

# ***Montessori Institute of Advanced Studies***

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



## ***STUDENT HANDBOOK/ CATALOGUE***

*Early Childhood Teacher Credentialing Program  
2 ½ through 6 Years*

***22781 Canyon Court, Castro Valley, CA94552  
510-581-3729***

*Rev: 01/01/22*

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

*Maria Montessori  
The Absorbent Mind*

## ***Mission Statement***

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

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## Introduction

Montessori Institute of Advanced Studies offers the Montessori Early Childhood Teacher Credentialing program. The Institute is located in the heart of the beautiful Bay Area, Castro Valley, California. For its operation, the Institute is approved by the State of California, the Bureau of Private Postsecondary Education (BPPE). The program is accredited by the Montessori Accrediting Council of Teacher Education (MACTE) and is affiliated by American Montessori Society (AMS). The Institute offers teacher preparation courses for Montessori teachers of children 2 ½ through 6 years of age.

The Institute’s facility was specially designed for educational purposes. It is nestled in the East Bay hills in Northern California only thirty minutes from San Francisco, with easy access to BART. The classrooms are large, well-lighted, and the outdoor environment is beautifully landscaped. The building uses “green” features in all possible ways, including solar panels for electrical needs. Surrounded by nature it is a perfect setting for educational ventures.

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

### Contact Information

The Institute is housed in the building of Montessori School at Five Canyons:  
Address: 22781 Canyon Ct., Castro Valley, Ca 94552

Director: Meher Van Groenou

Assistant Director and Practicum Coordinator: Dilnawaz Kapadia

Phone: (510) 581-3729

Fax: (510) 581-6824

Email: [Montessori.ins@gmail.com](mailto:Montessori.ins@gmail.com)

Email: [mehervg@gmail.com](mailto:mehervg@gmail.com) or [dkapadia1@yahoo.com](mailto:dkapadia1@yahoo.com)

### Course Schedule:

<b>NOTE: Lunches, breaks and exams are excluded from contact hours. Lunch hour 12:30 – 1:30 each day.</b>				
<b>Specific Date</b>	<b>Course Component</b>	<b>Instructor(s)</b>	<b>Contact Hours</b>	<b>Class Times</b>
6/13-16/ 2022	Everyday Living skills	Medha Nevasekar	32	8:30 AM - 5:30 PM
6/21-23/022	Sensory Motor Learning	Medha Nevasekar	32	8:30 AM -
9/10, 9/17/9/24/10/1	Montessori Language	Maryanna Heginbottom	32	8:30 AM – 5:30 PM
6/27-30/2022	Montessori Math	Maryanna Heginbottom	32	8:30 AM - 5:30 PM
3/21-4/30, 2022	Montessori Philosophy	Meher Van Groenou	32	Online Hybrid course
7/5-7/2022	Observation/Classroom	Meher Van Groenou	45	8:30 AM – 5:30 PM





## **Training Program Mission and Overview**

The Montessori Institute of Advanced Studies conducts a Montessori Teacher Preparation program for Early Childhood (2 1/2 through 6 years of age.). Maria Montessori pioneered this child centered education in Italy in the early 1900s. Her method was derived from careful scientific observation of children. Each child, she noticed, carries inside a deep desire to learn and to bring forth his/her special gifts. She was able to show that under favorable conditions, with sensitive teachers and carefully designed material in proper arrangement, this inner sense of order and intelligence in children would blossom. Since 1906, Montessori education spread all over the world. The Institute prepares teachers to work in a Montessori classroom with this younger age group.

The Institute's Mission is:

### **Mission Statement**

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

### **Montessori Institute of Advanced Studies' goals are:**

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

## **Description of the Certification Course**

### ***Program Cycles***

The Montessori Institute of Advanced Studies offers teacher credentialing programs that can be completed in one- or two-year cycles for prospective Montessori teachers of children between the ages of 2 1/2 through 6 years. The one-year program cycle offers Intensive academic training during the summer, followed by the Practicum starting in the fall. The start date for the one-year cycle begins the third Monday in June and ends the last Friday in June the following year. *This cycle is only offered if there is sufficient enrollment (10 students) by April of the year.*

The two- year program cycle starts the Academic phase, starting in the summer, and continuing on alternate Saturdays throughout the school year. The Practicum takes place

the following school year. The start date for the two-year cycle begins the third Monday in June and ends the last Friday in June of the following second year. In both cycles the Academic Phase consists of five courses of 192 hours of instructional time. A 30 to 40-hour course in Child Development is taken at a local college. The Practicum Phase includes five workshops (30 hours) and a 3-day weekend class for Social Studies and Physical and Life Sciences (24 hours), 4 seminars (32 hours, including 8 hours of independent study), 30 hours of observation, and a year-long Project (16hours). The adult learner is required to do an internship working in a classroom of children 2-1/2 to 6 years of age with a qualified teacher for the entire school year (Practicum 540 hours). There are 886 academic contact hours in total for completing the Early Childhood Credentialing course.

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

### ***Basic Information***

- Educational level: Undergraduate.
- Units/ Credits: The students will have earned 36 Semester units ( when they successfully complete the program. The ECE units can be transferred to the California State University, East Bay (CSUEB) (optional). The Institute issues a transcript detailing the EC classes and the units/credits earned.
- Degrees: Twelve of these units can be transferred toward the Bachelor's Degree in Human Development in the Early Childhood option at Cal State University East Bay.
- Certification: The program is Affiliated by American Montessori Society and is accredited by MACTE. Upon successful completion of the Teacher Education Program the Institute requests the Teacher Credentialing Certificate from AMS.

### ***Application Process***

Program applications are available from our office via email, post or fax. The application includes a list of accompanying materials needed for consideration for admission. No application can be processed before receipt of the application fee and a face-to-face meeting between the applicant and the program director or Practicum Coordinator.

### ***Selection Procedures***

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

## **Faculty**

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

Meher Van Groenou holds a M.A. in Education (with honors) from St. Mary's College in Moraga, California, with specialization in Montessori Education. She also holds M.S.W. degrees from M.S. University, Baroda, India and from the University of Michigan in Ann Arbor. Ms. Van Groenou has been a teacher-trainer since 1985 and has served as Director of training programs since 1986. She has conducted training workshops across the US and Canada, as well as in Europe and India. In 1998, Ms. Van Groenou founded the Montessori Institute of Advanced Studies with the purpose of preparing Early childhood teachers. Ms. Van Groenou is the author of numerous articles based on her research, which have been published in several publications including *Montessori Life*, *Public Montessorian* and *NAMTA*. In 1991 Ms. Van Groenou is the founder and Director of Montessori School o Hayward and expanded it into the Montessori School at Five Canyons. Ms. Van Groenou teaches Observation and Classroom Leadership and the Practicum Seminars to the adult learners of Montessori Institute.

### ***Dil Kapadia, Assistant Director, Practicum Coordinator***

Dilnawaz Kapadia holds a B.A. from Mount Holyoke College, South Hadley, MA, and a Ph.D. in Molecular and Cell Biology from University of California at Berkeley, CA. She received her Montessori Early Childhood Credentials from the Montessori Institute of Advanced Studies in Castro Valley, CA. Ms. Kapadia has served as the Assistant Director of the Montessori Institute of Advanced Studies in Castro Valley since 2019, Primary Lead since 2015 and is an Elementary educator at Valley Montessori School since 2020.

### ***Medha Nevasekar***

Medha believes in a transformative learning process for adaptive changes through which teachers empower children to maximize their potential while developing self-awareness. Medha has been in the Montessori environment for 15 years in various capacities. Medha is an AMS certified Early Childhood and Lower Elementary teacher. She holds B.S. in Electronics from India and M.A. in Leadership from Saint Mary's College of California, Moraga, CA. Being a Montessori Educator, she feels her Montessori journey is a lifework to improve the lives of students, teachers, parents, and all the other extended communities that she directly and indirectly impacts. It is constant conscious check-in to assess inclusivity and multiculturalism

Maryanna Heginbottom

My early years were spent in Michigan where I earned my Bachelor's Degree from Western Michigan University and taught second and third grades in the public elementary system. My introduction to Montessori was E. M. Standing's book, Montessori: Her Life and Times. It was truly an eye opener into a kind of education that I had never imagined. My Montessori Primary AMS certificate is from the College of Notre Dame (now Notre Dame de Namur) in San Carlos, CA. In 1984, I took the 6 – 9 Montessori training at METC in San Leandro. My entire Montessori career was spent at Fountainhead Montessori Schools. Fountainhead hired me to work as Staff Trainer & Program Development Director for the 5 schools. I became the Director/Instructor of FMAE In 2006. I retired from work in the Spring of 2017. I spend enjoyable time in my vegetable garden, practicing botanical art, reading and sometimes teaching my favorite Montessori subject, Mathematics at MIAS.

### **Admission and Credential Criteria**

The candidate applying for admission to Montessori Institute for an AMS Early Childhood Credential holds a minimum of a Bachelor's degree from a regionally accredited U.S. college/university or its equivalent.

The candidate who holds a minimum of a secondary level state approved / recognized high school diploma or GED or the international equivalent, can be accepted into the program and will receive an AMS Associate Early Childhood credential. Holders of AMS Associate Early Childhood credential are strongly encouraged to obtain their Bachelor's degree within seven years of credentialing.

