

Santa Monica Montessori Institute

Teacher Training Program

Student Catalog

2017-2018

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Table of Contents

Mission Statement.....	Page 4
History	Page 4
Program Statement.....	Page 4
Admissions.....	Page 5
Notice Concerning Transferability of Credits and Certificate.....	Page 4
Academic Transfer of Credit Policy.....	Page 5
Non-Discrimination Policy.....	Page 6
Fees and Payment Schedules.....	Page 6
Policies and Procedures Regarding Financial Aid.....	Page 6
Standard of Conduct.....	Page 7
Confidentiality	Page 7
Services.....	Page 7
Library Resources	Page 7
Course Requirements	Page 7
General Requirements.....	Page 8
Attendance Requirements.....	Page 8
Attendance and Tardy Arrival Policy.....	Page 9
Examinations.....	Page 10
Grading System.....	Page 10
Transcripts.....	Page 11
Certification.....	Page 11
Accreditation.....	Page 11
STRF Disclosure.....	Page 11
Bankruptcy.....	Page 12
Educational Goals, Student Objectives and Outcomes.....	Page 12
Competencies	Page 13
The Early Childhood Teacher Training Program.....	Page 14
The Course of Study – Early Childhood.....	Page 15
English Language Proficiency.....	Page 16
English as a Second Language Instruction.....	Page 16
Language of Instructions-All Programs.....	Page 16
Refund Policy.....	Page 16
Dismissal Policy.....	Page 17
Withdrawal.....	Page 17
Cancellation of Agreement.....	Page 17
Housing.....	Page 18
Employment Placement.....	Page 18
Student Grievance Policy.....	Page 18

Student Recovery Fund.....	Page 19
Location and Hours.....	Page 19
Parking.....	Page 19
Student Handbook Acknowledgment.....	Page 20

Mission Statement

The mission of Santa Monica Montessori Institute is to continue the work of Dr. Montessori, building a foundation of peace through education and a network of teachers and administrators who will model her legacy.

Maria Montessori was a doctor of medicine and one of the foremost educators of our time. After her graduation from medical school in 1896, Dr. Montessori became interested in the study of children who were deemed unable to be educated. In 1907, she opened the famous Casa dei Bambini in Rome, Italy. Dr. Montessori opened this school based on her discovery that children follow a developmental pattern of human potential from the moment of conception.

Dr. Montessori's teachings and work are born of exacting research and study throughout her life. They are founded in medical principles and grounded in spirit. Dr. Montessori devoted herself to life, not just an education system. It is for that reason she did not want herself aligned with the word "method". Dr. Montessori has proven that the child is universal and all children of all countries of the world are born with the "absorbent mind". Montessori education has proven itself in every known culture of the world regardless of race, creed, religion or nationality.

History

The Santa Monica Montessori School was established in 1957 by the screen actor Tom Laughlin. The School was then known as the Sophia Montessori School. The school was purchased by Ruth Dresser in 1960, and the name was changed to Santa Monica Montessori School. At its new location, the school increased in size and expanded its program through 8th grade. With assistance from internationally known Montessori educators, Claude Claremont, Francesca Claremont and Mario Montessori, Dr. Dresser established the Santa Monica Montessori Institute in 1960. The school moved to the present location in 1990 at 1909 Colorado Avenue, Santa Monica, California. In 2003, Pamela J. Crisman became the Head of School and Director of the Santa Monica Montessori Institute and continues to uphold the philosophy and values of Montessori education.

Program Statement

The teacher training program introduces the teacher trainee to the materials in the context of the prepared environment of a Montessori classroom for early childhood students ages 2 ½ to 6. The materials are presented and then reinforced with practice and requiring meticulous preparation on the part of the teacher trainee. In addition, there is a significant body of work in which the teacher trainee must demonstrate accomplishment. The teacher trainee is required to prepare curriculum manuals, write papers, prepare formal notes on their texts and pass formal written and oral exams. Because our Institute has a Montessori School as its foundation, the teacher trainee will be required to record observation hours on both teachers and students commensurate to their certification level.

The teacher trainee will be expected to understand the laws of the State of California as it relates to child care and child safety. They must also demonstrate the ability to work with a team of teachers and with their lead teacher in a cooperative and supportive manner.

