the American Montessori Society, AMS ([www.amshq.org](http://www.amshq.org)) and is accredited by the Montessori Accreditation Council for Teacher Education, MACTE ([www.macte.org](http://www.macte.org)) through August of 2022 for its Elementary I and Elementary I-II programs; and through April 2023 for its Early Childhood program.

### **Course Overviews**

#### **Early Childhood Credential**

##### **One Year Academic/Practicum Cycle – July 9, 2018 – June 28, 2019**

The Early Childhood program includes the fundamental principles upon which Maria Montessori based her philosophy. The Montessori Training Center offers a comprehensive one-year certification course for the Early Childhood credential. Courses are conducted for two weeks in the summer, Tuesday nights throughout the school year and two weeks at the end of June.

Academic Component: 302 hours of seat time in courses covering Montessori Principles and Philosophy, Child Development, Child, Family and Community, Early Childhood Observation, Practical Life, Sensorial, Math, Language, Science/Social Studies, Art, PE and Movement and Classroom Leadership.

Practicum Component: 540 hours working as a Montessori teacher either under the supervision of a master teacher or as a lead teacher in a self-directed practicum. These hours will be scheduled a minimum of four hours a day, five days a week for nine months. Each student will be visited and observed by a member of the MTC staff for a minimum of three times throughout the practicum phase.

#### **Elementary I Credential**

##### **One Year Academic/Practicum Cycle – July 9, 2018– June 28, 2019**

Montessori Training Center offers a comprehensive year-long certification course for Elementary I. Courses are conducted for three weeks in the summer, Thursday nights throughout the school year (following CMP school calendar) and two weeks at the end of June.

Academic Hours: 327 hours of seat time in courses covering Montessori Principles and Philosophy, History, Child Development, Math, Language, Science/Social Studies, Geometry, Art, Practical Life, Curriculum Strategies and Design, PE and Movement Classroom Leadership and a year-long project.

Practicum Hours: 1080 Hours working as a Montessori teacher either under the supervision of a master teacher or as a lead teacher in a self-directed practicum. These hours will be scheduled a minimum of 5 hours a day, 5 days a week for 9 months. Each student will be visited and observed by a member of the MTC staff for a minimum of three times throughout the practicum phase.



## **Elementary I-II Credential**

### **Two Year Academic/Practicum Cycle – July 9, 2018 – June 20, 2020**

Montessori Training Center offers a comprehensive two-year certification course for the Elementary I-II credential. Courses start with the Elementary I course components. Adult learners advance on to the Elementary II portion in Fall of the following year. Adult learners enrolled in the Elementary II portion of the credential meet every Tuesday night throughout the school year (following the CMP school calendar) and one week at the end of June the following year.

Academic Hours: 512 hours of seat time in courses from the Elementary I credential in addition to advanced work in Math, Language, Philosophy, Practical Life, Geography/History and Art.

Practicum Hours: 1080 hours working as a Montessori teacher either under the supervision of a master teacher or as a lead teacher in a self-directed practicum. These hours will be scheduled a minimum of five hours a day, five days a week for nine months. Each student will be visited and observed by a member of the MTC staff for a minimum of three times throughout the practicum phase.

### **Upgrading to an Elementary I-II Credential**

#### **One Year Academic Cycle – August 29, 2018 – June 21, 2019**

Montessori Training Center does not offer an Elementary II stand-alone credential. However, a teacher who holds an AMS Montessori Elementary I credential may become a candidate for an Elementary I-II (9-12) credential by completing the Elementary II portion of the Elementary I-II program. The candidate must be a current AMS member at the time the upgrade occurs. If upgrade is outside the three year time limit between receipt of the Elementary I credential and completion of the Elementary I-II, the candidate must be re-registered with AMS and MACTE. Association Fees will apply.

Academic Hours: 185 seat hours in advanced work in Math, Language, Philosophy, Practical Life, Geography/History and Art.

Practicum Hours: No practicum necessary

## **Student Achievement/Grading System**

Students are evaluated to determine competency in understanding Montessori philosophy and principles, knowledge of subject matter in the area they are being trained, and use of the Montessori materials. Adult learners should expect to spend 3-4 hours each week outside of class time practicing and completing assignments.

*All coursework must be completed within three years of the final day of the academic portion of the cohort group in which the student was enrolled.*

Attendance and Coursework will be evaluated:

91 -100% = A    81 – 90% = B    70 – 80% = C    69% and Below = Incomplete

## **Course Descriptions**

### **Early Childhood**

**Core Course Components:** *Practical Life, Sensorial, Language, Mathematics, Physical and Life Science, Social Studies, Classroom Leadership*

**Foundation Course Components:** *Montessori Philosophy/Theory, Observation of the Child*

**Other Course Components:** *Child Development, Art, Music, Movement, Parent Involvement/Education*

### **Montessori Philosophy/Theory**

Orientation to Montessori Principles, Practices and Programs through guided readings in Montessori textbooks. Major topics covered in this course are historical overview; formative periods; the study of Montessori concepts of normalization; development of intelligence, discipline, and order; the classroom environment, the role of the teacher, and lesson presentations to children; and the study of teaching strategies used to promote learning such as structuring the environment, demonstrating classroom materials, modeling appropriate behavior and using verbal strategies. Methods of instruction include lecture, group discussion and cooperative learning, observation, group projects, selected readings, written assignments, and quizzes.

**Course Hours: 40**

### **Practical Life**

The development of order, concentration, coordination and independence within the young child is rooted in the activities of Montessori's curriculum of Practical Life. Major topics covered in this course are the materials and exercises in Practical Life: care of self, care of the environment, grace and courtesy, food and nutrition and control of movement.

**Course Hours: 36**

### **Sensorial**

Within the Sensorial area of the classroom, the development and refinement of the senses is the purpose. In this course the student learns how to recognize the needs and abilities of the young child and how to present the specific equipment designed by Dr. Montessori to further the development of the total child. Methods of instruction include lecture, discussion, supervised hands-on practice, individual presentations, and designing and creating original activities for the classroom.

**Course Hours: 32**

### **Mathematics**

The development of the mathematical mind is the direct aim of the Montessori math materials for the young child. Using the materials designed by Dr. Montessori, the student will learn how to spark the interest of the young child by sequentially teaching mathematical concepts. Methods of instruction include lecture, discussion, supervised hands-on practice, individual presentations, and designing and creating original activities for the classroom.