An AMS Associate Early Childhood credential is awarded to an adult learner with a minimum of 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 U.S. 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 in which they are enrolled. Upon completion, they should represent themselves only as holding an *AMS Associate Early Childhood credential*.

\* A transcript from a non-U.S. regionally accredited college/university must be submitted to a recognized U.S. 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-U.S. transcript to be equivalent to a Bachelor's degree or higher in the U.S., the adult learner will satisfy the Bachelor's degree requirement for an AMS credential upon successful completion. The official transcript

equivalency evaluation is submitted the AMS office of teacher education in lieu of the college transcript.

Applicants for the AMS Early Childhood course who do not have a U.S. Bachelor's degree or its equivalent are required to sign a statement verifying that they understand that some locations or schools may not accept an Associate credential as the qualification for full teaching responsibility.

Holders of the AMS Associate Early Childhood credential are strongly encouraged to obtain their Bachelor's degree within seven years of credentialing.

Teachers with an Associate Early Childhood credential are eligible for upgrade to an AMS Early Childhood credential upon completing the Bachelor's 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. [3/83, 4/95, 3/06, 11/07, 11/09]

***Early Childhood credential for adult learners whose post-secondary studies are outside of the U.S.***

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-U.S. college/university that is determined to be equivalent to a Bachelor's degree from a regionally accredited U.S. 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 are indicated on the credential.

***Admission of Foreign Students***

Montessori Institute offers student visa for foreign students applying to become early childhood Montessori teachers. The Institute follows the government requirements of SEVIS when issuing I-20. Foreign students must sign an agreement with the Institute to maintain the status as a student to comply by the SEVIS requirements. Same criteria applies for admission of foreign students as stated above.

***Faculty to Student Ratio***

The maximum number of students in any class will not exceed 20. More than 20 students will prompt another separate class.

***Transfer Applicants***

The Montessori Institute of Advanced Studies will consider a transfer student from another accredited Montessori Teacher Training program if her/his course work has been completed in good standing. For transfer of a current adult learner from one AMS-affiliated teacher education program to another, AMS-affiliated teacher education program the candidate must:

- Be within the three-year time limit following the original academic phase.
- Be a current member of AMS.
- The new TEP must review and evaluate previously completed academic and practicum work, and consider the cost of the review.
- Notify the prospective adult learner in writing with the fees necessary and time required to complete all transfer requirements.
- Contact the original program to determine if the adult learner is in good standing, including fulfillment of financial obligations [9/09].
- Submit the AMS Transfer Form in addition to the AMS Credential Recommendation Form.
- Transfer of credits, including distance education credits, from Montessori programs not recognized by AMS will not be accepted. The candidate must take the full AMS credential course.
- The transferability of the credits you earn at Montessori Institute is at the complete discretion of an institution to which you may seek to transfer.

### **Program Values**

- The Montessori Institute of Advanced Studies believes that each individual pursues her/his own growth within the limits of social responsibility.
- Our Teacher-Training program offers an opportunity to verify what gifts for helping children in their self-learning reside inside the adult learner.
- We intend to nourish an intuitive quality of attention. In its presence we will experience openness to the child's heart and receive its trust in return.
- We believe that our mission needs to submit itself to the living reality of each child that can never be generalized.
- We encourage our adult learners to aspire to become "scientific pedagogues" in their classrooms so they may discover the vitality and openness of Montessori principles in relation to the contemporary educational field.
- Our training emphasizes observation of the child as a tool to create an appropriate educational environment with attentive openness. .
- We believe education involves the whole person and manifests itself in physical, emotional, social, intellectual, and spiritual growth.
- We believe that most effective learning takes place in an environment of mutual trust, respect and cooperation.
- We believe that each child can discover his genius in their environment when his gifts are recognized, encouraged and developed.

### **Educational Objectives**

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

- To provide students with deep grounding in Dr. Montessori's philosophical principles, their historical antecedents, and their relationship to contemporary educational theories and practices in Early Childhood Education.

- To show students how knowledge of child development is implemented in the ongoing preparation of a learning environment for children.
- To prepare students for designing, presenting, and evaluating activities in the core curriculum areas of the Montessori Early Childhood classroom in awareness of children's developmental, socio-cultural and cognitive needs. These areas include Everyday Living Skills, Sensory-Motor Learning, Montessori Mathematics, Language Arts, Physical and Life Sciences and Social Studies Art, Music and Movement, and Outdoor Environment.
- To groom students to be "scientific pedagogues" by learning to observe and record natural phenomena of children's growth, to match needs with materials and resources, and to prepare professional reports of their progress.
- To prepare students gradually to take responsibility of the whole class by working in a Montessori school under the supervision of a Master Teacher.
- To awaken in the students a sense of responsibility towards the teaching profession by self-evaluation and introspection in creating a peaceful community with cultural sensitivity with all adults they come in contact with professionally.



## MACTE Competencies

MACTE Competencies Table

Categories of Competency:	Competencies – the adult learner understands the following as they relate to the course level:	Possible sources of evidence:
<b>I. Content Knowledge</b> – Understands the theory and content regarding:		
	1a. Montessori Philosophy	Written assignments, exams
	1b. Human Growth and Development	Written assignments
	1c. Subject matter for each Course Level* (IT, EC, etc.) not to exclude: <ul style="list-style-type: none"> <li>▪ Level specific subject matter as outlined below* (practical life, language, geometry, etc.)</li> <li>▪ Cosmic education</li> <li>▪ Peace education</li> <li>▪ The arts</li> <li>▪ Fine and gross motor skills</li> </ul>	Albums, rationale papers, lesson write-ups, exams
	1d. Community resources for learning	Album, written assignments
<b>II. Pedagogical Knowledge</b> – Understands the teaching methods and materials used regarding:		
	2a. Correct use of Montessori materials	Supervised practice with materials, blind draw exams
	2b. Scope and sequence of curriculum (spiral curriculum)	Participation in discussions, original lesson write-up, exams
	2c. The prepared environment	Written assignments
	2d. Parent/teacher/family/community partnership	Participation in discussion
	2e. The purpose and methods of observation	Observation reports, written assignments
	2f. Planning for instruction	Written assignments
	2g. Assessment & documentation	Child-study
	2h. Reflective practice	Yearlong journal
	2i. Support and intervention for learning differences	Written assignments, class discussion
	2j. Culturally responsive methods	Written assignments
<b>III. Practice</b> – Can demonstrate and implement within the classroom:		
	3a. Classroom leadership	Practicum observations, other evaluations during student teaching
	3b. Authentic assessment	Practicum observations, other evaluations during student teaching
	3c. Montessori philosophy and methods (materials)	Practicum observations, other evaluations during student teaching
	3d. Parent/teacher/family partnership	Self-evaluation
	3e. Professional responsibilities	Participation in discussion
	3f. Innovation and flexibility	Participation in discussion

## **Program Cycles**

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

The one-year program cycle offers four of the five academic courses in all day classes for four weeks duration during the summer, subject to full enrollment (10 students enrolled by April) for Summer Intensive. The fifth course is offered in the fall, during Saturdays while the adult learner has started the Practicum phase during the work week. Child Development courses can be transferred from junior college or 4-year college.

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

Two of the five required courses are offered over two weeks in all-day schedule during the summer. The remaining three courses are offered during the school year on alternate Saturdays. The Practicum phase follows in the next school year. Child Development course can be transferred taken at junior college or 4-year College.

### ***Workload***

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

The first class Manual is due two weeks after the last summer intensive course ends and every two weeks in succession. For the year-round program, Manuals and papers are due two weeks after the last class session. The due date for papers may be separate from the Manual, at the instructor's discretion. The grade is affected for late submission and the submission date is decided in consultation with the instructor.

### ***Orientation Meetings***

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

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

### ***Course Schedule***

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

### ***Certification and Credential Requirements***

Students who complete the coursework and the Practicum, and who meet the State of California requirements, are granted a graduation certificate that qualifies them to teach in early childhood Montessori classrooms as Master Teachers. The American Montessori Society grants **full certification** only to candidates who hold a baccalaureate degree from a regionally accredited U.S. college/university or its equivalent. **Associate certification** is granted to candidates who do not hold such a degree. Holders of an Associate Degree are strongly encouraged to obtain their Bachelor's degree within seven years of their credentialing.

An AMS Associate Early Childhood credential is awarded to an adult learner with a minimum of 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 U.S. 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 in which they are enrolled. Upon completion, they should represent themselves only as holding an *AMS Associate Early Childhood credential*.

Applicants for the AMS Early Childhood course who do not have a U.S. Bachelor's degree or its equivalent are required to sign a statement verifying that they understand that some locations or schools may not accept an Associate credential as the qualification for full teaching responsibility.

Teachers with an Associate Early Childhood credential are eligible for upgrade to an AMS Early Childhood credential upon completing the Bachelor's 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.

### ***Early Childhood credential for adult learners whose post-secondary studies are outside of the U.S.***

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-U.S. college/university that is determined to be equivalent to a Bachelor's degree from a regionally accredited U.S. 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 are indicated on the credential.