The Santa Monica Montessori Institute will only certify Montessori Early Childhood teacher trainees who demonstrate competence in the classroom interacting with children in all environments necessary to guiding a Montessori child.

The Santa Monica Montessori Institute instructors have over 10 years of Montessori classroom experience.

SMMI enrolls up to 20 students for the early childhood Montessori teacher training program. The classes have one instructor per class.

The Santa Monica Montessori Institute offers a teacher training course in the Montessori methodology that consists of a 9 ½ month course, or a six week summer course, and a 9 ½ month internship. The internship may be completed concurrently with the September through June training course or immediately following the summer course. The student may complete the internship the following school year. The school operates on a quarterly basis, allowing a student to enter at the beginning of any quarter, thereby completing the training at that same time the following year.

Admissions

The applicant must submit along with their Institute paperwork, transcripts, three letters of reference, a small photo and the non-refundable entrance fee of \$100.00 before an interview can be scheduled. The Institute after review of the applicant's package will schedule an interview with the Director of Training. The applicant must be prepared to discuss their scheduling needs, financial circumstances as it relates to tuition payment and any other circumstances that may directly or indirectly affect their ability to complete the Institute training.

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.

Notice Concerning Transferability of Credits and Certificate

The transferability of credits you earn at Santa Monica Montessori Institute is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in Santa Monica Montessori Institute's Montessori Early Childhood Teacher Education or Learning English with Children Courses is also at the complete discretion of the institution to which you may seek to transfer. If the certificates 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 Santa Monica Montessori Institute to determine if your certificate(s) will transfer.

Academic Transfer of Credit Policy

Montessori early childhood education transfer work will be accepted by the Santa Monica Montessori Institute if it is deemed by the Board of Directors to be of equivalent value to the course work required at Santa Monica Montessori Institute.

Santa Monica Montessori Institute will accept the transfer of core course credit from other MACTE recognized Montessori institutions provided that the course work being evaluated is of a "C" or better standing. Course work less than a "C" will not be accepted or considered for transfer credit. The maximum amount of transfer credits allowed will be evaluated on an individual basis. The maximum amount of transfer credits allowed will not exceed 50%. Students wishing an assessment of credits from other program must complete "Transfer Credit Request" form, official transcripts and detail course descriptions. Please note that completing the form does not guarantee approval of credit transfer request.

Non-Discrimination Policy

Santa Monica Montessori Institute does not discriminate on the basis of sex, race, religion, and national or ethnic origin in the administration of its educational, admissions or personnel policies.

SMMI is committed to principles of integrity, ethical practices and equitable treatment in the relationship of students and the faculty of the program. This was last revised in 2019.

Fees and Payment Schedules

An application fee of \$100 is due upon submitting your enrollment packet. The tuition and fees of \$5,600.00 is due and payable at the time of entrance to the Santa Monica Montessori Institute. With approval of the administration, the student may elect to pay quarterly or monthly installments. Should this be the case, an installment note will be drawn for signature by the student. At this time the Santa Monica Montessori Institute does not have any financial aid options.

The following fees are due beyond tuition and are non-refundable:

Application Fee	\$100.00
Materials/Book Fee	\$400.00
Association Fee	\$165.00
Course Fee (STRF included)	\$3,500.00
Practicum Fee	\$300.00
Total Fees	\$4,465.00
Additional Charges:	
Additional Test/Class Fee (if needed)	\$50.00
Additional Transcript Fee	\$15.00
Diploma with Transcript Fee	\$100.00

Policies and Procedures Regarding Financial Aid

The school does not participate in either State or Federal financial aid programs. If a Student obtains a loan to pay for an educational program, the Student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If the Student has received federal student financial aid funds, the Student is entitled to a refund of the money not paid from federal student financial aid program funds.