**Course Hours: 32**

### **Language**

Major topics covered in this course are the materials and exercises that foster reading and writing development in the young child. Included will be skill development in storytelling, literature based reading readiness, phonics, beginning reading activities, poetry, drama and song. Materials will be demonstrated that aid in the development of the following skills and concepts: reading, penmanship, writing, function of words.

**Course Hours: 32**

### **Physical and Life Sciences**

Earth Science/Physical Science includes development of classroom activities that will present the fundamental concepts of astronomy, geology, physics, and chemistry. Zoology/Botany includes

introductions to the animal and plant kingdom. This course includes a field trip, and discussions regarding local field trips in which children can experience learning outside of the classroom.

**Course Hours: 20**

### **Social Studies**

Geography/History includes materials and ideas to develop classroom activities that will present the fundamental concepts of air, water, and the earth, and land formations. History will be taught in the format of countries, flags and national costumes.

**Course Hours: 16**

### **Art/Music/Movement**

The art workshop offered early in the year offers a chance to experience a variety of techniques using a wide variety of art media. This is followed by a class at the end of the year covering artist studies combined with composers. Movement covers the topics of nutrition and fitness which includes the study of the basic nutritional, health and fitness needs of young children. Methods of instruction include lecture, discussion, individual presentations, designing and creating original activities for the classroom.

**Course Hours: 22**

### **Child Development**

Major topics covered are the theories of development, stages of development, physical, cognitive, emotional, social areas of development. Students will review current research as well as discuss selected readings.

**Course Hours: 28**

### **Parent Involvement/Education:**

Major topics covered in this course are the multicultural effects of the family and community on a child's development and to identify the impact of ethnicity, social class, family values and gender roles and their impact on behavior, values, morals, and attitudes. Methods of instruction include lecture, group discussion on selected readings, written assignments, group projects.

**Course Hours: 12**

### **Observation of the Child**

Major topics covered in this course are types of observational tools in relation to: children's responses to the classroom environment, child initiated activities, work cycles, child's use of materials, levels of concentration, work patterns, atmosphere of the classroom, social relationships, teacher-child interaction, behavior issues, and discipline.

Methods of instruction include lecture, discussion, direct observation of children and instructional personnel in a variety of classroom settings, research, written reports, essays, and quizzes.

**28 Hours:** Seat Hours – 8 Hours; Documented Observations – 20 Hours

### **Classroom Leadership**

Major topics covered in the course are: strategies of classroom leadership that gain the child's confidence, cooperation and attention, thereby helping to develop a pattern of respect for authority and the physical environment, and techniques of environmental design that can be applied to any classroom situation. Work plans, schedules and the role of the teacher as a leader will be discussed.

**Course Hours: 4**

**Montessori Practicum**

Working in the classroom on a daily basis under the supervision of a master teacher, the student will have an opportunity to observe and to put into practice all of the course work required for the Montessori certification. The student shall develop objectivity and proficiency in observing and interpreting child behavior. Monthly reporting is required and reviewed as an ongoing vehicle of support to the student.

**A minimum of 540 Hours is required**

***Elementary I and Elementary I-II Courses***

*Prerequisite:* Introduction to Montessori Education (Early Childhood Overview)

*Core course components:* Mathematics, Geometry, Language, Geography, History, Biological Sciences, Physical Sciences, Curriculum Design and Strategies, Classroom Leadership

*Foundational course components:* Montessori Philosophy/Theory, Practical Life

*Other course components:* Child development, Movement and Physical Education, Visual Arts and Crafts, Music

***Introduction to Montessori Education (Early Childhood Overview):*** Major topics covered in this course are a historical overview of the Montessori Method and comparison of Montessori to other methods of early childhood education; study of Montessori concepts of normalization, development of intelligence, discipline, concentration, coordination, order and independence, the Montessori classroom, the role of the teacher and lesson presentation to children. **44 hours**

**Elementary I**

**327 Hours**

***Montessori Philosophy/Theory and Child Development:*** Major topics covered in this course are historical overview, formative periods, and development of intelligence, normalization, discipline, order, imagination, role of the teacher, lesson preparation and comparative studies. Dr. Montessori's view of child development – the four planes of development, the development of language, moral development and social development are covered. This course includes six hours of documented observations.

**32 Hours**

Montessori Philosophy and Theory - 22 Hours

Child Development – 4 Hours

Documented Observations – 6 Hours

***History:*** Major topics covered in this course are the materials and exercises in the field of history as they relate to the core cosmic curriculum. Basic work in the concept of time is presented through numerous Timelines. Students will learn lessons for these timeline activities and history and science experiments to go along with them. Fundamental Needs of Humans, the introduction to the cosmos, evolutionary changes and evolution of humans will be covered.

**35 Hours**

**Mathematics:** Major topics covered in this course are the materials and exercises in mathematics as part of the core cosmic curriculum. Students will learn Math lessons teaching place value, basic operations, properties, binomials and trinomials, powers of numbers, squaring etc.

**42 Hours**

**Language:** Students learn a sequence in teaching reading including phonetics, sight words, and beginning readers. Using a variety of concrete materials, teachers learn to present the basic parts of speech and their functions through symbols. Included in the study of language is the structure analysis of sentences, the history of the English language, etymology, affixes, verb conjugations, transitive and intransitive verbs, etc.

**42 Hours**

**Geometry:** Students will learn to present lessons about basic shapes and solids, angles, intersection of lines, construction of polygons, triangles, angle measurement and operations within the geometry scope.

**35 Hours**

**Geography/Physical Sciences:** Major topics covered include landforms, maps, and the globe. Cultural diversity is emphasized as flags and country symbols are covered. International clothing and songs are introduced. The child's place in the world, knowledge of the earth and geological and climatological phenomena of the earth are also covered. A deeper understanding of Earth Science continues where the Geography curriculum ends. Lessons and curriculum design for the Next Generation Science Standards are discussed and the incorporation of lessons within the framework of a multi-age classroom are presented. Emphasis is on modeling and inquiry within the science framework.