### ***Academic Phase Requirements:***

Completion of following courses offered by the Institute:

1. Montessori Philosophy and Everyday Living Skills
2. Sensory-Motor Learning

3. Montessori Mathematics
4. Language Arts and Reading Development
5. Observation and Classroom Leadership
6. Child Development (taken at local College)
7. Child Family and Community

### ***Practicum Phase Requirements***

The function of the practicum phase is to provide for the adult learner a supervised teaching/learning experience and a period of observation, internalization, and further study to bring together the theory and practice of Montessori education. Since the purpose of the practicum is to offer the adult learner the opportunity for practice with the information and insights acquired during the academic phase, a minimum of 80% of the academic contact hours for the level (not including testing/evaluation) must be completed ***prior to the beginning*** of the practicum experience.

1. Nine-month Internship during the school-year, in a classroom for 2 ½ to 6 year old children, in an AMS affiliated school under a certified Montessori teacher. Interns need to be at the School for minimum of 3 hours per day, 5 days per week, for the entire school year. (540 hours total.).
2. Ten observations of at least 3 hours each- 30 hours.
3. Three Internship seminars of 8 hours each, and 8 hours of self-directed study with assignments – 32 hours.
4. Five workshops of 6 hours each totaling 30 hours.
5. Synthesis project, estimated 16 hours.
6. Physical and Life Sciences and Social Studies – 20 hours.

### ***State of California Requirements***

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

1. Course in Child Development, taken at a local college.
2. Course in Child, Family, Community (included in the courses offered by the Institute).
3. Course in CPR, First Aid, and Childhood Illness (taken at a local agency).
4. Background- check clearance and TB clearance prior to starting work with children.

These requirements can be fulfilled by taking Courses at community colleges or State Universities. Private organizations like the Red Cross, Referral Agencies as well as hospitals offer CPR, First Aid and Early Childhood Illnesses education.

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

The course cycle consists of 346 instructional academic hours, including 30 hours of the Child Development course taken elsewhere. These include Core courses, Foundational courses and other required curriculum areas offered in classes, workshops and seminars. The adult learner is required to intern for minimum of 3 hours each day during the practicum phase totaling 540 hours.

## **Description of Classes & Workshops, Academic Contact Hours and Credits**

### **Description of Classes & Workshops, Academic Contact Hours and Credits**

#### *Child Development*

##### **40 Academic Contact hours, 4 semester units, transferred**

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

#### *Supervised Philosophy & Curriculum Study*

##### **15 hours a week, 50 Contact hours per Semester, 6 semester units**

**Students on I-20, Student visa are required** to do Supervised Philosophy & Curriculum Study 15 hours a week. This is mandatory for the students to get the experience of the classroom while they are taking the theory classes. Under the guidance of an experienced Mentor Teacher the student observes, practices with materials, learns to prepares the environment for the children, makes activities, understands and notes the philosophical implications of behaviors and materials, prepares Manuals, observes and records interaction of children and teachers, and learns the routine of the class. The students will be given a Journal to follow and record their experience. They are evaluated at the end of each Semester. The student will receive a 'Certificate of Completion' at the end of the year for this valuable experience.

#### *Montessori Philosophy/Theory (Foundational)*

##### **32 Academic Contact hours, 3 semester units**

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

#### *Observation and Classroom Leadership (foundational)*

##### **Total: 45 Academic Contact hours, 4 semester units**

(15 hours from Observation & Classroom Leadership, + 30 hours from documented observation).

#### *Classroom Leadership and Observation*

##### **15 Academic Contact hours,**

This course focuses on important skills like preparation of the environment, scheduling for the staff as well as the schedule for the child's day, Evaluation of children, Techniques for discipline, communication, and problem-solving, including peace education, Human needs and requirements (children, families and staff) specific to a full day or extended day program, multi-culture and diversity in all forms, understanding issues relating to school administration, professional relationships, and best practices.

***Observation***

**30 Academic Contact hours of documented observations during Practicum,**

This includes lecture and documented observation, which are done during the practicum phase. A minimum of 8 hours of academic content and 20 hours of documented observations is required; and academic content precede the documented observations.

***Everyday Living Skills (core)***

**35 Academic Contact hours, 3 semester units**

(32 hours from Everyday Living Skills class, +3 hours from Seminar)

Everyday living skills includes the following: philosophy and rationale of the curriculum area of practical life, ground rules, grace and courtesy, development and refinement of movement, care of person, care of the environment, food preparation and nutrition.

***Sensory-Motor Learning (core)***

**32 Academic Contact hours, 2.5 semester units**

Philosophy and rationale of the curriculum. Presentation and practice with the sensorial, materials aiding in the development and refinement of the senses.

***Montessori Mathematics (core)***

**40 Academic Contact hours, 3 semester units**

(Montessori Mathematics 32 hours, 6 hours Seminar and 2 Independent Study hours creating extensions)

This course encompasses philosophy and rationale of the curriculum, materials that aid development of mathematical-mind concepts/skills such as introduction to numeration, linear counting, the decimal system, functions of the decimal system, and memorization of basic arithmetic facts, fractions and math applications.

***Language Arts Curriculum (core)***

**40 Academic Contact hours, 3 semester units**

(Language Arts 32 hours: 4 Seminar hours, 4 Independent Study: )

Language Arts and Reading curriculum class includes; Philosophy and rationale of the curriculum area of language arts, receptive and expressive language experiences, visual and auditory perceptual experiences, vocabulary development and enrichment. The language material presentations aid the development of reading, penmanship, writing, function of words, as well as exposure to children's literature and drama.

***Art, Outdoor & Music and Movement Curriculum***

**15 Academic Contact hours, 2 semester unit**

( Art & Outdoors Workshop 6 hrs.: Seminar + 3 hours: Music & Movement workshop 6 hours:

Philosophy and rationale of the curriculum area of art, materials that aid the development of art concepts and skills in two-dimensional art activities (easel or table), three-dimensional art activities, art appreciation and art history.

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

***Physical and Life Sciences, Social Studies (core)***

**24 Academic Contact hours, 2.5 semester units;**

( Social Studies 8 hours: Physical & Life Sciences 8 hours: Seminar +4 hours).

The course includes Philosophy and rationale of the curriculum area of the physical and life sciences, including materials and activities of botany, zoology, earth elements and physical science.

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

***Child, Family and Community***

**26 Academic Contact hours, 2.5 semester units**

(Child Family & Community 20 hours: Parent Teacher Partnership Workshop +6 hours:).

Philosophy and rationale for parent involvement in child's education, raising awareness of multicultural families and diversity in all forms; developing a knowledge base, developing strategy and options for collaboration, implementing and understanding families and children's needs, professional relationships and best practices.

***Administration***

**10 Academic Contact hours, 1 semester unit**

(Administration Workshop 6 hours: Seminar +4 hours).

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

***Practicum Seminars***

**24 Academic Contact hours**

***(Hours are counted toward other subjects).***

The class includes topics like Child as a learner; Focus on developmental needs in the light of Montessori principles, making a match between needs and materials, cultural sensitivity, communication with children and adults leadership and classroom strategies. These topics are discussed in the context of Interns 'classroom experiences.

***Year Long Project***

**16 Academic Contact Hours, 5 semester units.**

Adult learners prepare a project / a research paper /or a Synthesis of curriculum topic with activities during the Practicum Year and present it to the classmates at the end of the year.

***Independent Study:*****8 Academic contact hours*****Supervised Field Experience 1, 3 semester units******Supervised Field Experience 2, 3semester units*****Practicum Phase*****Introduction***

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

Adult learners work in an approved Montessori classroom on a daily basis over the whole school year, under supervision of a master teacher... The environment must reflect a well prepared Montessori classroom with materials and activities that correspond to the developmental and varied needs and interests of the 2 1/2 to 6 years of age group in a Montessori classroom with a qualified supervising teacher. The intern needs to be in the classroom for minimum of 3 hours a day, 5 days a week for the entire school year, totaling 540 hours. No part of the practicum may precede the beginning of the academic phase of the.

The adult learner will have the opportunity to observe and put into practice all the course work required for certification. The student shall develop objectivity and proficiency in observing and interpreting child behavior. The student will prepare lesson-plans, make materials, and record observations. The intern is observed at least three times during the year. She/he will keep a daily journal, and will connect with the Practicum Coordinator or Director monthly at the time of workshops and seminars. The Supervising Teacher monitors the daily progress of the student teachers, and evaluates the student's practices twice during the school year.

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

***Practicum Seminars***

Adult learners and the Director meet to reflect on the practical classroom experiences and the philosophical, and practical aspects of teaching children, maintaining the classroom, and communicating with parents and administrator. Included are in-depth overview of management and leadership, parent education, conferencing, professionalism, and problem-solving. The seminars contribute 24 Academic Contact hours for graduation, students contribute 8 hours of independent study totaling 32 Academic Contact hours.



Some of these hours are counted in courses and workshops. Seminar attendance, participation and completion of Seminar assignments are required for graduation.

### ***Workshops***

46 contact hours

The workshops are offered on Saturdays during the Practicum year. They cover the Parent / Teacher Partnerships (6 academic contact hours), Art-Outdoors and Music and Movement (15 academic contact hours), Core curriculum ;Social Studies, Physical and Life Sciences (24 academic contact hours), Administration (6 academic contact hours), totaling 48 academic contact hours).