Standard of Conduct

1. You agree to uphold the philosophy of Montessori education, always striving to meet its goals.
2. You agree to teach to the best of your ability in order to maintain the atmosphere of a Montessori school where individual work is fostered in each student.
3. You agree to the confidentiality and propriety of all instructional materials, to include but are not limited to, any trademarks, patents, financial information, registrations and other accepted forms of intellectual rights such as authorship and creation of materials.
4. You understand that as a teacher trainee in the Institute you are responsible for the health and safety of the children and as you work with them, you must take every precaution to maintain safeguards.
5. You agree to maintain a professional and cooperative attitude in your relationships with the instructional and school staff.
6. You agree to prepare the environment to the best of your ability to maintain the atmosphere of a Montessori school while adhering to the laws of the State of California as you know them and safeguarding the children from harm.

Confidentiality

Santa Monica Montessori Institute agrees to hold **confidential** all personal, financial and educational information pertaining to students enrolled in the Teacher Training Program. Students have access to their records in accordance with relevant laws. Record requests must be submitted in writing.

Services

Santa Monica Montessori Institute does not provide services for students but has a list of outside services and resources available to students in need of academic advising, non-academic counseling and health care. SMMI does not guarantee placement, occupational advancement and/or a salary.

Library Resources

A small library is maintained by this institution. Students will be required to use Montessori learning resources as needed to complete course requirements established by the instructors.

Course Requirements

Early Childhood Course (EC)

The Institute training focuses on the child from two and one half through six years of age.

Course requirements include required reading of Dr. Maria Montessori's works as well as readings of pertinent authors and researchers in the field of child development and learning, dependent upon level of emphasis.

The teacher training staff is made up of certified Montessori teachers and administrators who have had not less than five years of experience in the classroom. Most faculty have 20 to 25 years of experience in Montessori classrooms and in both private and public schools. Qualified lecturers from pertinent fields may provide training in specialized areas as it relates to the Montessori curriculum of expertise.

Requirements include class lectures with discussions, notebook and manual preparation, materials practice and making, papers, written, oral, practical, and book exams and observation. Students are expected to attend 90% of all class and internship (practicum) hours. Observation of classes of children shall be done through the summer and school year on an individual basis during school hours. Practice teaching is a mandatory segment of the training and will be scheduled on an individual basis through the school year.

In the event that a student is absent due to illness or for any other reason they will be expected to secure class notes from fellow trainees and will be held responsible for all homework assignments, papers, projects, etc. regardless of the circumstances. The daily demonstration of the Montessori Method and materials is unique and requires the presence of the teacher trainee to assimilate the information.

Montessori philosophy, psychology, and theory as well as classroom management are covered in lectures, required observations, and discussions. Child development, its history and present-day practices are covered in lectures and required reading. Ten observations, one and one-half hours each, are required during the academic phase. Supervised practice sessions are a requirement and a prerequisite to practical and written exams given in all areas covered at each course level. All exams must be passed in order to complete the course. A satisfactory grade is based on passing 80% of all written and oral examinations in a satisfactory manner.

Required reading texts for the Early Childhood Level include:

- | | |
|---------------------------------------|---------------|
| • The Secret of Childhood | Montessori |
| • The Montessori Method | Montessori |
| • Dr. Montessori's Own Handbook | Montessori |
| • The Absorbent Mind | Montessori |
| • Maria Montessori: Her Life and Work | E.M. Standing |

General Requirements

Conferences:

Evaluation conferences will be held with the student throughout the school year with reference to their progress in the training.

Dress Code:

The student's dress code is to befit the teaching profession without extreme style, body adornment, piercings or tattoos shall be maintained at all times. A professional image reflects to our children and school community our trainee's attitude towards their profession and the students they serve.

Attendance Requirements

Students shall attend scheduled class sessions, as they would be expected to be present for work for which they have been employed. Observation of classes of children shall be done during the school year on an individual basis during school hours. The practice teaching may begin after successful completion of two components of training. Practice Teaching is a mandatory segment of the training.

Students sign in and out for each class. Absences will be recorded by the instructors in a student record book. Students failing to maintain satisfactory attendance will be so advised by the Administrator. Students must arrange personally with the instructor to make up work missed due to excused absence. In the event that a student is absent due to illness, he/she will be expected to secure all class notes from other students and will be held responsible for completed papers when due, regardless of absence. Make-up classes will be announced and held periodically throughout the course.

