

Montessori Teacher Preparation of Washington Walnut-CA

20781 Amar Rd #1 Walnut, CA 91789
(909) 594-8172



Student Handbook 2023-2024

TEACHER EDUCATION AFFILIATE
International Association of Progressive Montessori (IAPM)

MACTE Accredited Program petitioning for Branch Campus
Early Childhood Level (2 ½-6)

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General Information

Education Level

The Early Childhood Teacher Credential Course is a post-secondary education.

Period Covered by this Enrollment Agreement:

August 12, 2026- January 1, 2028

- Academic Course Date: August 2026- March 1, 2027
- Practicum Course Start Date: April 1, 2027-January 2028

Date by which the student must exercise his or her right to cancel or withdraw: 10 days after the program start date

Location

Address: Walnut International Montessori School
20781 Amar Rd #1 Walnut, CA 917889
Website: www.mtp-wa.org
Contact Info: (909) 594-8172 adm@mtp-wa.org

Office Hours

Monday – Friday 9am-5pm Office is closed on weekends and federal holidays. State and Federal orders for closure are adhered to and change the usual schedule.

Disclosure

MTP of WA, Walnut-CA Campus is a private institution, and is approved to operate by the bureau. The approval to operate means compliance with state standards as set forth in the CEC and 5, CCR. An institution may not imply that the Bureau endorses programs, or the Bureau approval means the institution exceeds minimum state standards. MTP of WA, Walnut-CA Campus does not have a pending petition in bankruptcy, and is not operating as a debtor in possession, and has not filed a petition within the preceding five years and has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code. As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

Statement of Purpose, Mission, and Goals

Montessori Teacher Preparation of California (MTP of CA) is an arm of Montessori Plus School Inc. which was founded by Sharlet and Donald McClurkin in 1985 as a non-profit corporation. MTP of CA is a branch location of the Montessori Teacher Preparation of Washington located in Kent, WA.

Our purpose is to train adults in the education of the developing preschool children through Montessori philosophy, education, equipment, and psychology.

Certification Course Level: EC 2 ½ - 6-year, full certification (Accredited by IAPM and MACTE) We hold foremost a commitment to integrity, ethical practice, and equitable treatment in the relationships among all of our students, faculty and staff.

Board of Directors and Personnel

Montessori Plus School/Teacher Preparation of Washington, Inc., is a non-profit corporation in the State of Washington.

Officers on the board are:

Founder: Sharlet McClurkin

Director: Sharron Reece

California Branch Director: Mary Noelle Sevilla

Administrator: Kirsten Reece

PDSO: Jiyon Jennifer Kim
Accountant: Sim McClurkin

Affiliation

MTP of WA in Walnut, CA is a Montessori certification program for teaching children ages 2 ½ to 6-years. Students learn about Montessori's philosophy of education as well as current child development principles. It is affiliated with the certifying organization, The International Association of Progressive Montessori (IAPM).

Accreditation

MTP of WA's onsite Kent classes have held accreditation status since 1993 by the Montessori Accreditation Council of Teacher Education (MACTE) for the 2 ½ to 6 level. This accreditation is recognized by the Department of Education.

SEVP Certification

This accreditation allows MTP of WA the opportunity to apply to the US Department of Homeland Security to grant I 20's to qualified international students (SEVP School Code SEA214F00590000)

Facilities

Year-long weekly classes are scheduled after the children's Montessori classes are completed at 4 pm. The classrooms are approximately 800 square feet in size and accommodate twenty-five adult learners. An additional room is available for practice. The full set of Montessori materials are available in the classroom for instructor presentation and adult learner practice. Bathrooms and adequate space for students' personal items, course equipment and teaching aids are available in or near the instructional areas. Janitorial service is provided weekly. Classroom teachers maintain the Montessori materials to a high standard of excellence.

Learning Resources

[Montessori Teacher Preparation \(mtp-wa.org\)](http://mtp-wa.org) Previously recorded lectures are accessible for the current students during the enrollment period.

Further Inquires

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to

Bureau for Private Postsecondary Education, California State Department of Education

Address: 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834

Mailing: P.O. Box 980818, West Sacramento, CA 95798-0818

Website Address: www.bppe.ca.gov Toll Free Number: 888 370-7589 & Fax: 916 263-1897

Filing a Complaint

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

Transferability of Credit and Credentials

The transferability of credits you earn at the MTP of WA /Walnut-CA is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate or units you earn in MTP of WA/Walnut-CA is also at the complete discretion of the institution to which you may seek to transfer. If the certificate or units 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 MTP of WA/Walnut-CA to determine if your credential or units will transfer.