### ***Year Long Project***

16 academic contact hours; 5 Semester units

This is a year-long project created by the adult learner consisting of a rationale for the topic and lesson plans. The adult learner puts together all his/her learning in the courses and workshops and seminars to create a unit for the children with at least four activities for each area of the classroom which is presented to the classmates and graded.

### ***Documented Observations***

Students observe on ten specific topics at different occasions, for three hours each. Four of the ten observations must take place at a school other than the internship site. These exercises train the student in scientific observation skills. They take 30 hours (20 in-residence hours and 10 in excess of 300 required hours).

### ***Journal Completion***

**The adult learner keeps a journal during his/her internship, recording important learning of competencies during this time. Completed journal has to be submitted for graduation. Practicum Phase**

### ***Practicum Handbook***

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

### ***Attendance***

AMS requirements for the Practicum phase include 540 hours, at least three hours per day over the entire school year. Students have up to three years to complete the Practicum phase. Attendance to all seven Workshops and four Intern Seminars is mandatory. Any absences to workshops and intern seminars must be made up, the next time these are offered. Students are expected to be in attendance punctually and throughout the day. Students are expected to sign in and out upon arrival and departure as well as use a time card to punch in and out to record their attendance and potential absences. Regular breaks are provided to balance learning and rest.

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

In order to enter into the Practicum phase students must:

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

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

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

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

### ***Practicum Evaluation***

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

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

## Graduation Requirements and Evaluation

### Academic Phase

#### *Attendance*

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

Students are expected to be in attendance punctually and throughout the day. Students are expected to sign in and out upon arrival and departure as well as use a time card to punch in and out to record their attendance and potential absences. Regular breaks are provided to balance learning and rest.

**For the Online Montessori Philosophy course, once a week zoom meeting with the enrolled students assures the presence of students registered for the course.**

#### *Tardiness*

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

#### *Evaluation/Grading*

Adult learners are graded on their class participation, reading assignments, manuals, presentations, in-class exam, rationale, philosophy papers and making activities, as per the syllabus for each course. The grading system is the same as that of California State University, East Bay. It is an "A" through "F" grading system. The student must receive a final cumulative "B" grade to pass the course. A grade below B signifies that the student needs to take the course again.

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

An incomplete grade may be given when the student has notified the faculty in advance that due to legitimate reasons beyond the student's control some work had to be delayed. In this case a specific written or verbal agreement between the faculty and adult learner will take place with the schedule for completion and the substance of the work to be done are laid out. Passing the deadline in the schedule would lead to a failing grade.

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

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

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

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

### ***Repetition and Extension of Coursework***

Poor performance of the student, as demonstrated by a course grade of "D" or "F," would require repetition of the course material for a satisfactory grade. The faculty may determine a deadline for completion of the required coursework as deemed appropriate. The student is responsible for all fees for the necessary repeated coursework. **The fee of \$250 will be charged for retaking the class.** For having missed one session there is a charge of \$95 for completing that session, **\$50 for each missed workshop, \$100 for the missed Seminar** when missed and need to take to complete the requirements. In case of unforeseeable circumstances an adult learner may be given extension up to two years beyond the required time needed to finish the course work.

### ***Transfer Policy - Transfer between AMS-Affiliated Programs***

An adult learner may transfer to Montessori Institute from another AMS recognized program with the following guidelines:

For transfer of a current adult learner from one AMS-affiliated teacher education program to another AMS-affiliated teacher education program:

- ***The candidate must*** be within the three-year time limit following the original academic phase ***and*** be a current member of AMS. ***Montessori Institute*** will review and evaluate previously completed academic and practicum work, and consider the cost of the review.
- Notify the prospective adult learner in writing with the fees and time required to complete transfer requirements. The adult learner will be notified by MIAS of its decision within two weeks of request to transfer.
- MIAS will Contact the original program to determine if the adult learner is in good standing, including fulfillment of financial obligations [9/09].

- Submit the AMS Transfer Form in addition to the AMS Credential Recommendation.
- Form Transfer of credits, including distance education credits, from Montessori programs not recognized by AMS will not be accepted. The candidate must take the full AMS credential course.
- Adult learner will pay \$100 per course for evaluation.

### ***Completion of Course***

All academic and practicum requirements must be completed and all financial obligations must be met prior to final recommendation for graduation from the program.

Adult learners are expected to complete all course requirements, including academic, practicum, and financial requirements, within a three-year time period following the program's official end of the academic phase in which the adult learner was initially enrolled. This period can be extended with the approval of the program director for adult learners in good standing.

### ***Graduation***

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

### ***Professional Development***

Graduates are required to maintain their professional status by completing professional development of at least 50 hours in five years.

### ***General Policy***

The Institute does not allow smoking, alcoholic drinks, substance abuse on campus at any time. Use of cell phone is restricted to during the breaks only. All information shared and discussed for professional learning purpose are to remain strictly confidential. Students are not to use the social media to comment on any of the shared information or on their instructors or classmates.

## **Resources for Students**

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

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

- Manuals must be purchased from the Montessori Institute of Advanced Studies. The manuals can be purchased via the instructors of each course. There are manuals respectively for Practical Life, Sensorial, Language Arts, Observation and Classroom Leadership, Mathematics, Physical Sciences, Social Studies, Art and Outdoors, Music and Movement, and Montessori Philosophy.
- Other Supplies: The students will need binders, sheet protectors and separators to complete their manuals. Binders of 3 - 4" width are to be bought with approximately 100 sheet protectors for each curriculum area, plus a good number

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

- The School's equipment (copy machine, paper cutter) is available only on request. There is a charge of 12¢ a copy to be paid when used.

***Required Readings***

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

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

***Library***

The Institute maintains a small library of books of Montessori and other child development authors, plus Montessori quarterly journals. There are also some Montessori CDs and video tapes. These are available for short-term check-out from the office. The Library of California State University, East Bay is less than four miles away and could be used for on-site reading and researching resources on Internet.

***Student Services and Career Information***

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

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

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

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

**Tuition**

1. Application fee, due with application, non-refundable	\$ 100
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2. Non-Refundable deposit toward tuition	\$ 500
3. Program cycle	\$ 5,700
4. Course Manuals	\$ 365
5. AMS-MACTE fee	\$ 450
6. Books and materials*	\$ 350
Total	\$ 7,465

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

The application fee (\$ 100) is due upon applying for enrollment. \$500 due when accepted for the program, and remaining tuition and other charges (\$ 6200) are due soon after as the application is being processed and the student is admitted to the Program. This portion of tuition has to be paid before the Orientation meeting and the beginning of classes. The transfer students who only are signing up for **Practicum, will pay \$3100 plus the Manuals. They pay MACTE-AMS registration fee of \$450 to the Institute.** The Montessori Institute of Advanced Studies does not accept debit cards or credit cards. Bounced checks will need to be replaced by cash plus a \$ 31 charge for bank fees. Students will not be allowed to attend classes without clearance of tuition payment. A contractual arrangement can be made to pay the tuition in installments in case of financial hardship. The tuition must be paid as per arrangement or there will be a 10% late charge per month on the remaining debt to the Institute.

If a student is required to re-take a course the tuition will be \$ 250 per course. If a Workshop or Seminar needs to be retaken the cost will be \$ 50 per Workshop. Seminar. Missed classes sessions, workshops, and seminars are calculated at \$100 per session.

The AMS-MACTE student fee for Certification is \$ 450 (or currently charged by these organization), paid at the time of admission.

One of the courses required by the State of California (Child Development) can be taken by students when offered by the Institute, at \$ 550 per course. This course can also be taken at the community college or the University, and transferred to the Institute.

Tuition includes the cost of three field consultant visits during the Practicum phase. Any additional visits will be charged at \$ 100 each. The cost of transportation of the field consultant's visit is reimbursed directly by the intern-student at the rate of \$ 0.45 per mile round-trip at the end of the field consultant's visit.

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

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

completion of the Academic phase. In the case of extenuating circumstances a program may offer an Adult Learner up to three years to finish the practicum phase.

### ***AMS Scholarship***

The American Montessori Society offers competitive scholarships to aspiring Montessori teachers who attend AMS-affiliated teacher education programs. Deadline for applying is May 1<sup>st</sup>. Contact AMS for more information.

## **Fair Practices**

### **Non-Discrimination Policy**

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

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

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

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

The Montessori Institute of Advanced Studies upholds the A.M.S. Code of Ethics for the Teacher Training program: see this Code in the Appendix.

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

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

Students are expected to maintain a professional demeanor throughout the program.