**35 Hours**

Geography – 20 Hours

Physical Sciences – 15 Hours

**Biological Sciences:** Students will learn to present lessons in Zoology and Botany. For Zoology – nomenclature, classification, characteristics, external parts and habitats are covered. In Botany – nomenclature, classification, and science experiments to illustrate the plant kingdom are presented. A discussion of biomes and ecology create a framework for today's global interdependence. Lessons and curriculum design for the Next Generation Science Standards are covered as well.

**44 hours**

**Curriculum Design and Strategies:** Topics covered include the history and theories of curriculum development. With the plethora of commercially-made materials available, how to evaluate materials will be covered. In addition, the creation of original material for classroom use as well as reconfiguration of current learning materials will be covered.

**4 Hours**

**Classroom Leadership:** Topics include starting a new class, preparation of the physical environment, and the preparation of a schedule and student planners. The spiritual/psychological conditions of the environment, the role of the teacher, working with parents are also major topics. Identifying and being aware of cultural differences and diversity in all forms is a major theme. Defining the "teacher as a leader" in the Montessori community and the moral development of both children and adults are covered.

**16 Hours**

**Practical Life:** Major topics include the philosophy of practical life, grace and courtesy lessons as well as care of the environment, person and community. Suggestions for incorporating practical life into the curriculum will be covered along with the ethical use of technology.

**4 Hours**

**Movement and Physical Education:** Coordination (muscular, eye-hand, hand-hand, hand-leg etc.) along with body image will be covered. Cooperative games and team building activities will be presented. Yoga for children in the educational environment will be presented as well as specific sports skills.

**8 Hours**

**Visual Arts and Crafts:** The elements of art (line, color, value, texture, value, shape and form) will be presented as adult activities that can be transferred to child presentations. Art in the geometry curriculum will be presented as well as ideas for seasonal crafts and activities. Art vocabulary and ways in which children can “talk” about art will be presented.

**10 Hours**

**Music:** Based on a Fine Arts and Music approach, composers and artists will be studied and activities to highlight both art and music nomenclature will be presented. Songs and activities appropriate for the elementary student will be presented. Curriculum integration for historical periods will be discussed.

**4 Hours**

**Yearlong Project:** Adult Learners will create an electronic professional portfolio reflecting on their experience in the classroom. Some topics will be assigned; others are at the discretion of the student.

**16 Hours**

**Practicum Teaching Experience:** A minimum of 1080 hours are required.

**Elementary II portion of the Elementary I-II program (continued from Elementary I)**

**185 Hours**

**Mathematics:** Presentations include ratio and proportion (fractions, percents, decimals), problem solving, measurement (space, weight, money), exponential notation, preparation for algebra and probability and statistics. Use of technology to enhance the learning experience will be discussed as well as incorporating habits of mind such as attention to accuracy, perseverance, appropriate use of tools and mathematical reasoning.

**48 Hours**

**Language:** Major topics include the History of the English Language, Etymology, Word Study, Noun, adjective, verb studies, advanced parts of speech and symbols, logical analysis and sentence variations. Discussion about appropriate age level literature and recommendations, moral development in literature as well as writing (narratives/opinion and information pieces) will be covered. Writing across the curriculum will be explored as it relates to math and the sciences.

**34 Hours**

**Montessori Philosophy:** Topics include the 10 main tenets of a Montessori Education. Adult Learners will participate in a book study chosen by the instructor. Characteristics of the child from 6 through 12

will be covered as well as the implications for design of the Upper Montessori elementary curriculum. This class requires six hours of documented observations.

**28 Hours**

**Visual Arts:** A continuation of the work covered in the Lower Elementary art course will include creating an art portfolio of one's own work including the idea of revision. Different mediums will be explored and art as reflection (art journals) will be introduced.

**8 Hours**

**Practical Life:** Technology as a learning tool will be covered as well as introducing web based programs for independent learning. Presentations for electronic portfolios will be introduced as well as digital citizenship.

**4 Hours**

**Geography:** Major topics include political geography, ethnology geography and astronomical geography (stars, solar system, universe). Ideas for research projects on countries and states will be discussed.

**8 Hours**

**Geometry:** Major Topics include Insets of Equivalency, Area, Pythagorean Plates, Circle Work, Polyhedrons and Volume. Art will be used to explore geometric principles, the use of a compass as a design tool and repeated patterning.

**20 Hours**

**Physical and Biological Sciences:** Montessori Training Center is developing a course curriculum centered around the New Generation Science Standards. The new standards require that students incorporate writing and literacy standards – as well as demonstrate engineering modeling using scientific inquiry. A multi-age program will be covered for both physical and biological sciences.

**35 Hours**

## Early Childhood 2018-2019 Cohort Schedule

<i>Date</i>	<i>Time</i>	<i>Purpose</i>	<i>Contact Hours</i>
July 9, 2018	8-12 noon 12:30 – 4:30	Philosophy – Class Practical Life - Class	4 4
July 10, 2018	8-12 noon 12:30 – 4:30	Philosophy – Class Practical Life - Class	4 4
July 11, 2018	8-12 noon 12:30 – 4:30	Philosophy – Class Practical Life - Class	4 4
July 12, 2018	8-12 noon 12:30 – 4:30	Philosophy – Class Practical Life - Class	4 4
July 13, 2018	8-12 noon 12:30 – 4:30	Philosophy – Class Practical Life - Class	4 4
July 14, 2018	Saturday	No class	