Notice to Prospective Degree Program Students

This institution is not approved by the Bureau for Private Postsecondary Education to offer degree programs. To continue to offer degree programs, this institution must meet the following requirements:

* Become institutionally accredited by an accrediting agency recognized by the United States Department of Education, with the scope of the accreditation covering at least one degree program.

* Achieve accreditation candidacy or pre-accreditation, as defined in regulations, by July 1, 2022, and full accreditation by July 1, 2024.

If this institution stops pursuing accreditation, it must:

* Stop all enrollment in its degree programs, and

* Provide a teach-out to finish the educational program or provide a refund.

An institution that fails to comply with accreditation requirements by the required dates shall have its approval to offer degree programs automatically suspended.

Institutional Representative Initials: _____ Date: _____

Student Initials: _____ Date: _____

ACADEMIC INFORMATION

Course Overview

9-month Distant Learning (Hybrid) Course + 10-month practicum

Academic Phase (Onsite 180 hrs + Online 90 hrs)

- Google Classroom login for online course work
- Attend alternating Saturday onsite sessions **as scheduled during the academic phase**
- Hands-on practice and in-person discussions
- Observe a variety of Montessori schools
- Learn the use of Montessori materials in eight areas of learning
- Prepare a child study
- Create three original learning projects
- Compile eight curriculum albums for all areas of study
- Prepare weekly plans for group activities in a Montessori classroom

Practicum Phase (720 hrs)

The practicum provides the Adult Learner with a supervised teaching and learning experience and a period of observation, internalization, and further study, in order to bring together the theory and practice of Montessori education. The Adult Learner participates in all facets of Early Childhood curriculum and development, as well as family partnership, and administrative procedures.

- Bi-Monthly Intern Diary with the evaluation form signed by the supervising teacher
- Attend three scheduled Intern Meetings
- Complete the three scheduled Field Supervisions

Certification

Upon successful completion of both Academic and Practicum phases, students will complete the Certification Application including the grade sheet for the complete written assignments, intern diaries, field supervision forms and fee. After thorough evaluation, student will be awarded with a **certificate of completion** from MTP of WA and IAPM as well as the MACTE seal

Academic Calendar

See Appendix A

Cycle/Enrollment Period

Open enrollment throughout the course of a 9-month cycle from July to the following May. If students started their course in the middle of the current school year, they would need to complete the full cycle of academic course by carrying over their course work to the following school year.

MACTE Competency & Program Course Offerings

IAPM / MACTE Competency & Program Course Offerings

Competency	Course Title	Possible Source of Evidence
I. Content Knowledge- Understands the theory and content regarding:		(Assignments, Bowl Tests, Albums, Observation reports)
1a. Montessori Philosophy: Demonstrates and understanding of and implements Montessori philosophy with a focus on the early childhood years	Theory & Practice	Lillard, <i>MMA</i> , 1-6, M+ brochure, 7,10,11,16,19, 22,33
1b. Human Growth and Development: Comprehends and utilizes an understanding of the stages of human growth, development, and educational theories with an emphasis from two and one-half (2 ½) through six (6) years of age	Child Development	<i>Petit Piaget</i> 12, PN166-174, 43-49,153-159
1c. Subject Matter for EC Level		
Practical Life/Language	Practical Life, Language	Presentation Sheets, Albums, Bowl Tests
Sensorial/Math	Sensorial, Math	
Science/Botany/Cosmic Education	Science, Cultural	
Geography/History/Peace Education	Science, Cultural	
Music/Movement/Visual Art	Music, Art	
II. Pedagogical Knowledge- Understands the teaching methods and materials used regarding:		
2a. Correct use of Montessori materials	Theory & Practice, Practical Life, Sensorial, Math, Language, Cultural	26, 34, Intern Diary 39-44 PN179-180
2b. Scope and sequence of curriculum	All Practicums	20,21,29 Intern Diary