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

### ***Student Responsibilities***

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



- Understanding and adherence to Practicum Contract
- Understanding and adherence to code of ethics

### ***Student Rights***

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

### ***Grievance and Arbitration Procedures***

1. Students with grievances must start discussing their complaint with the person against whom the complaint is brought, and they must attempt to resolve their differences.
2. In the event that the student cannot resolve the complaint with a faculty member, they must turn to the Academic Director or Assistant Director. The Director or Assistant Director will look into the following three questions:
  - a. If the complaint involves course-related issues, were there serious deficiencies in course?
  - b. Was the student issuing the complaint misled by false expectations of the course?
  - c. What has led to the persistence of the complaint in spite of efforts to resolve it?
3. If this review does not conclude the case to the satisfaction of the aggrieved, an *ad hoc Arbitration Committee* will be convened consisting of three persons who are not directly involved in the case:
  - a. Either the Director or the Assistant Director
  - b. One of the faculty
  - c. One of the students elected by the students in the present cycle by secret ballot
4. This Arbitration Committee shall decide:
  - a. Whether or not the case is worthy of a hearing
  - b. In the event of a hearing, the committee shall hear both sides and attempt to negotiate a satisfactory solution to both parties in the dispute.
  - c. Failing that, the Arbitration Committee shall decide, by a majority vote (two out of three), upon a course of action that shall be binding on all parties.

### ***Appeal Procedure***

If this decision of the Arbitration Committee is unacceptable to either party, the individual may bring the grievance before the Arbitration Committee of the AMS Teacher Education Committee (address: AMS, 116 E 16<sup>th</sup> Street, New York, N.Y. 10003), or to MACTE (108 Second Street S.W., Suite 7, Charlottesville, VA. 22902). The decision of this Committee shall be considered binding on all parties and without appeal.

The Institute is approved by the Bureau for Private Postsecondary Education of the State of California to operate.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institute may be directed to the Bureau for Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833 or P.O. 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.

A student or any member of the public may file a complaint about this institute 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](http://www.bppe.ca.gov)).

### **Notice of Procedure to File Complaints with MACTE**

MACTE reviews complaints that relate to a program's compliance with the Quality Principles and Standards. MACTE is interested in the sustained quality and continued improvement of Montessori teacher education programs, but does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admission, appointment, promotion or dismissal of faculty, staff or adult learners. MACTE does not investigate anonymous complaints.

A copy of the appropriate standards and/or the MACTE policy and procedure for submission of complaints may be obtained by contacting the MACTE office at 108 Second Street. S.W. Suite 7, Charlottesville, VA 22902.  
Phone: 434-202-7793; fax: 888-525-8838,  
Email: [Rebecca@macte.org](mailto:Rebecca@macte.org); website: [www.macte.org](http://www.macte.org).

### **Bureau (BPPE) Requirements**

Montessori Institute is approved to operate post-secondary education by the BPPE of California. Any unanswered question the adult learner may have may be directed to BPPE at 2535 Capital Oaks Drive Suite 400, Sacramento, CA 95833, or Ph. (888)370-7589, or [www.bppe.ca.gov](http://www.bppe.ca.gov)

**Students pay towards the Student Tuition Recovery Fund (STRF) as required by BPPE.**

### **Access to Student File**

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

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

## **Confidentiality**

Montessori Institute assures students to confidentiality of records and access in accordance with the Family Educational Rights and Privacy Act and international privacy laws. No one other than the office personnel may have access to the adult learner's records without his/her written permission. A record release form is provided to the student at the end of the student handbook for that purpose (see Appendix).

## **Record Retention**

The student files are retained in the office in a fire proof cabinet for five years as per the requirement of the State of California. After the 5 years the records are stored safely off site.

## **Withdrawal, Dismissal, and Refund Policies**

### *Criteria for Withdrawal from Academic Courses*

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

### *Criteria for Withdrawal from Practicum*

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

- The refund payment will be returned within 10 days of the receipt of the Notice of Cancellation.

***Refund Policy***

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

The refund is calculated on the proportion of not-utilized instructional hours. The program has 348 instructional hours.

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

***Dismissal Policy***

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

***Criteria for Dismissal:***

Students may be dismissed for the following reasons:

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

***Dismissal Procedure:***

1. Student’s behavior and academic performance is discussed and student is given the opportunity to provide a credible explanation
2. Behavioral and academic objectives are mutually identified by the faculty and the student and a schedule for implementation and reevaluation is determined and put in writing. This statement is a *contract* and is signed by both the student and the faculty member. A copy is given to the program director. As of the signature of this contract, the student is placed on probation.
3. Reevaluation is conducted as per schedule with the involvement of the Program Director.

4. If no improvement is made by the time of the reevaluation meeting, the student is dismissed from the program. Students dismissed from the Academic or the Practicum Programs will receive a refund proportionate to the attendance of classes minus the cost to the Institute as stipulated in the Enrollment Contract.
5. The refund of tuition will be calculated on a prorated basis as specified in the enrollment contract within 10 days.

***Refund for School Closure***

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

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

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

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

1. Shall encourage independent action in the pursuit of learning
2. Shall protect the opportunity to provide for participation in educational programs without regard to race, sex, color, creed, or national origin
3. Shall protect the health and safety of students
4. Shall honor professional commitments, maintain obligations, and contracts while never soliciting nor involving students or their parents in schemes for commercial gain.
5. Shall keep in confidence information that has been secured in the course of professional service, unless disclosure serves professional purposes or is required by law.

### ***PRINCIPLE II - Commitment to the Public***

The Montessori educator shares in the responsibility for the development of policy relating to the extension of educational opportunity for all and for interpreting educational programs and policies to the public.

In fulfilling these goals, the educator:

1. Shall support his professional society and not misrepresent its policies in public discussion. Whenever speaking or writing about policies, the educator should take the precaution to distinguish his private views from the official position of the Society.
2. Shall not interfere with nor exploit the rights and responsibilities of colleagues within the teaching profession.

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

The Montessori educator makes efforts to raise professional standards and conditions to attract persons worthy of trust to careers in Montessori education. In fulfilling these goals, the educator:

1. Shall extend just and equitable treatment to all members of the Montessori education profession
2. Shall represent his own professional qualification with clarity and true intent
3. Shall apply for, accept, offer, recommend, and assign professional positions and responsibilities on the basis of professional preparation and legal qualifications.
4. Shall use honest and effective methods of administering his duties, use of time and conducting business.

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

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

The following criteria have been established by the AMS and MACTE. The environment must reflect these characteristics:

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

The environment reflects the influence of these adult behaviors:

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

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



### Appendix 3: Invoice

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

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

Payment	Amount
Registration fee	\$100.00
Non-refundable deposit toward tuition	500.00
Program cycle	5,700.00
AMS-MACTE fee	450.00
Curriculum Manuals and Handouts:	
Everyday Living Skills	40.00
Sensory-Motor Learning	40.00
Social Studies	4000
Physical Sciences	40.00
Montessori Mathematics	40.00
Language Arts	40.00
Observation, Class Management	40.00
Workshops	150.00
Seminars	25.00
Total Manuals and Handouts	455.00
Required Reading: Books*:	
The Montessori Method	25.00
The Secret of Childhood	20.00
Discovery of the Child	20.00
The Advanced Montessori Method, vol.1	35.00
The Absorbent Mind	25.00
Dr. Montessori's Own Handbook	25.00
The Hidden Hinge	25.00
Children: The Challenge	25.00
Theories of Development	40.50
Number	25.00
The Child's Construction of Knowledge	25.00
A Piaget Primer	25.00
Beyond Discipline	25.00
Total Required Reading	*340.00

*\* Estimated. Does not include materials. Paid directly by the student to the bookstore.*

<b>Total amount paid:</b>	<b>\$</b>
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Signature: \_\_\_\_\_

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

Remark

**Appendix 4: ACADEMIC PHASE,**

## Appendix 6: Student Statement

Dear Student:

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

I have read and understood the Catalog/Student Handbook. As a perspective student I have reviewed this catalogue prior to signing the enrollment agreement and am aware of the performance record of the Institute. I take responsibility for knowing its content and following all the requirements of the program.

I understand that an AMS Associate Early Childhood Credential is awarded to an Adult Learner with a minimum of a secondary level state approved (high school diploma) but who doesn't have a bachelor's degree from a U.S. recognized college. I understand that some schools or location may not accept an Associate Credential as the qualification for full teaching responsibility.

Signature:

Date:

-----  
(Cut along this line, please)

Dear Student:

Please read and sign this statement, and keep it for your record.

I have read and understood the Catalog/Student Handbook. As a perspective student I have reviewed this catalogue prior to signing the enrollment agreement and am aware of the performance record of the Institute. I take responsibility for knowing its content and following all the requirements of the program.

I understand that an AMS Associate Early Childhood Credential is awarded to an Adult Learner with a minimum of a secondary level state approved (high school diploma) but who doesn't have a bachelor's degree from a U.S. recognized college. I understand that some schools or location may not accept an Associate Credential as the qualification for full teaching responsibility.

Signature

Date:

## Appendix 7: Record Release Form

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

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

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

You may release copies of my official transcript to:

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

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

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

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

Students get one free official transcript. Additional transcripts cost \$ 25.00.