July 15, 2018	Sunday	No class	
July 16, 2018	8-12 noon 12:30 - 4:30	Philosophy - Class Practical Life - Class	4 4
July 17, 2018	8 - 12 noon 12:30 - 4:30	Philosophy - Class Practical Life - Class	4 4
July 18, 2018	8-12 noon 12:30 - 4:30	Philosophy - Class Practical Life - Class	4 4
July 19, 2018	8-12 noon 12:30 - 4:30	Philosophy - Class Practical Life - Class	4 4
July 20, 2018	8-12 noon 12:30 - 4:30	No class Practical Life - Final Exam	0 0
July 21, 2018 - Aug 20, 2018 Break - No classes The following dates are Tuesday nights			
August 21, 2018	4:30 - 9	Sensorial - Class	4
August 28, 2018	4:30 - 9	Sensorial - Class	4
Sept 4, 2018	4:30 - 9	Sensorial - Class	4
Sept 11, 2018	4:30 - 9	Sensorial - Class	4
Sept 18, 2018	4:30 - 9	Sensorial - Class	4
Sept 25, 2018	4:30 - 9	Sensorial - Class	4
Sept 29, 2018 (Saturday)	9 - 3:30	Art Workshop	6 - added at end with Movement/ Art/Music
Oct 2, 2018	4:30 - 9	Sensorial - Class	4
Oct 9, 2018	4:30 - 9	Sensorial - Class	4
Oct 16, 2018	4:30 - 8:30	Sensorial - testing out	0
		<b>Total Hours for Sensorial</b>	<b>32</b>
Oct 20, 2018 (Saturday)	8 - 4:30	Observation of the Child - Class	8
		<b>Total Hours for Observation of the Child</b>	<b>28</b> 8 + 20 Hours of Documented Observations
Oct 23, 2018	4:30 -9	Math - Class	4
Oct 30, 2018	4:30 -9	Math - Class	4
Nov 6, 2018	4:30 -9	Math - Class	4
Nov 13, 2018	4:30 -9	Math - Class	4
Nov 20, 2018	No Class	Thanksgiving Break	0
Nov 27, 2018	4:30 -9	Math - Class	4
Dec 4, 2018	4:30 -9	Math - Class	4
Dec 11, 2018	4:30 -9	Math - Class	4
Dec 12, 2018 - January 7, 2019 Winter Break			
Jan 8, 2019	4:30 -9	Math - Class	4



Jan 12, 2019 (Saturday)	8- noon	Philosophy - Class Testing out for Math	4 0
		<b>Total Hours for Math</b>	<b>32</b>
Jan 15, 2019	4:30 -9	Language - Class	4
Jan 22, 2019	4:30 -9	Language - Class	4
Jan 29, 2019	4:30 -9	Language - Class	4
Feb 5, 2019	4:30 -9	Language - Class	4
Feb 12, 2019	4:30 -9	Language - Class	4
Feb 19, 2019	4:30 -9	Language - Class	4
Feb 26, 2019	4:30 -9	Language - Class	4
Mar 5, 2019	4:30 -9	Language - Class	4
Mar 12, 2019	4:30 -9	Language - Testing out	0
		<b>Total Hours for Language</b>	<b>32</b>
Mar 19, 2019	4:30 -9	Classroom Leadership	4
		<b>Total Hours for Classroom Leadership</b>	<b>4</b>
March 26, 2019	4:30 -9	Child Development/Family/Parent Partnership - Class	4
April 2, 2019	4:30 -9	Child Development/Family/Parent Partnership - Class	4
April 9, 2019	4:30 -9	Child Development/Family/Parent Partnership - Class	4
		<b>April 15 - 26 Spring Break</b>	
April 30, 2019	4:30 -9	Child Development/Family/Parent Partnership - Class	4
May 7, 2019	4:30 -9	Child Development/Family/Parent Partnership - Class	4
May 14, 2019	4:30 -9	Child Development/Family/Parent Partnership - Class	4
May 21, 2019	4:30 -9	Child Development/Family/Parent Partnership - Class	4
May 28, 2019	4:30 -9	Child Development/Family/Parent Partnership - Class	4
June 4, 2019	4:30 -9	Child Development/Family/Parent Partnership - Class	4
June 11, 2019	4:30 -9	Child Development/Family/Parent Partnership - Class	4
		<b>Total Hours for Child Development</b>	<b>28</b>
		<b>Total Hours for Family/Parent Partnership</b>	<b>12</b>
June 17, 2019	8 - 4:30	Social Studies / Life Science - Class	0
June 18, 2019	8 - 4:30	Social Studies / Life Science - Class	8
June 19, 2019	8 - 4:30	Social Studies / Life Science - Class	8
June 20, 2019	8 - 4:30	Social Studies / Life Science - Class	8
June 21, 2019	<b>TBA</b>	Field Trip	4
		<b>Total Hours for Social Studies</b>	<b>16</b>
		<b>Total Hours for Sciences</b>	<b>20</b>
June 24, 2019	8 - 4:30	Movement /Art/Music	8
June 25, 2019	8 - 4:30	Movement /Art/Music	8
		<b>Total Hours for Movement/PE/Art/Music</b>	<b>22</b> <i>(incl. 6 from Sept workshop)</i>
June 22, 2019	<i>No Class</i>	<i>Make up day for hours/testing if needed</i>	
June 28, 2019	8-12 noon	Final Exam	0

### Elementary I 2018-2019 Cohort Schedule

<b>Date</b>	<b>Time</b>	<b>Purpose</b>	<b>Contact Hours</b>
July 9, 2018	8-12 noon 12:30 – 4:30	EC Philosophy Overview EC Presentations	4 4
July 10, 2018	8-12 noon 12:30 – 4:30	EC Philosophy Overview EC Presentations	4 4
July 11, 2018	8-12 noon 12:30 – 4:30	EC Philosophy Overview EC Presentations	4 4
July 12, 2018	8-12 noon 12:30 – 4:30	EC Philosophy Overview EC Presentations	4 4
July 13, 2018	8-12 noon 12:30 – 4:30	EC Philosophy Overview EC Presentations	4 4
July 16, 2018	On your own	Early Childhood Observation <i>with Written Documentation</i>	4
		<b>Total Hours for Overview</b>	<b>44</b>
July 17, 2018	8 – 4:30	Math - Class	8
July 18, 2018	8 – 4:30	Math - Class	8
July 19, 2018	8 – 4:30	Math - Class	8
July 20, 2018	8 – 4:30	Math – Class	8
July 21, 2018	<i>Saturday</i>	<i>No class</i>	0
July 22, 2018	<i>Sunday</i>	<i>No class</i>	0
July 23, 2018	8 – 4:30	Math – Class	8
July 24, 2018	8 – 10 10 - 12	Math – Class Math Testing	2 0
		<b>Total for Math</b>	<b>42</b>
July 24, 2018	12:30 – 4:30	Language – Class begins	4
July 25, 2018	8 – 4:30	Language – Class	8
July 26, 2018	8 – 4:30	Language – Class	8
July 27, 2018	8 – 4:30	Language – Class	8
July 28, 2018	<i>Saturday</i>	no class	0
July 29, 2018	<i>Sunday</i>	no class	0
July 30, 2018	8 – 4:30	Language – Class	8
July 31, 2018	8 – 2:30 2:30 – 4:30	Language – Class Language Testing	6 0
		<b>Total Hours for Language</b>	<b>42</b>
August 1, 2018	8 – 12 noon 12:30 – 4:30	Practical Life Curriculum Design and Strategies	<b>4</b> <b>4</b>
August 2, 2018	8 – 4:30	Classroom Leadership	8
August 3, 2018	8-12 noon	Yearlong project	4
Break from August 4 – August 29 <sup>th</sup> , 2018 Classes begin on Thursday nights			
August 30, 2018	4:30 - 9	Philosophy - Class	4