Absences for reasons other than illness or bereavement will not be excused. The demonstration of the Montessori equipment is unique and requires the presence of the student teacher to assimilate the information. Failure to attend three (3) consecutive classes will result in the student being deemed to have dropped out, with the date of withdrawal being determined as the last date of recorded attendance.

A leave of absence from the course may be requested in writing by the student and granted for a specified period from the Administrator. No leave of absence may exceed a period of three years from the date of enrollment.

Excessive tardiness will be noted and the student so advised. Ninety percent (90%) attendance must be maintained in both the academic and the internship (practicum) phases of training to receive certification.

Students must arrange personally with the instructor to make up work missed due to excused absence. In the event that a student is absent due to illness, he/she will be expected to secure all class notes from other students and will be held responsible for completed papers when due, regardless of absence.

The demonstration of the Montessori equipment is unique and requires the presence of the student teacher to assimilate the information.

Attendance and Tardy Arrival Policy

1. Students who are absent or late (late or leave the class early with approved excuse) will have the following consequence: All absences are deemed serious and necessitate a meeting with the instructor. Punctuality is assumed for the same reasons that absences are not permitted. The Student has to pay \$35 per hour to the instructor for make-up class. Tutoring is optional in lieu of returning for the class. Institute expects student to arrive 15 minutes early prior to the start of each sessions. Grace period for being late is 15 minutes.

- Absent or late for up to 2 hours for whole day class - make special arrangements with the instructor to make up missing work with assignment. The Student is expected to pay \$10 to the instructor to grade the assignment.

- Absent or late for more than 2 hours for whole day class – Make up 4 hours missing class before the next subject starts.

- Absent or late for more than 4 hours for whole day class – Make up 8 hours missing class before the next subject starts.

- Absent or late for more than 3 classes – the student will fail the course immediately.

2. Please note the followings:

- Classes have to be taken in sequence.

- Make-up class should be completed before the next subject starts.

- Make-up class and assignment are paid at Student's own expense.

- It is the Student's responsibility to take the initiative to request for the make-up class. The Institute does not guarantee availability of the make-up class so the Student may need to re-register the entire course if a make-up class cannot be arranged.

- Absence without notice and valid reason will receive warning as stated in the above policy on lateness.

3. Procedure:

1) Absence in non-emergency case:

- a) Student will inform both the instructor and institute in writing by e-mail for absence by filling out and submitting the Leave of Absence form before the date of absence.
 - b) Student will fill in the reason, date and number of hours of absence.
 - c) Form must be signed by the instructor and a make-up class or make-up assignment will be implemented.
 - d) Program Director will assess the situation and initial the form. Make-up class or make-up assignments must be done prior to the next subject session.
 - e) Once requirements are met, the Program Director signs for final completion.
 - f) This document will be added into the Student's personal file.
- 2) Absence in emergency case:
- a) Student must inform the Institute of his/her absence immediately. Santa Monica Montessori Institute Student Catalog Page 16 of 31 01/08/2017
 - b) Student still has to sign the Leave of Absence form following the same procedure and make up for the missed hours.
 - c) Student must also provide evidence of the reason for absence such as doctor's note.
 - d) Once requirements are met, the Program Director signs for final completion.
 - e) This document will be added into the Student's personal file.

Examinations

At the end of each section, the student will be given a written exam as well as the practical exam of application (working with Montessori didactic materials). In addition to these periodic examinations, the student must pass theory exams that will be scheduled at various intervals throughout the school year. Students failing any one of these required exams will be allowed one re-test, which shall be given within one month following the original exam.

The supervising master teacher does practice teaching evaluations on a daily basis. All aspects of the practical application of teaching skills are appraised. These evaluations are translated into letter grades for transcript purposes.

Although teacher-made materials are not graded, they must be done with care and detail. All teacher made materials must be turned in for approval at the designated time. They are a mandatory part of the training.

Grading System

Letter grades of A, B, C (+ or -) or Fail will be assigned to all work covering written, oral and classroom performance. "Incomplete" ratings must be cleared within a six-week period following notification.

A satisfactory grade is based on passing 80% of all written and oral examinations in a satisfactory manner. Students failing any test will be given the opportunity to re-take the test within a one month period.

All grades will be averaged to arrive at the overall grade. Percentage grades will be translated into letter grades.