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

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

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

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

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

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

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

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

Student’s signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Appendix 9: Enrollment Contract.**

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

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

Social security# \_\_\_\_\_ Driver Lic ID No \_\_\_\_\_

Address: \_\_\_\_\_  
*street city State Zip code*

Home Ph: \_\_\_\_\_ work Ph: \_\_\_\_\_ Cell: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**1. Total number of classes, hours, and lessons required to complete the course of instruction:**

Name of the Program:	Montessori Institute of Advanced Studies; Montessori ECE Teacher Credentialing program
Scope of the Program: Academic phase:	5 core courses, each consisting of 32 hours of 4/5 full day classes of altogether 192 hours of instructional time during academic phase
Practicum phase:	30 academic hours of 5 Workshops 6 hours each. 24 hours of Physical and Life sciences and Social Studies 32 hours in 3 Seminars, plus 8 hours of Independent studies, totaling 32 academic hours 30 hours of Observation 540 Intern hours
Total instructional hours:	346 academic hours and 540 practicum hours are required for completion of the course

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

Application fee, due with application, non-refundable*	\$ 100
Non-Refundable deposit toward tuition**	\$ 500
Program cycle	\$ 5700
Course Manuals	\$ 455
AMS-MACTE fee	\$ 450
Books and materials***	\$ 340
Total	\$ 7545

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

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

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

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

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

My signature below certifies that I have read, understood and agreed to my rights and responsibilities, and that the institution’s cancellation and refund policies have been clearly explained to me.

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

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

- 3. Rights of refund:** The program maintains a policy for refund of the unused portion of tuition, fees, and other charges in the event the student fails to enter the course, withdraws, or is discontinued from at any time prior to completion.
- 4. How the refund amount is determined:** The program will charge the student for the portion of the course attended, including the date when a written notice of withdrawal was received. The refund is determined as indicated in the table below. The refund will be the total tuition minus the non-refundable deposit of \$100 and the purchased Manuals and books.

Percentage of total contact hours utilized	Hours utilized	Refund
Up to 10%	Up to 30	70%
11 – 25 %	Up to 76	60%
26 – 50%	Up to 152	40%
51 – 75%	Up to 228	20%
76 – 100%	Beyond 228 hours	No refund

**5. Disclosures:**

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

My signature below certifies that I have read, understood and agreed to my rights and responsibilities, and that the institution’s cancellation and refund policies have been clearly explained to me.

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

MIAS Stude

**Addendum:**

**\*YOU ARE RESPONSIBLE FOR THIS AMOUNT. IF YOU GET A STUDENT I RESPONSIBLE FOR REPAYING THE LOAN AMOUNT PLUS ANY INTER AMOUNT OF ANY REFUND.**

**Additional Fees, as applicable:** Transcript Fee: 5, Return Check Fee: \$35, Bus Tokens \$1.00 per token

THE TERMS AND CONDITIONS OF THIS AGREEMENT ARE NOT SUBJECT TO AMENDMENT OR MODIFICATION BY ORAL AGREEMENT. I, THE UNDERSIGNED PURCHASER OF THE PROGRAM OF TRAINING, HAVE READ, UNDERSTAND AND AGREE TO THE TERMS AND CONDITIONS CONTAINED HEREIN AND WITH MY SIGNATURE I CERTIFY HAVING RECEIVED AN EXACT COPY OF THIS AGREEMENT, A COPY OF THE SCHOOL CATALOG AND SCHOOL PERFORMANCE FACT SHEET. I FURTHER ACKNOWLEDGE THAT NO VERBAL STATEMENTS HAVE BEEN MADE CONTRARY TO WHAT IS CONTAINED IN THIS AGREEMENT. THIS ENROLLMENT AGREEMENT IS A LEGALLY BINDING INSTRUMENT WHEN SIGNED BY THE STUDENT AND ACCEPTED BY THE SCHOOL.

**I understand that this is a legally binding contract. My signature below certifies that I have read, understood, and agreed to my rights and responsibilities, and that the institution's cancellation and refund policies have been clearly explained to me.**

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Student's Parent or Guardian (if student is under age 18)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature and Title of School Official Accepting Enrollment

\_\_\_\_\_  
Date

**A. PAYMENT**

**STUDENT AGREES TO PAY ABOVE SPECIFIED FEES AS FOLLOWING:**

- Cash \$ \_\_\_\_\_
  - Credit Card \$ \_\_\_\_\_ **Credit Card Number:** \_\_\_\_\_  
Exp. Date: \_\_\_\_\_
  - Sponsor \$ \_\_\_\_\_ **Sponsor Name:** \_\_\_\_\_
  - Check \$ \_\_\_\_\_ **Check Number:** \_\_\_\_\_
  - Student Loan \$ \_\_\_\_\_ **Third Party Lending Institution** \_\_\_\_\_
- BALANCE DUE** \$ \_\_\_\_\_

Timing of Payments: Your first monthly payment will be due on \_\_\_\_\_. Thereafter, each monthly payment will be due on the same day of the month as your first monthly payment.

Consumer Loan Agreements Montessori Institute of Advanced Studies does not loan students funds to attend school. Students may voluntarily choose a Third Party Private Lending Institution to receive a loan to pay for the cost of A.C.B.S. programs. The third party lender is responsible to provide all disclosures to students according to the Truth in Lending Act of Title 15 of the United States Code.

**B. REFUND POLICY**

**STUDENT'S RIGHT TO CANCEL**

1. You have the right to cancel your agreement for a program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh calendar day after enrollment,



whichever is later. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro rata refund if you have completed 60 percent or less of the scheduled days in the current payment period in your program through the last day of attendance.

Cancellation of this agreement can occur up to: \_\_\_\_\_  
Date

2. Cancellation may occur when the student provides a written notice of cancellation at the following address: Montessori Institute of Advanced Studies, 22781 Canyon Court, Castro Valley, CA, 94552. This can be done by mail or by hand delivery.
3. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.
4. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.
5. If the Enrollment Agreement is cancelled the school will refund the student any money he/she paid, less a registration or administration fee not to exceed \$250.00, and less any deduction for equipment not returned in good condition, within 45 days after the notice of cancellation is received.

#### **WITHDRAWAL FROM THE PROGRAM**

You may withdraw from the school at any time after the cancellation period (described above) and receive a pro rata refund if you have completed 60 percent or less of the scheduled days in the current payment period in your program through the last day of attendance. The refund will be less a registration or administration fee not to exceed \$250.00, and less any deduction for equipment not returned in good condition, within 45 days of withdrawal. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

- The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.
- The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the School.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the daily charge for the program (total institutional charge, minus non-refundable fees, divided by the number of days in the program), multiplied by the number of days scheduled to attend, prior to withdrawal. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student. If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

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**UNDERSTANDINGS**

**INITIAL**

1. **Catalog/ Handbook:** Information about **Montessori Institute** of Advanced Studies is published in a school catalog/Handbook that contains a description of certain policies, procedures, and other information about the school. Montessori Institute reserves the right to change any provision of the catalog at any time. Notice of changes will be communicated in a revised catalog, an addendum or supplement to the catalog, or other written format. Students are expected to read and be familiar with the information contained in the school catalog, in any revisions, supplements and addenda to the catalog, and with all school policies. By enrolling in Montessori Institute, the Student agrees to abide by the terms stated in the catalog and all school policies.
  
2. All instruction takes place at 22781 Canyon Court, Castro Valley, CA 94552.
3. I understand that I will be awarded a Montessori Credential Certificate when I have completed all of the program requirements. A graduate must have passed each course and have satisfied all financial obligations.
4. **NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION:** The transferability of credits you earn at Montessori Institute is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree or certificate you earn in other Montessori Programs is also at the complete discretion of the institution to which you may seek to transfer. If the credits or degree or certificate 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 Montessori Institute to determine if your credits or degree or certificate will transfer.
5. **Placement Assistance:** Placement assistance is provided. However, it is understood that the School does not and cannot promise or guarantee neither employment nor level of income or wage rate to any Student or Graduate.
- Limited English Speakers:** If English is not the student's primary language, and the student is unable to understand the terms and conditions of the enrollment agreement, the student shall have the right to obtain a clear explanation of the terms and conditions and all cancellation and refund policies in his or her primary language.
6. **Questions:** Any questions a student may have regarding this enrollment agreement 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, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.
7. **Complaints:** A student or any member of the public may file a complaint about this institution with Bureau for Private Postsecondary Education by calling 888.370.7589 toll-free or by completing a complaint form, which can be obtained on the bureau's Internet Web site, www.bppe.ca.gov.
- 8 **Financing:** The Student understands that if a separate party is financing his/her education, that the Student, and the Student alone, is directly responsible for all payments and monies owed to the school listed on this agreement.
9. **Loan:** If a student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:
  - a. The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
  - b. The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.
10. **Student Tuition Recovery Fund Payment:** 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, who is a California resident, or are enrolled in a residency program, and prepay 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.

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by California residents who students were attending certain schools regulated by the Bureau for Private Postsecondary Education.

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 material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

**NOTICE**

**YOU MAY ASSERT AGAINST THE HOLDER OF THE PROMISSORY NOTE YOU SIGNED IN ORDER TO FINANCE THE COST OF INSTRUCTION ALL OF THE CLAIMS AND DEFENSES THAT YOU COULD ASSERT AGAINST THIS SCHOOL, UP TO THE AMOUNT YOU HAVE ALREADY PAID UNDER THE PROMISSORY NOTE.**

**Initial**

“Prior to signing this enrollment agreement, you must be given a catalog /Handbook brochure and a School Performance Fact Sheet, which you are encouraged to review prior to signing this agreement. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, salaries or wages, and the most recent three-year cohort default rate, if applicable, prior to signing this agreement.”