Sept 6, 2018	4:30 - 9	Philosophy - Class	4
Sept 13, 2018	4:30 - 9	Philosophy - Class	4
Sept 20, 2018	4:30 - 9	Philosophy - Class	4
Sept 27, 2018	4:30 - 9	Philosophy - Class	4
Sept 29, 2018	9 -3:30	Art Workshop	6
Oct 4, 2018	4:30 – 9	Philosophy - Class	4
		Philosophy – Online class discussion	2
		<b>Total Hours for Philosophy Class</b>	<b>32</b>
		<b>Philosophy</b>	<b>(20)</b>
		<b>Total Hours for Child Development</b>	<b>(4)</b>
		<b>Online discussion</b>	<b>(2)</b>
		<b>Hours for Documented Observations</b>	<b>(6)</b>
Oct 11, 2018	4:30 - 9	History - Class	4
Oct 18, 2018	4:30 -9	History - Class	4
Oct 25, 2018	4:30 -9	History - Class	4
Nov 1, 2018	4:30 -9	History - Class	4
Nov 8, 2018	4:30 -9	History - Class	4
Nov 15, 2018	4:30 -9	History - Class	4
Nov 22, 2018	No Class	Thanksgiving Break	0
Nov 29, 2018	4:30 -9	History - Class	4
Dec 6, 2018	4:30 -9	History - Class	4
Dec 13, 2018	4:30 -7:30	History- Class	3
	8: -9	History/Philosophy Written Exam	0
		<b>Total Hours for History</b>	<b>35</b>
Dec 14, 2018 – January 9, 2019 Winter Break			
Jan 10, 2019	4:30 -9	Geometry- Class	4
Jan 17, 2019	4:30 -9	Geometry- Class	4
Jan 24, 2019	4:30 -9	Geometry- Class	4
Jan 31, 2019	4:30 -9	Geometry- Class	4
Feb 7, 2019	4:30 -9	Geometry- Class	4
Feb 14, 2019	4:30 -9	Geometry- Class	4
Feb 21, 2019	4:30 -9	Geometry- Class	4
Feb 28, 2019	4:30 -9	Geometry- Class	4
Mar 7, 2019	4:30 -7:30	Geometry – Class	3
	8:00 – 9:00	Geometry – Testing Out	0
		<b>Total Hours for Geometry</b>	<b>35</b>
Mar 14, 2019	4:30 -9	Biological Sciences - Class	4
Mar 21, 2019	4:30 -9	Biological Sciences - Class	4
Mar 28, 2019	4:30 -9	Biological Sciences - Class	4
April 4, 2019	4:30 -9	Biological Sciences - Class	4
April 11, 2019	4:30 -9	Biological Sciences - Class	4
		<b>April 15-April 26 Spring Break</b>	
May 2, 2019	4:30 -9	Biological Sciences - Class	4

May 9, 2019	4:30 -9	Biological Sciences - Class	4
May 16, 2019	4:30 -9	Biological Sciences - Class	4
May 23, 2019	4:30 -9	Biological Sciences - Class	4
May 30, 2019	4:30 -9	Biological Sciences - Class	4
June 6, 2019	4:30 -9	Biological Sciences - Class	4
June 7, 2019	4:30 -9	Biological Sciences – Testing Out	0
		<b>Total Hours for Biological Sciences</b>	<b>44</b>
June 13, 2019	No class	<i>Last week of school for most schools</i>	
June 17, 2019	8 – 4:30	Geography and Physical Sciences - Class	8
June 18, 2019	8 – 4:30	Geography and Physical Sciences - Class	8
June 19, 2019	8 – 4:30	Geography and Physical Sciences - Class	8
June 20, 2019	8 – 4:30	Geography and Physical Sciences – Class	8
June 21, 2019	8-11:00 11:30 – 3:30	Geography and Physical Sciences – Class Geography and Physical Sciences – Testing Out	3 0
		<b>Total Hours for Geography and Physical Sciences</b>	<b>35</b>
June 22, 2019	<i>Saturday</i>	<i>No Class</i>	
June 23, 2019	<i>Sunday</i>	<i>No Class</i>	
June 24, 2019	8 – 12 noon 12:30 – 4:30	Year Long Project Art	4 4
June 25, 2019	8 – noon 12:30 – 4:30	PE Music	4 4
June 26, 2019	8- 12 noon 12:30 – 4:30	PE Classroom Leadership	4 4
June 27, 2019	8 - 4:30	Classroom Leadership	8
June 28, 2019	8 – 12 noon 12:30 - 4:30	Year Long Project Presentations All Subjects Written Final Exam	4 0
		<b>Total Hours for PE</b>	<b>8</b>
		<b>Total Hours for Visual Arts</b>	<b>10</b>
		<b>Total Hours for Music</b>	<b>4</b>
		<b>Total Hours for Classroom Leadership</b>	<b>16</b>
		<b>Total Hours for Year Long Project</b>	<b>16</b>
		<b>Total Program Hours</b>	<b>327</b>
			<i>Not including testing or exams</i>