100% - 93%.....	A	92% - 85%.....	B
84% - 78%.....	C	77% - 70%.....	D
69% and below.....	F		

Transcripts

Each Student's file will contain the Student's records, including a transcript of grades earned. The first copy of the official transcript is provided at no charge. Subsequent copies are available upon advance payment of the transcript fee of \$15.00 per copy. Transcripts will only be released to the Student upon receipt of a written request bearing the Student's live signature. No transcript will be issued until all tuition and other fees due the institution are paid. Addition paper work and documents filing will also be charged at \$15 per copy. Transcripts are maintained indefinitely and student records are maintain for a period of 5 years from the student's date of completion or withdrawal.

Certification

Santa Monica Montessori Institute's Early Childhood Montessori Teacher's Certificate will be issued upon successful completion of all phases of the training program. A transcript will be issued which names the course and units completed, which are approved by the Bureau for Private Postsecondary Education. This course is approved by the Superintendent of Public Instruction under the California Education Code, Section 94311(d).

Accreditation

The Teacher Training Program of Santa Monica Montessori Institute is accredited by MACTE (Montessori Accreditation Council for Teacher Education).

Santa Monica Montessori Institute is a private institution and is approved to operate by the Bureau for Private Postsecondary Education (BPPE). The approval to operate indicates that the institution is in compliance with the minimum state standards as set forth in The California Private Postsecondary Education Act of 2009 and Title 5 of the California Code of Regulations. (A) 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: Physical Address: 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833 Mailing Address: P.O. Box 980818, West Sacramento, CA 95798-0818 Phone Number: (916) 431-6959 Toll Free: (888) 370-7589 Fax Number: (916) 263-1897 Website: <http://www.bppe.ca.gov/> (B) 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. (C) A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site www.bppe.ca.gov.

STRF Disclosure

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency programs attending certain schools regulated by the Bureau for Private Postsecondary Education

To qualify for STRF reimbursement, you must file a STRF application within one year of receiving notice from the Bureau that the school is closed. If you do not receive notice from the Bureau, you have four (4) years from the date of closure to file a STRF application. If a judgment is obtained, you must file a STRF application within two years of the final judgment. It is important that you keep copies of the enrollment agreement, financial aid papers, receipts, and or any other information that documents the monies paid to the school.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

- 1) The school closed before the course of instruction was completed.
- 2) The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or

any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.

3) The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other cost.

4) There was a decline in the quality of the course of instruction within 30 days before the school closed or, if the decline began earlier than 30 days prior to closure, the period of decline determined by the Bureau.

5) An inability to collect on a judgment against the institution for a violation of the Act.

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

1) You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepays all or part of your tuition either by cash, guaranteed student loans, or personal loans, and

2) Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1) You are not a California resident, or are not enrolled in a residency program or,

2) Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

Bankruptcy

This institution has no pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years and has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code.

Educational Goals, Student Objectives and Outcomes

When a student enrolls in Santa Monica Montessori Institute, the teacher training program commits to provide to the following:

1. An understanding of the characteristics of the child and the child's relationship to his or her needs.

2. An understanding of the theories pertaining to the Montessori methods and their application in the classroom.

3. An understanding of these theories and how they relate to presentation of the Montessori materials.

4. Analysis of the characteristics of the child as it relates to presentation of the materials.

5. Analysis, assessment and observation methods used to evaluate the child's needs.

6. An understanding of the physical classroom, the placement and preparation of the materials.

7. An understanding of how a Montessori teacher directs the classroom, the flow of the schedule and record keeping.

8. An understanding of the role of the teacher in tandem with the assistant teacher, fellow teachers, school administration, parents and the community at large.

9. An understanding of administrative, legal and licensing issues in a Montessori school.

10. Promote the Montessori ideals of respect for every individual, education for peace, love of the child, the fostering of the innate potential of the child and growth of each individual as well as the entire human community.

Competencies

Santa Monica Montessori Institute is a unique environment for the student teacher trainee in that we have an ongoing Montessori school for children of all ages. The student will when taking their training have the opportunity to practice presenting materials to children as well as work under accomplished Montessori teachers. The student will have the opportunity to complete their observations in an actual classroom environment.

