

# **Santa Monica Montessori Institute**

## Teacher Training Program

### Student Handbook

2018-2019

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## **Mission Statement**

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.

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.

## **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 then 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 1990, the school moved to the present location 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 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 designed to be presented and then reinforced with the three part lesson and require 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. In addition, 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. In addition, they must demonstrate the ability to work with a team of teachers and with their lead teacher in a cooperative and supportive manner.

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.

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 with one instructional assistant.

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 must be completed concurrently with the September through June training course or immediately following the summer course. 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 on 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.

### **Transfer Credit**

Any 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.

### **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 adult learners and the faculty of the program. This was last revised in 2014.

### **Fees and Payment Schedules**

An application fee of \$100 is due upon submitting your enrollment packet. The tuition of \$3,500.00 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	\$200.00

Diploma with Transcript Fee	\$100.00
MACTE Fee	\$162.00
Additional Test Fee	\$50.00
Additional Transcript Fee	\$10.00

### **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 adult learners but has a list of outside services and resources available to adult learners in need of academic advising, non-academic counseling and health care. SMMI does not guarantee placement, occupational advancement and/or a salary.



Dress Code:

The student's dress code befitting 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.

### **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

### **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) and approved by the Council for Private Postsecondary and Vocational Education.



## **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 method 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

## **The Infant Toddler Teacher Training Program**

The Montessori Infant/Toddler Certificate course of study is designed to prepare candidates to teach children from 0 to 3 years of age in the Infant Toddler classroom using Montessori Infant Toddler methods and curriculum. An International Progressive Montessori Institute Certificate is granted upon successful completion of the Program.

The course of study includes:

Foundations of Montessori Philosophy and Methodology for the

Infant-Toddler Caregiver	40 hours
Montessori Methods I for the Infant-Toddler Caregiver	40 hours
Montessori Methods II for the Infant-Toddler Caregiver	40 hours
Montessori Methods III for the Infant-Toddler Caregiver	40 hours
Montessori Methods IV for the Infant-Toddler Caregiver	40 hours
Practicum/Student Teaching	300 hours

The Infant Toddler Montessori Certificate will be granted upon completion of the above hours.

## The Elementary I-II Teacher Training Program

The Elementary Teacher Training Program is for primary and middle school ages six through twelve years. This program requires a Bachelors degree; however, it need not be in the field of Education. The program is divided into three areas:

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.

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 materials.

Independent Research                      600 hours

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

Homework generally is a ratio of one hour of lecture time to two hours 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.

### **Administration I**

Administration of Child Development Programs will cover licensing regulations, set personnel policies and procedures, financing and budgeting, planning for education needs, nutritional and health services, parent education and staff management.

Academic Lectures                      40 hours

### **Administration II**

To familiarize students with principles and techniques for planning, administering and operating child care centers. Supervisory principles and techniques will be presented, discussed and practiced. There will be an exchange of ideas and experiences to enhance student learning. Students will demonstrate their ability to facilitate positive interaction between adults and to analyze performance of adults in early childhood settings.

Academic Lectures                      40 hours



SEP 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

OCT 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Nov 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

All daily classes are scheduled from  
8:30 a.m. to 5:00 p.m

## Practical Life

September 15 – Practical Life #1  
September 22 – Practical Life #2  
September 29 – Practical Life #3

October 6 – WORKSHOP:  
Botany/Zoology  
October 13 – Practical Life #4  
October 20 – Practical Life #5  
October 27 – Practical Life #6

November 3 – WORKSHOP: Science  
November 10 – Practical Life Test

## Sensorial

November 17 – Sensorial #1  
November 24 – CLOSED – Thanksgiving

\*Calendar subject to change

DEC 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JAN 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

FEB 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

December 1 – Sensorial #2  
December 8 – Sensorial #3  
December 15 – Sensorial #4  
December 22 – Sensorial #5  
December 29 – CLOSED – Winter  
Break/MLK Holiday

January 5 – CLOSED – Winter Break  
January 12 – Sensorial Test

## Mathematics

January 19 – Math #1  
January 26 – WORKSHOP – Geography

February 2 – Math #2  
February 9 – Math #3  
February 16 – Math #4  
February 23 – Math #5

\*Calendar subject to change

**MAR 2019**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**APR 2019**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

**MAY 2019**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

March 2 – WORKSHOP – Music/Art

March 9 – Math #6

March 16 – Math Test

## Language

March 23 – Language #1

March 30 – Language #2

April 6 – Language #3

April 13 – CLOSED – Spring Break

April 20 – CLOSED – Spring Break

April 27 – Language #4

May 4 – Language #5

May 11 – Language #6

May 18 – Language Test

May 25 – CLOSED – Memorial Day

\*Calendar subject to change

**JUN 2019**

<b>Sun</b>	<b>Mon</b>	<b>Tue</b>	<b>Wed</b>	<b>Thu</b>	<b>Fri</b>	<b>Sat</b>
						<b>1</b>
<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>
<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>
<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>
<b>30</b>						

June 1 – Practice for Final TEST

June 8 – FINAL TEST

\*Calendar subject to change

**Santa Monica Montessori Institute**  
**Student Handbook Acknowledgment**

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.

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(Date)

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(Printed Name)

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(Signature)