## Elementary II 2018-2019 Cohort Schedule

August 28, 2018	4:30 - 9	Math - Class	4
Sept 4, 2018	4:30 - 9	Math - Class	4
Sept 11, 2018	4:30 - 9	Math - Class	4
Sept 18, 2018	4:30 - 9	Math - Class	4
Sept 25, 2018	4:30 - 9	Math - Class	4
Sept 29, 2018 (Saturday)	9– 3:30	Art Workshop + 2 hours working on Art Portfolio due at end of year – Studio	6 2
		<b>Total Hours for Visual Arts</b>	<b>8</b>
Oct 2, 2018	4:30 - 9	Math - Class	4
Oct 9, 2018	4:30 - 9	Math - Class	4
Oct 16, 2018	4:30 - 9	Math - Class	4
Oct 23, 2018	4:30 - 9	Math - Class	4
Oct 30, 2018	4:30 - 9	Math - Class	4
Nov 6, 2018	4:30 - 9	Math - Class	4
Nov 13, 2018	4:30 - 9	Math - Class	4
<i>Nov 20, 2018 No Class Thanksgiving Break</i>			
Nov 27, 2018	4:30 - 9	Math – Testing Out	0
		<b>Total Hours for Math</b>	<b>48</b>
Dec 4, 2018	4:30 - 9	Geography/History – Class	4
Dec 11, 2018	4:30 - 9	Geography/History – Class	4
		<b>Total Hours for Geography/History</b>	<b>8</b>
<i>Dec 12, 2018 – January 7, 2019 Winter Break</i>			
Jan 8, 2019	4:30 - 9	Language - Class	4
Jan 15, 2019	4:30 - 9	Language - Class	4
Jan 22, 2019	4:30 - 9	Language - Class	4
Jan 29, 2019	4:30 - 9	Language - Class	4
Feb 5, 2019	4:30 - 9	Language - Class	4
Feb 12, 2019	4:30 - 9	Language - Class	4
Feb 19, 2019	4:30 - 9	Language - Class	4
Feb 26, 2019	4:30 - 9	Language - Class	4
Mar 5, 2019	4:30 - 6:30	Language – Class	2
	7:00 – 9:00	Language – Testing Out	0
		<b>Total Hours for Language</b>	<b>34</b>
Mar 12, 2019	4:30 - 9	Philosophy - Class	4
Mar 19, 2019	4:30 - 9	Philosophy - Class	4
Mar 26, 2019	4:30 - 9	Philosophy - Class	4
April 2, 2019	4:30 - 9	Philosophy - Class	4
April 9, 2019	4:30 - 9	Philosophy - Class	4
<b>April 15 - April 26 Spring Break</b>			
	varies	2 hours of online discussion	2

		<b>Total Hours for Philosophy Class</b>	<b>28</b>
		<b>Online discussion</b>	(20)
		<b>Documented Observations</b>	(2)
			(6)
April 30, 2019	4:30 -9	Geometry - Class	4
May 7, 2019	4:30 -9	Geometry - Class	4
May 14, 2019	4:30 -9	Geometry - Class	4
May 21, 2019	4:30 -9	Geometry - Class	4
May 28, 2019	4:30 -9	Geometry - Class	4
		<b>Total Hours for Geometry</b>	<b>20</b>
June 4, 2019	4:30 -9	Practical Life	4
		<b>Total Hours for Practical Life</b>	<b>4</b>
June 11, 2019	<i>No class</i>	<i>Last week of school for most</i>	0
June 17, 2019	8 – 4:30	Physical and Biological Sciences - Class	8
June 18, 2019	8 – 4:30	Physical and Biological Sciences - Class	8
June 19, 2019	8 – 4:30	Physical and Biological Sciences - Class	8
June 20, 2019	8 – 4:30	Physical and Biological Sciences - Class	8
June 21, 2019	8 -11 :00 11:30 – 1:00	Physical and Biological Sciences - Class Testing	3 0
		<b>Total Hours for Physical and Biological Sciences</b>	<b>35</b>
		<b>Total Program Hours</b>	<b>185</b>
			<i>Not including testing or exams</i>

### Attendance Policy

Attendance is required at all scheduled sessions of the Academic Workshop and during the Practicum year. Ten percent unexcused absences are grounds for dismissal from the program unless makeup arrangements are made. Unexcused absences are those in which the student did not notify the instructor prior or within 24 hours of the absence. Excused absences are those that have been discussed with the instructor and a plan to make up the hours has been approved.

Instructor will take roll at the beginning of each class. It is the responsibility of the adult learner to notify the instructor if he or she comes in late. Repeated tardiness demonstrates a lack of respect to both the instructor as well as the other adult learners. A pattern of tardiness is grounds for an incomplete and may require the student to retake the course. Additional charges for the makeup course may apply.

### Make-Up Policy

MTC offers Make-Up Days – one in the Fall and one in the spring at no additional charge. Dates depend on need. If student wishes to make up more time than is available on the makeup days, a plan can be discussed with the director and the instructor.

### Dismissal Policy

It is the policy of this institution to assist students having difficulties whenever possible. However, there may be times when a student elects not to follow the principles of the program. If either an instructor, Field Supervisor or the director notices an issue, the Director will send a letter (or email) to the student notifying him/her of the problem and a time limit for remediation of the problem. If the student does

not comply with the instructions in the letter during the time allotted, the student would be asked to withdraw from the program. If this happens, there will be no refund granted.

*Grounds for dismissal include but are not limited to:*

- Excess of 10% unexcused absences during the academic workshop or during the student teaching year
- Repeated failure to complete assigned projects and assignments when due
- Continuous unsatisfactory progress towards the objectives of the course as evaluated by the administration
- Behaviors unbecoming a Montessori teacher – adult learners are expected to conduct themselves with dignity and respect towards faculty and staff of this institution, supervising teachers, administrators, and other staff at their student-teaching sites. They are also to be aware at all times that it is a privilege to be working with children and are to treat the children as individuals with privileges and respect. Improper social conduct will be considered evidence of unsuitability to be a Montessori teacher and will therefore be grounds for dismissal.

*Steps before Dismissal:*

All reasonable avenues of aid will be suggested to help the student to complete the courses, i.e. professional psychological counseling, career counseling, medical physical exams, etc. A plan of correction will be written and discussed both verbally and in writing with the adult learner. Regular evaluations will be given regarding performance to assure compliance is satisfactory. The adult learner will have 30 days to comply. If the adult learner fails to comply, the adult learner will be asked to withdraw from the program.