The committed student teacher trainee will be able, at the time of certification, to:

1. Demonstrate knowledge of human development and education.
2. Demonstrate knowledge, application and analysis of the theoretical and philosophical basis of the Montessori early childhood and/or elementary method.
3. Plan curriculum that meets the individual needs and interests of the child appropriate to their age level, development, socio-cultural background and experience level.
4. Evaluate the curriculum and objectives as it relates to the child's individual growth and learning.
5. Design and make materials to support the needs of the child and objectives of the curriculum.
6. Demonstrate interest and involvement with the parent population and community served.
7. Demonstrate program and classroom leadership capabilities.

The quality of the work of the teacher trainee will be assessed in the following areas:

1. Evaluation of classroom teaching by supervising teacher and field supervisor.
2. Evaluation of albums, papers and course projects.
3. Evaluation of observations and notes.
4. Ability to demonstrate the Montessori materials.
5. Written and oral exams.
6. Attendance.
7. Ability to comport oneself as a Montessori teacher embodying the principles of Montessori educators and model the Montessori adult.

The student teacher trainee can expect to have a variety of personal experiences when learning the Montessori Method and materials. These experiences and the knowledge the student teacher gains should mature the student teacher much in the way a Montessori education matures the child.

The Early Childhood Teacher Training Program

The teacher training program for early childhood education covers early childhood students ages 2 ½ to 6 years. A bachelor's degree is not required for this program. The following are the requirements and program areas:

The program is divided into three areas and requisite number of hours:

1. Academic Lectures 200 hours

The academic lectures include presentation of and practice with the Montessori materials. Additionally, there will be presentation of individual projects along with student discussions regarding books read and homework assignments.

2. Practicum 400 hours

The practicum includes practice teaching in the classroom or with fellow students, observations, additional practice with the Montessori materials along with the design and preparation of the teacher trainee's materials. The practicum may begin after successful completion of two components of training are completed.

3. Independent Research 200 hours

Independent research consists of album preparation, independent research papers and projects and teacher materials made.

Homework generally is a ratio of one hour of lecture time to one hour of homework and may not qualify as independent research in areas such as reading assignments, note and observation typing, studying for exams or personal practice for presentation to the teacher trainees in your class of individual projects

The Course of Study

EARLY CHILDHOOD

EDUCATIONAL FOUNDATIONS

- 300 Early Childhood Education
Growth and Development
- 301 Child Psychology
Comparative Philosophies
- 302 Cognitive Skills
Development of Learning
- 303 Child and the Family
Interaction in Relationships

MONTESSORI EDUCATION

- 304 Practical Life Exercises
Coordination Development of the Pre-School Child
- 305 Sensorial Training
Development of the Senses
- 306 Language Development
Early Reading and Speech
- 307 Mathematics for the Young Child
From Concrete to Abstract

EDUCATIONAL ARTS AND SCIENCES

- 308 Science Concepts for the Young Child
- 309 Developing Musical Senses
- 310 Creative Arts for Children

PRACTICUM

- 311 Observation, Case Studies
- 312 Practicum
Practice Teaching
Seminars, Evaluations
Independent Study and Projects

EDUCATIONAL ADMINISTRATION AND SUPERVISION

- 400 Program Administration
Supervisory Principles and Techniques
- 401 Planning, Financial Budgets, Directing Child Care Centers
- 402 Staff Relations, Personnel Management
- 403 Disaster Training, First Aid

English Language Proficiency - Montessori Early Childhood Teacher Education Course

Students who wish to enroll in the Montessori Early Childhood Teacher Education Course should have an appropriate English language level (TOEFL 40 / ESL Level 4 / 70% score on S.M.M.I. English Test or has completed the Capital Education Institute LEC program) or with a completion of a LEC program before graduation. The institution also retains the right to require the Student to engage in further study in English prior to (or in conjunction with) the completion of the Montessori early childhood education courses if, in the opinion of the faculty, the Student demonstrates a need.

English as a Second Language Instruction

This institution does not provide ESL instruction.

Language of Instructions-All Programs

The instruction will occur in English only.