“I certify that I have received the catalog, School Performance Fact Sheet, and information regarding completion rates, placement rates, license examination passage rates, salary or wage information, and the most recent three-year cohort default rate, if applicable, included in the School Performance Fact sheet, and have signed, initialed, and dated the information provided in the School Performance Fact Sheet.”



**Montessori Institute of Advanced Studies**  
**22781 Canyon Court, Castro Valley, CA 94552 510-581-3729 -**  
**montessori-training.com 5 SCHOOL PERFORMANCE FACT SHEET**  
**CALENDAR YEARS 2019 & 2020**

**Montessori Institute of Advanced Studies**  
**The Montessori Early Childhood Teacher Credentialing program Summer Intensive: 1**  
**year**  
 Montessori.ins@gmail.com

**On-Time Completion Rates (Graduation Rates)**  
*Includes data for the two calendar years prior to reporting.*

<b>Calendar Year</b>	<b>Number of Students Who Began the Program</b>	<b>Students Available for Graduation</b>	<b>Number of On Time Graduates</b>	<b>On-Time Completion Rate</b>
2019	6	6	6	100
2020	6	6	6	100

**Student's Initials: Date:**

**Initial only after you have had sufficient time to read and understand the information. Job Placement Rates (includes data for the two calendar years prior to reporting)**

<b>Calendar Year</b>	<b>Number of Students Who Began Program</b>	<b>Number of Graduates</b>	<b>Graduates Available for Employment</b>	<b>Graduates Employed in the Field</b>	<b>Placement Rate % Employed in the Field</b>
2019	6	6	6	6	100%
2020	6	6	6	5	83.3%

**You may obtain from the institution a list of the employment positions determined to be in the field for which a student received education and training. (Student may find information on employment positions from the office or from the AMS website.)**

**Student's Initials: Date:**

**Gainfully Employed Categories (includes data for the two calendar years prior to reporting)**

**Part-Time vs. Full-Time Employment**

<b><u>Calendar Year</u></b>	<b><u>Graduate Employed in the Field 20-29 Hours Per Week</u></b>	<b><u>Graduates Employed in the Field at Least 30 Hours Per Week</u></b>	<b><u>Total Graduates Employed in the Field</u></b>
2019	0	6	6
2020	0	5	5

**Single Position vs. Concurrent Aggregated Position**

<b><u>Calendar Year</u></b>	<b><u>Graduates Employed in the Field in a Single Position</u></b>	<b><u>Graduates Employed in the Field in Concurrent Aggregated Positions</u></b>	<b><u>Total Graduates Employed in the Field</u></b>
2019	6	0	6
2020	5	0	5

**Self-Employed / Freelance Positions**

<b><u>Calendar Year</u></b>	<b><u>Graduates Employed who are Self Employed or Working Freelance</u></b>	<b><u>Total Graduates Employed in the Field</u></b>
2019	0	6
2020	0	5

Published : December 1, 2019

**Student's Initials: Date:**

**Initial only after you have had sufficient time to read and understand the information.**

**Institutional Employment**

<b><u>Calendar Year</u></b>	<b><u>Graduates Employed in the Field who are Employed by the Institution, an Employer Owned by the Institution, or an Employer who Shares Ownership with the Institution.</u></b>	<b><u>Total Graduates Employed in the Field</u></b>
2019	4	6
2020	3	5

**Student's Initials: Date:**

**Initial only after you have had sufficient time to read and understand the information.**

**IF the majority of graduates from this program obtain jobs in self-employment or freelance work add:**

**This program may result in freelance or self-employment.**

- **The work available to graduates of this program is usually for freelance or self-employment. • This type of work may not be consistent.**
- **The period of employment can range from one day to weeks to several months. • Hours worked in a day or week may be more or less than the traditional 8 hour work day or 40 hour work week.**
- **You can expect to spend unpaid time expanding your networks, advertising, promoting your services, or honing your skills.**
- **Once graduates begin to work freelance or are self-employed, they will be asked to provide documentation that they are employed as such so that they may be counted as placed for our job placement records.**
- **Students initialing this disclosure understand that either a majority or all of this school's graduates are employed in this manner and understand what comprises this work style.**

**Student's Initials: Date:**

**Only initial after you have had sufficient time to read and understand the information.**

**License Examination Passage Rates (includes data for the two calendar years prior to reporting)**

<b><u>Calendar Year</u></b>	<b><u>Number of Graduates in Calendar Year</u></b>	<b><u>Number of Graduates Taking Exam</u></b>	<b><u>Number Who Passed First Available Exam</u></b>	<b><u>Number Who Failed First Available Exam</u></b>	<b><u>Passage Rate</u></b>
2019	6	n/a	n/a	n/a	n/a
2020	6	n/a	n/a	n/a	n/a

**This program does not require state licensure.**

**Student's Initials: Date:**

**Initial only after you have had sufficient time to read and understand the information.**

**Salary and Wage Information (includes data for the two calendar years prior to reporting)**

**Annual salary and wages reported for graduates employed in the field.**

Calendar Year	Graduates Available for Employment	Graduates Employed in Field	\$40,001 - \$45,000	\$45,000 - \$50,000	\$50,000 - \$55,000	\$55,000 - \$60,000	Information
2019	6	6	0	6	0	0	0
2020	6	5	0	5	0	0	0

A list of sources used to substantiate salary disclosures is available from the school. **(A student may find salary disclosures on the AMS website or from the school).**

**Student's Initials: Date:**

**Initial only after you have had sufficient time to read and understand the information. Cost of Educational Program**

**Total charges for the program for students completing on time in 2019: \$ 7,396**

**Total charges may be higher for students that do not complete on time.**

**Total charges for the program for students completing on time in 2020: \$ 7,396**

**Total charges may be higher for students that do not complete on time.**

**MONTESSORI INSTITUTE OF ADVANCED STUDIES is eligible, but chooses not to participate in federal student aid programs. Therefore, students who attend this institution do not have federal student loans.**

**Student's Initials: Date:**

**Initial only after you have had sufficient time to read and understand the information.**

**This fact sheet is filed with the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law.**

Any questions a student may have regarding this fact sheet that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 N. Market Blvd. Suite 225, Sacramento, CA 95834, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

Student Name - Print

Student Signature

School Official

Date

Date

Published : December 1, 2019

Montessori Institute of Advanced Studies 22781 Canyon Court,  
Castro Valley, CA 94552 510-581-3729 - [montessori-training.com](http://montessori-training.com)

## **Definitions**

- “Number of Students Who Began the Program” means the number of students who began a program who were scheduled to complete the program within 100% of the published program length within the reporting calendar year and excludes all students who cancelled during the cancellation period.
- “Students Available for Graduation” is the number of students who began the program minus the number of students who have died, been incarcerated, or been called to active military duty. • “Number of On-time Graduates” is the number of students who completed the program within 100% of the published program length within the reporting calendar year.
- “On-time Completion Rate” is the number of on-time graduates divided by the number of students available for graduation.
- “150% Graduates” is the number of students who completed the program within 150% of the program length (includes on-time graduates).
- “150% Completion Rate” is the number of students who completed the program in the reported calendar year within 150% of the published program length, including on-time graduates, divided by the number of students available for graduation.
- “Graduates Available for Employment” means the number of graduates minus the number of graduates unavailable for employment.



- “Graduates Unavailable for Employment” means the graduates who, after graduation, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.
- “Graduates Employed in the Field” means graduates who beginning within six months after a student completes the applicable educational program are gainfully employed, whose employment has been reported, and for whom the institution has documented verification of employment. For occupations for which the state requires passing an examination, the six months period begins after the announcement of the examination results for the first examination available after a student completes an applicable educational program.
- “Placement Rate Employed in the Field” is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment. • “Number of Graduates Taking Exam” is the number of graduates who took the first available exam in the reported calendar year.
- “First Available Exam Date” is the date for the first available exam after a student completed a program.
- “Passage Rate” is calculated by dividing the number of graduates who passed the exam by the number of graduates who took the reported licensing exam.

Published : December 1, 2019

**Montessori Institute of Advanced Studies**  
**22781 Canyon Court, Castro Valley, CA 94552**  
**510-581-3729 - montessori-training.com**

- “Number Who Passed First Available Exam” is the number of graduates who took and passed the first available licensing exam after completing the program.
- “Salary” is as reported by graduate or graduate’s employer.
- “No Salary Information Reported” is the number of graduates for whom, after making reasonable attempts, the school was not able to obtain salary information.

**STUDENT’S RIGHT TO CANCEL**

1. You have the right to cancel your agreement for a program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro rata refund if you have completed 60 percent or less of the scheduled days in the current payment period in your program through the last day of attendance.

Cancellation of this agreement can occur up to:

Date

2. Cancellation may occur when the student provides a written notice of cancellation at the following address: Montessori Institute of Advanced Studies, 22781 Canyon Court, Castro Valley, CA, 94552  
This can be done by mail or by hand delivery.