*Reasons for immediate dismissal:*

*During Practicum Phase:* Drinking on the job, using drugs, abusing a child, leaving a child or class unsupervised, falling asleep during work hours, quitting internship without approval, engaging in malicious gossip, being tardy and multiple absences at the intern site and insubordination.

*During Academic Phase:* Falsifying records, submitting assignments/materials others have made, excessive unexcused absences, disrespect to faculty and staff at MTC and other adult learners including but not limited to excessive side conversation, non-participation in discussions and class projects. The staff of this institution is here to help and support students. Adult learners are encouraged to communicate any difficulties encountered during any phase of the program to the Director of the center. It is our goal to support and serve our adult learners in their self-developmental process of becoming Montessori teachers. The Montessori Training Center supports a commitment to integrity and ethical practices on the part of all participants.

In case of an adult learner's grievance, the adult learner should contact:

1. The Course Instructor
2. The Level Coordinator
3. The Program Director

A complaint that is not resolved after an initial verbal contact should then be stated in writing. Once a complaint is submitted to the Director of the Montessori Training Center, a problem-solving committee is

established by the Director. The committee consists of the course instructor, a staff member, two student representatives, and an administrator.

If the adult learner does not feel that the complaint has been resolved by the Committee, the adult learner may submit a formal written complaint within 30 days after the problem-solving committee's decision.

AMS TEC  
116 East 16<sup>th</sup> Street, Fl 6  
New York, NY 10003

MACTE Office  
420 Park Street  
Charlottesville, VA 22902

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 888-370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet website [www.bppe.ca.gov](http://www.bppe.ca.gov).

### **Withdrawal Policy**

The student has the right to withdraw or drop-out of the course at any time. If the student withdraws from the course after the period allowed for cancellation of the enrollment Agreement, a refund will be remitted as stated in such Enrollment Agreement

Refund settlement time is 30 days after receipt of *written withdrawal* from program.

### **Leave of Absence**

A student may take a "leave of absence" when written notification has been submitted to the Director of the program. The student may rejoin the course and resume paying tuition at the discretion of the Director. The student may be asked to audit all or parts of the course before new instruction may begin.

### **Code of conduct**

Students are expected to conduct themselves with dignity and respect for faculty and staff of the training program, supervising teachers, administrators and other staff as well as in their internship sites. They are also to be aware at all times that it is a privilege to be working with children and are to treat the children and individuals who allow this privilege with great respect.

### **Graduation**

Upon successful completion of all requirements for the Early Childhood program, the student signs a credential recommendation form which is submitted to AMS on his/her behalf. If the student holds a minimum of a Bachelor's degree from an accredited U.S. institution, the student is awarded an AMS Early Childhood Credential for teaching children ages 2 ½ - 6. An AMS Associate Early Childhood Credential is awarded to a student with a minimum of a High School diploma or its equivalent, but who does not have a Bachelor's degree from an accredited U.S. institution.

Students completing the Elementary I and Elementary I-II programs (including upgrading from Elementary I to and Elementary I-II program) sign a credential recommendation form which is submitted on his/her behalf. Students completing all requirements for the Elementary program are awarded the



Elementary I Credential for teaching children ages 6-9. Students completing all requirements for the Elementary I-II program are awarded the Elementary I-II Credential for teaching children ages 6-12.

### **Homework**

The student should plan a minimum of two hours of homework per day during the summer academic portions and 3-4 hours a week during the school year academic portions. This time should be divided between hands-on practice with the Montessori materials, assembling teacher manuals, and completing course assignments.

### **Credential Recommendation/ Issuance of Credential**

Upon successful completion of all requirements for the program in which the student is enrolled, the student signs a Credential Recommendation form which is submitted to AMS on his/her behalf. AMS will issue the credential which is sent to the training program for the director's signature. Upon signing, the director mails the credential to the student.

### **Placement Services and Assistance**

Many schools contact the Montessori training Center for prospective teachers. The MTC director will provide all information known regarding job openings in the area as well as information regarding out of town opportunities. No guarantee for employment can be made, as MTC does not offer placement assistance.

### **Student Services**

Academic Advisor: Sylvia Loveless, Program Director, is available to discuss academic issues pertaining to course and training center requirements. Counseling and Health Care-Resources and Recommendations will be made by the administration using listings from the local phone book or secure internet sites.

### **Student Housing**

Montessori Training Center is a "non-residential" program; this institution provides no dormitory facilities under its control. This institution is not responsible to find or assist a student in finding a house. For informational purposes only, this institution has compiled a list of nearby hotels showing locations within a 5 mile radius and cost (ranging from \$100 -\$500 per night); this information is available to students upon request. Rental properties in surrounding areas range from \$1900 to \$2500 for a 1-2 bedroom house.

### **Lending Library**

To supplement educational reading available at local libraries, Montessori training Center has an extensive collection of books and journals for the student's use. The library is available to students during class hours. Students may sign-out books/journals on site during the academic workshop of the program to use during class as well as to take home.

### **Distance Education**

Montessori Training Center does not offer any part of its program as Distance Learning. However, some classes have homework components that require students to post to a discussion board.

### Foreign Students

Montessori Training Center does not offer instruction in any language other than English. This institution does not offer English language services. Potential students should have enough English proficiency to benefit from the program; it is to the discretion of the program to require the student to take the test of English as Foreign Language (TOEFL). This institution does not provide visa services.

### Tuition Fees and Charges for the Entire Educational Program

### Tuition/Payment Plans/Schedules

MTC Price List

Published 3/1/2018

	Early Childhood	Elementary I	Elementary II
<b>Application Fee</b>	\$100	\$100	\$100
<b>Association Fees</b>	\$395	\$395	\$395
<b>Materials and Manuals</b>	\$260	\$365	\$245
<b>Tuition</b>	\$3300	\$3575	\$1925
<b>Practicum</b>	\$500	\$600	\$600
<b>Early Childhood Overview</b>	Not Needed	\$375 <i>(Do not need to take if you have a Montessori EC Certificate)</i>	<i>Would have already taken it as a prerequisite for Elementary I</i>
<b>Total</b>	\$4,555	\$5,035 with practicum \$5,410 with practicum and Overview <b>Elem I-II first year:</b> \$4,810 without practicum	\$2,770 with practicum  \$7,580 for both years total

### Total Charges by Period of Attendance

Early Childhood	Elementary I	Elementary I-II (Elementary I yr.)	Elementary I-II (Elementary II yr.)
\$4,555	\$5,035 with practicum \$5,410 with practicum and Overview	\$4,435 without practicum \$4,810 if Overview is required	\$2,770 with practicum

**Additional Expected Expenses:** Student will need to purchase binders, textbooks and materials to create teacher made materials. Each teaching album requires illustration which can either be hand drawn or photographs. Printing photographs is an additional expense.