Refund Policy

A student intending to withdraw from the Institute must give written notice to the administration. A review of the student's academic and financial records will be made at that time. Since the Institute is on a rotation schedule, the Board of Directors will review the case for refund and base their decision on the current cost to educate per student. This is determined by amount of students enrolled, the facilities cost and Institute trainer recruitment costs for that particular fiscal quarter as well as any pre-purchased materials on behalf of an enrolled student. The departing student will receive a written accounting of the decision and will have the opportunity to discuss the decision with administration.

Dismissal Policy

Students are expected to conduct themselves in a professional manner. Dismissal will be at the discretion of the Administrator. Students may be asked by written notice to discontinue their course of study for medical, psychological, academic or other cogent reasons without recourse. The School reserves the right to expel a student at any time for behavior or attitude deemed unprofessional in the opinion of School Administration or Training Director.

Absences, failure to turn in work, and inadequate quality of work will elicit verbal and/or written warnings from the Administrator. In the event a student is expelled, notice will be given in writing, and the standard refund policy is applicable.

Withdrawal

A student teacher intending to withdraw from this course must submit his/her notice of intent to withdraw in writing.

You have the right to withdraw from a course of instruction at any time. If you withdraw from the course of instruction after the first day of instruction, the School will remit a refund less a registration fee, if applicable, not to exceed One Hundred Dollars (\$100.00) within thirty (30) days following your withdrawal. You are obligated to pay only for educational services rendered and for unreturned equipment. The refund shall be the amount you paid for instruction multiplied by fraction, the numerator of which is the number of hours of instruction which you have not received but for which you have paid, and the denominator of which is the total number of hours of instruction for which you have paid. If you obtain equipment, as specified in the Agreement as a separate charge and return it in good condition with thirty (30) days following the date of your withdrawal, the School shall refund the charge for the equipment paid by you. If you fail to return the equipment in good condition, allowing for reasonable wear and tear, within this 30-day period, the School may offset against the refund the documented cost to the School of that equipment. You shall be liable for the amount, if any, by which the documented cost for equipment exceeds the prorated refund amount. The documented cost of the equipment may be less than the amount charged, and the amount the School has charged in the Contract. In any event, you will never be charged for more than the equipment charges stated in the Contract. **IF THE AMOUNT THAT YOU HAVE PAID IS MORE THAN THE AMOUNT THAT YOU OWE FOR THE TIME YOU ATTENDED, THEN A REFUND WILL BE MADE WITHIN THIRTY (30) DAYS OF WITHDRAWAL. IF THE AMOUNT THAT YOU OWE IS MORE THAN THE AMOUNT THAT YOU HAVE ALREADY PAID, THEN YOU WILL HAVE TO MAKE ARRANGEMENTS TO PAY IT.**

Cancellation of Agreement

You have the right to cancel this Agreement for a course of instruction including any equipment such as books, materials and supplies or any other goods related to the instruction offered in this Agreement and obtain a refund. The Institution, for all students, without penalty or obligation, shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed One Hundred Dollars (\$100), if the Notice of Cancellation is made prior to or on the first day of instruction.

Cancellation shall occur when you give written notice of cancellation at the address of the School shown on the top of the front page of this Agreement. You can do this by mail, hand delivery, or facsimile. The written notice of cancellation, if sent by mail, is effective when deposited in the mail, properly addressed with postage prepaid.

The written notice of cancellation need not take any particular form and, however expressed, is effective if it shows that you no longer wish to be bound by this Agreement. You will be given two notices of cancellation forms to use at the first day of class, but you can use any written notice that you wish.

If the School has given you any equipment, including books or other materials, you shall return it to the School within ten (10) days following the date of your notice of cancellation. If you fail to return this equipment, including books or other materials, in good condition within the 10-day period, the School may deduct its documented cost for the equipment from any refund that may be due to you. Once you pay for the equipment, it is yours to keep without further obligation.

If you cancel this Agreement, the School will refund any money that you paid, less any deduction for equipment not timely returned in good condition, within thirty (30) days after your notice of cancellation is received. Cancellation is effective on the date written notice of cancellation is sent. The institution shall make the refund as per the calculation consistent with the California Code of Regulations. If the institution delivered the first lesson and materials before an effective cancellation notice was received, the institution shall make a refund within 45 days after the Student's return of the materials.