**Summer Intensive  
Academic Course Schedule  
March 21<sup>st</sup>, 2022-July, 2023**

**Summer Semester: 2020**

<p><b>Montessori Philosophy</b> 32 Academic Hours 3 units</p>	<p><i>On-line course starts</i> <b>March 21st, complete by</b> <b>April 30<sup>th</sup>, 2022</b></p>	<p><b>Instructor:</b> Meher Van Groenou</p>
<p><b>Everyday Living Skills &amp; Philosophy</b> 32 Academic contact hours 3 Units</p>	<p><b>Mon-Thurs. 8:30-5:30</b> June 13,14, 15, 16, 2022</p>	<p><b>Instructor:</b> Medha Nevasekar</p>
<p><b>Workshop 1: Arts and Outdoors</b> 8 contact hours 1 unit</p>	<p><b>Friday, 8:30-5:00</b> June 17, 2022</p>	<p><b>Instructor:</b> Medha Nevasekar</p>
<p><b>Sensory Motor Learning</b> 32 Academic contact hours 3 Units</p>	<p><b>Mon-Fri 8:30-5:30</b> June 20,21,22,23, 2022</p>	<p><b>Instructor:</b> Medha Nevasekar</p>
<p><b>Workshop 2: Music and Movement</b> 8 contact hours 1unit</p>	<p><b>Friday, 8:30-4:00</b> June 24, 2022</p>	<p><b>Instructor:</b> TBD</p>
<p><b>Montessori Mathematics and Philosophy</b> 32 Academic contact hours 3 Units</p>	<p><b>Mon-Fri 8:30-5:30</b> June 27, 28,29,30, 2022</p>	<p><b>Instructor:</b> Maryanna Heginbottom</p>

**Observation & Classroom Leadership:**

45 Academic contact hours  
4 Units

**Wed-Thur, 8:30-3:30**  
July 6, 7, 2022

**Instructor:** Dil Kapadia

**Orientation to Practicum Phase**

**Thursday, 5:00-6:00**  
July 7, 2022

**Instructor:** Meher Van Groenou

**Child Development & Psychology**

40 Academic contact hours  
4 units

**8:30-5:30**  
In conjunction with Age of Montessori or local college

**Instructor:** TBD

**Supervised Philosophy & Curriculum Study** (for I-20

Visa holders)  
15 Hours per week  
24 Academic contact hours  
2units

**Mon-Fri 3 hours per day**  
August to September  
2022

**Instructor:** Classroom Mentor Teacher

**Supervised Philosophy & Curriculum Study** (for I-20

Visa-holders, unless the student starts Practicum.)  
15 Hours per week  
150 Academic contact hours  
9 Units

**Mon-Fri 3 hours per day**  
September 8, 2022-July, 2023

**Instructor:** Classroom Mentor Teacher

## ***Practicum/Student Teaching*** **2022-2023**

The practicum/student teaching is a necessary requirement for the successful completion of the Early Childhood Teacher Credential Course.

The function of the Practicum Phase is to provide for the student a supervised teaching/learning experience and a period of observation, internalization, and further study, to bring together the theory and practice of Montessori education.

### ***Practicum Phase Schedule*** **540 hours of Practicum**

#### **Fall Semester: 2022**

**Supervised Field Experience I**  
270 Contact hours  
6 Units

**Mon-Fri, 3.5 hours/ day**  
Sept 8, 2022-Dec.16, 2022

**Instructor:** Classroom Mentor Teacher

**Montessori Language Arts, Reading & Philosophy 32**  
Academic contact hours  
3 Units

**Saturdays 8:30-5:30**  
September. 10, 17, 24, October 1<sup>st</sup>, 2022

**Instructor:** Mandi Hann

**Seminar 1: Child as a Learner: Child Development & Montessori philosophy; Introduction to year-long project**  
8 Academic contact hours

**Saturday, 8:30-3:30**  
October 15, 2022

**Instructor:** Meher Van Groenou

**Observation & Classroom Leadership:**  
45 Academic contact hours  
4 Units

**Saturday, 8:30-3:30**  
November 19, 2022

**Instructor:** Dil Kapadia

**Spring Semester: 2023**

**Supervised Field Experience II**  
270 Contact hours  
6 Units

**Mon-Fri, 3.5 hours /day**  
January -July, 2023

**Instructor:** Classroom Mentor Teacher

**Workshop 3& 4: Physical & Life Sciences & Social Studies**  
16 Academic contact hours  
2 Units

**Sat & Sun, 8:30-5:30**  
January 14,15,16 2023

**Instructor:** Judi Bauerlein & Katie McDonnell-Manson

**Seminar 2/3: Classroom Management, Montessori Philosophy & Year-long project**  
8 Academic contact hours  
File Completion

**Saturday, 8:30-3:30**  
February 11, 2023

**Instructor:** Meher Van Groenou

**Workshop 5: Parent-Teacher Partnership, Child, Family & Community**  
2.5 Units

**Saturday, 8:30-3:30**  
March 11, 2023

**Instructor:** Martha Sanchez

**Observation & Classroom Leadership:**  
45 Academic contact hours  
4 Units

**Saturday, 8:30-3:30**  
April 15, 2023

**Instructor:** Dil Kapadia

**Workshop 6: Administration, Presentation of Year-long project;**  
10 Academic contact hours  
2 units

**Saturday, 8:30-3:30**  
May 6, 2023

**Instructor:** Meher Van Groenou

**Seminar 4: Leadership**  
Assignments, academic year-  
long journal & seminar binders  
due  
8 Academic contact hours

**Saturday, 8:30-3:30**  
June 3, 2023

**Instructor:** Meher Van  
Groenou

**Year-long Project  
Presentation &  
Graduation**

**Friday, 3:00-6:00**  
June 16, 2023  
3:00-4:00 set-up  
5:00-6:00 graduation

Present: Graduating  
students, All Instructors,  
guests  
Current cohort

Rev.1/8/2022

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

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

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

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

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

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

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

Instructor's signature:

Date:

## Appendix 11: Student Progress Report

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

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

Instructor's comments:

Arrangement with student to make up:

Deadline for completion of assignment: \_\_\_\_\_  
(Missed deadline would lead to either repetition of course or lowered grade in course)

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

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



## Appendix 12: Final Assessment

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

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

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

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

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

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

Signature Practicum Coordinator:

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

Signature Director of Program:

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

### Appendix 13: Notice of Refund

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

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

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

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

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

Other: \_

Total hours for which student need to pay: \_\_\_\_

Other: \_

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

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

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

The method of calculating the refund was as follows:

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

Name: \_

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

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

CERTIFIED MAIL #:

**Appendix 14: NOTICE OF CANCELLATION**

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

\_\_\_\_\_

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

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

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

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

I cancel the contract with the Institute.

\_\_\_\_\_  
[Date]

\_\_\_\_\_  
[Student’s signature]

**REMEMBER, YOU MUST CANCEL IN WRITING.** You do not have the right to cancel by just telephoning the school or by not coming to class. If you have any complaints, questions, or problems that you cannot work out with the school, write or call:

Bureau for Private Postsecondary Education  
2535 Capitol Oaks Drive, Suite 400, Sacramento, CA. 95798  
Mailing Address: P.O. Box 980818, West Sacramento, CA. 95798-0818  
Telephone: (916) 431-6959, Fax: 916-263-1897; [www.bppe.ca.gov](http://www.bppe.ca.gov)

### Appendix 15: Declaration of Change of Status

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

Name: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

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

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

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

I began Montessori training in Early Childhood on: \_\_\_\_\_

Stopping on: \_\_\_\_\_

Anticipated date of return to training: \_\_\_\_\_

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

#### Undeclared Change of Status

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

Name: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

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

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

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

I began Montessori training in Early Childhood starting on: \_\_\_\_\_

Stopping on: \_\_\_\_\_

Anticipated date of return to training: \_\_\_\_\_

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

## Appendix 16: Graduate Placement Form

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

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

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

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

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

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

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

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

### Appendix 17: Transfer of Credits Request

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## Appendix 18: Notification of Complaint

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

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

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

I have the following complaint:

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

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

Action taken:

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

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

**APPENDIX 19; STUDENT EVALUATION OF INSTRUCTOR FORM**

Student Evaluation of Instructor  
*Montessori Institute of Advanced Studies*

Instructor: \_\_\_\_\_ Course title: \_\_\_\_\_

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

*Evaluation criteria: 1. Excellent, 2. Very good, 3. Good, could improve, 4. Not good*

<i>Aspects</i>		<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>
Organization and preparation of course material Comments:	1. Course objectives made clear				
	2. Subject matter well organized				
	3. Course sequence well planned				
Teaching skills Comments:	1. Material presented in coherent manner				
	2. Major points clearly emphasized				
	3. Use of class-room examples and illustrations				
Use of teaching aids Comments:	1. Use of games and exercises to clarify concepts				
	2. Use of films, slides, tapes				
Motivation Comments:	1. Evokes steady interest				
	2. Presents material creatively				
	3. Poses questions that demand thinking				
	4. Uses diverse teaching approaches				
Student involvement Comments:	1. Incorporates student's experience in teaching				
	2. Responsive to student's difficulty with material				
	3. Views learning as a transformational process				
Administration of course Comments:	1. Instruction started and ended on time				
	2. Course outline and assignments made clear				
	3. Exams and assignments related to subject matter				
	4. Assignments graded fairly				
Instructor Evaluation Comments:	1. Instructor available for discussion				
	2. Gave close attention to each student's learning				
	3. Helpful comments in class & on assignments				
	4. Overall evaluation of Instructor				