**Payment of Tuition:** A fee of \$50 is to be submitted at the time a student submits their application. Payment for all program fees are due on or before the first day of the program.

**Payment Plans:** Adult Learners may request a payment plan. If granted, course fees will be divided into 3 payments as follows:

<b>Due before or on First Day of Class</b>	<b>Due November 1, 2018</b>	<b>Due March 1, 2019</b>
1/3 of total fee	1/3 of total fee	1/3 of total fee

### **Federal and State Financial Aid Programs**

The Montessori Training Center does not participate in Federal and/or State Financial Aid programs. This institution currently does not have available sponsored programs, government or otherwise, to provide grants or to pay for portions of tuition fees.

### **Loans**

If a student obtains a loan, to pay for this educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student receives federal student financial aid funds, the student is entitled to a refund of the money not paid from the federal financial aid funds.

### **Bankruptcy**

This institution does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has never filed a petition, or has ever had a petition in bankruptcy filed against it. This institution has never filed a Bankruptcy petition or had a petition filed against it that resulted in reorganization under chapter 11 of the United States Bankruptcy Code.

### **Late Fees**

All payments are due according to payment schedule set forth. At this time, MTC does not charge a late fee. However, students with delinquent accounts will not be allowed to attend classes until the outstanding balance is paid in full.

### **Right to Withhold Credential Recommendation Form**

Montessori Training Center does not issue transcripts. Instead, MTC files a credential recommendation form to AMS on the student's behalf. MTC reserves the right to withhold a student's credential recommendation form if student is in default of the tuition contract.

### **Truth in Advertising Policy**

Montessori Training Center adheres to a policy of truth in advertising by the use of accurate information in publication and by making this information available to staff, students, and the professional community. At no time does it knowingly disseminate false information. MTC attempts to educate both

its students and the public as to its purposes and procedures as well as the nature and potential of Montessori education.

## **Confidentiality**

Montessori Training Center holds the student's education records. Student's records are private and confidential; access to the records can be requested through the director at any time. Upon written request/consent of the student, and for a reasonable fee, this institution will transfer or provide official copies of the student's records to a designate of the student.

## **Cancellation of Enrollment Agreement**

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

Cancellation shall occur when you give a written notice of cancellation to the director at the address of the school – 4645 Buckeye Road, Shingle Springs, CA . You can do this by mail, hand delivery, or electronically. 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 a particular form and, however expressed, it is effective if it shows that you no longer wish to be bound by the agreement.

If MTC has lent you any equipment or books, you shall return it to MTC within 10 days following the date of your notice of cancellation. If you fail to return these items in good condition, or beyond the 10 day period, MTC may deduct its documented cost for them from any refund that may be due to you. Once you pay for the equipment or other materials, it is yours to keep without further obligation.

Refund settlement time is within 30 days of written request.

## **Withdrawal from Course**

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 Enrollment Agreement, MTC will remit a refund less the application fee, as applicable. You are obligated to pay only for educational services rendered, unreturned equipment, manuals already handed out and for association fees (if they have already been paid to AMS and MACTE on your behalf). The refund shall be the amount you paid for instruction multiplied by a fraction, the numerator of which is the number of hours of instruction which you have not received but for which you have paid and the denominator of which is the total number of hours of instruction for which you have paid. If you fail to return any equipment or unused manuals (allowing for reasonable wear and tear), within this 10 day period, MTC may offset those items against the refund. You shall be liable for the amount, if any, by which the documented cost for equipment and instruction exceeds the prorated refund amount. If the amount that you have paid is more than the amount that you owe for the time you attended, a refund will be made within 30 days of written notice of withdrawal. If the amount that you owe is more than the amount that you have already paid, you must make arrangements to pay the balance.

## **Refund Policy**

The refund policy is based upon withdrawal (above) and the terms are given in the Refund Table below.

## Refund Table

Application Fee is refundable if student is not accepted into program

	<b>Full Refund through the first day of course or the 7<sup>th</sup> day after the Enrollment Agreement is signed (whichever is later)</b>	<b>Refund Prior to 60% of coursework completed</b>	<b>Refund After 60% of Coursework completed</b>
<b>Application Fee</b>	no	no	no
<b>Tuition</b>	EC –July 9, 2018 Elem I – July 9, 2018 Elem I-II – July 17, 2018 Elem II upgrade – Aug 28, 2018	Refund calculated at \$11.00 per course hours for classes not taken. Classes partially completed are not eligible for a tuition refund	No
<b>Manuals/ Materials</b>	Refund for any manuals/materials not handed out yet	Refund for any manuals/materials not handed out yet	Refund for any manuals/materials not handed out yet
<b>Association Fees</b>	Full refund	No – if MTC has already submitted registration to AMS and MACTE Yes – if MTC has not already submitted registration to AMS and MACTE	No
<b>Practicum Fees</b>	Full refund	No – if first observation has been completed by Field Supervisor Yes – if no observations have been completed by Field Supervisor	No

### Notice of Student's Rights

You may cancel your contract with MTC without any penalty or obligations other than the ones listed in the refund policy. You have the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session or the seventh day after enrollment, whichever is later.

#### Cancellation Policy

After the end of the Enrollment Agreement cancellation period, you also have the right to stop school at any time and you have the right to receive a refund for the part of the program not taken. Your refund rights are described in this catalog as well as in the enrollment Agreement.

If you have any complaints, questions, or problems which you cannot work out with the school, write or call the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free telephone number 888-30-7589 or by fax 916-263-1897.

### **Student Tuition Recovery Fund**

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

### **NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT MONTESSORI TRAINING CENTER**

The transferability of credits you earn at Montessori Training Center is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn at Montessori Training Center is also at the complete discretion of the institution to which you may seek to transfer. If the credits that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending MTC to determine if your credits will transfer.