The Santa Monica Montessori Institute has never cancelled an early childhood Montessori teacher training program. In the event of an unforeseen event, Santa Monica Montessori Institute will refund all tuition as of the date of the closure. Transcripts for course work to that date will be issued.

Housing

The Santa Monica Montessori Institute is not in a position to assist with housing. We recommend that you use traditional means of finding housing such as newspapers, the internet, etc. This institution does not operate dormitories or other housing facilities. The institution may refer students to external party who offer housing.

Housing rental nearby the institution includes:

AO Santa Monica 2200 Colorado Ave, Santa Monica, CA 90404 (949-769-2483) -\$3,269

Santa Monica Biltmore 1240 Yale St, Santa Monica, CA 90404 (323-763-7657)- \$2,100

Bixby 1502 Broadway St, Santa Monica, CA 90404 (213-257-8086)-\$3300

Employment Placement

Santa Monica Montessori Institute cannot guarantee employment, but will make a sincere effort to guide those who receive their Montessori certificate toward suitable employment. SMMI does not guarantee placement, occupational advancement and/or a salary.

Student Grievance Policy

If you have any complaints, questions or problems, they should be addressed to the School Administrator at 1909 Colorado Avenue, Santa Monica, CA 90404, phone number: (310) 829-3551. If the concern is not resolved, it will be referred to the Institute Board of Directors at the school address. If the Board cannot resolve it satisfactorily, it will be referred to the MACTE Office located at 420 Park Street, Charlottesville, Virginia 22902, phone number: (434) 202-7793

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

Student Recovery Fund

California law requires that, upon enrollment, a fee be assessed of a given school in relation to the cost of tuition (Education Code Section 94343). These fees support the Student Tuition Recovery Fund (STRF), a special fund established by the California Legislature to reimburse students who might otherwise experience a financial loss due to a school closure. Institutional participation is mandatory.

It is important that enrollees keep a copy of any enrollment agreement, contract or application to document enrollment; tuition receipts or cancelled checks to document the total amount of tuition paid; and records which will show the percentage of coursework completed. Such records would substantiate a claim for reimbursement from the STRF, which, to be considered, must be filed within 60 days following school closure. For further information or instructions, contact:

Bureau for Private Postsecondary Education
1747 North Market, Suite 225, Sacramento, CA 95834
www.bbpe.ca.gov
(888)370-7589 or (916) 574-8900

Location and Hours

The institution business hours are from 9:00 AM to 3:00 PM Tuesday through Friday. The location is closed on Sundays and holidays.

Santa Monica Montessori Institute is located 1909 Colorado Ave, Santa Monica, CA, 90404. Academic classes will be conducted at the above location; there may be off-site field trips. The facility has nine classrooms, an office and reception area with 11,000 square feet in size and a resource/storage. In addition, restaurant areas are nearby within walking distance. The location is close to major highways, bus stop, shops and food areas. The class size for the program is limited to 20-30 students.

The Institute has a six week summer intensive course each school year in Early Childhood Teacher Training. The internship follows during the school year from September to June. A part-time early childhood teacher training course is held, in which classes meet throughout the school year on Saturdays. The internship follows the completion of two components of training and must begin within two years of the end of the student's academic coursework. The schedule for each school year comes under separate cover with your catalogue and application package.

Parking

Parking is available on Colorado Avenue on certain blocks with ten hour meters. If classes are held on a day when the school is not in session, the student may park in the teacher's lot adjacent to the school.

Calendar

The Institute observes the same holidays as the nearby colleges and universities. Students will be given the Institute's annual calendar either with the catalogue or within the first week of training. The Institute works on a rotational calendar to accommodate working students, as well as those concurrently enrolled in colleges or universities.

Santa Monica Montessori Institute
Student Catalog Acknowledgement

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 *1747 North Market, Suite 225, Sacramento, CA 95834, www.bppe.ca.gov, (888) 370-7589 or (916) 574-8900*

I hereby acknowledge that I have received a student handbook. Furthermore, I acknowledge that I have read all materials in the handbook and will be responsible for knowing and understanding all the requirements.

(Date)

(Printed Name)

(Signature)