	2c. The prepared environment	Classroom Leadership Theory & Practice	14,17, 25, 26,
	2d. Parent/teacher/family/community partnership	Classroom Leadership	3,9,24. PN51-58 Intern Diary 49
	2e. The purpose and methods of observation	Practical Life, Sensorial, Math, Language Child Dev.	30, Intern Material's List PN82-119; Intern Diary, 44-48, PN166-174, Child Study
	2f. Planning for instruction		
	2g. Assessment & documentation	All Practicums	26, Intern Diary 40-44, 49-50
	2h. Reflective practice	All Practicums	29, Intern Diary 40-42, 49-50
	2i. Support and intervention for learning differences	Child Development	PN44-47 Seminar: Dr. M. Johnston
	2j. Culturally responsive methods	Classroom Leadership	Faber, 1-6, PN51-58 6 Parent Handbook
IV. Practice- Can demonstrate and implement within the classroom			
	3a. Classroom leadership	Classroom Leadership	23, 29, 31, Intern Diary 44, 49-59
	3b. Authentic assessment		
	3c. Montessori philosophy and methods	Leadership Practical Life, Sensorial, Language, Math, Cultural	7, 26 Intern Diary 49-50
	3d. Parent/Teacher/Family partnership	Classroom Leadership All Practicum	MMA3Intern Diary 49-50 Parent Handbook

	3e. Profession responsibilities	Theory & Practice	36-37 PN 62-65, 124-126, 187-192, Intern Diary
	3f. Innovation and flexibility	Theory & Practice	6, 8, 27, MMA6 Intern Diary 49-50

Faculty

Sharron Reece (Program Director/ Practicum Coordinator/Field Supervisor): BA in Art from Washburn University, 1987; MIA 2 ½ to 6 training, 1993

Mary Noelle Sevilla (Site Coordinator/Instructor): MA in Childhood Education from Miriam College, Philippines, 2004; Montessori 2 ½ to 6 Certificate from MIA, 2005

Jiyon Jennifer Kim (Field Supervisor): BA in Speech and Hearing Science from University of Washington, 1998; Montessori 2 ½ to 6 Certificate from MIA, 2003

Instructor to Student Ratio

Instructional classes have maximum 1:15 instructor to student ratio

Housing, Holidays and Breaks

Housing is not available through the MTP of WA/Walnut-CA.

The following holidays will be observed, and classes will not be held: New Year's Day, Martin Luther King Day, Independence Day, Memorial Day, Labor Day, Thanksgiving Day, Christmas Eve and Christmas Day. We follow local school district for the Winter, Spring and Summer break schedule.

ADMISSIONS

The admission procedure begins with the applicant's request for information and the discussion between the prospective applicant and the Center. The next step in the admissions procedure is the submission of the application via email to adm@mtp-wa.org, with the admission fee. Necessary documents are downloadable from www.mtp-wa.org/admission. The complete application is submitted online. A letter acknowledging receipt of the application and documents (or the need to submit lacking documents) is sent to the applicant.

General Admission Requirements

- Candidates seeking admission must have at least two years of college education (official transcripts and/or diploma required) or two years experience working daily with young children in a classroom setting (or a combination of the two) and provide three references
- Candidates will make a statement of purpose that describes their view of qualities necessary to teach young children, describing experience with children in the past along with a statement of personal philosophy towards children
- Candidates will be required to interview with the director prior to admission either virtually or in-person. • MTP of WA, Walnut-CA Campus does not accept prior credits or classes to replace the required coursework. • Candidates who do not meet the minimum admission requirements may be accepted based on a high-grade point average or outstanding references/interviews

International Student Admission Requirements

- Candidates should meet all general requirements.
- Candidates must provide the proof of fund; bank statement of the candidate or financial sponsor ex) family members. If candidates choose a payment plan, they must have co-signer form filled.
- Candidates must wire transfer the nonrefundable application fee and I-20 processing fee to MTP of WA, Walnut, CA bank account.
- Candidates must have a current passport.

- International applications will be reviewed and approved by the director and PDSO will issue I-20 for the applicant. The signed form will be emailed to the candidate along with the letter of acceptance. • Candidates must be proficient in English and international candidates will be required to provide a TOEFL score in Speaking (above 22) and Writing (above 23). An English assessment can be provided by ALPS Language Institute and students should meet intermediate level in speaking, reading and writing. The cost for the test is \$50.00.
- J-1 Change of Status applicants and F-1 transfer students with less than an intermediate level of English will need to complete an English Assessment provided by ALPS in both verbal and written English proficiency. A \$50 fee will be charged.

Distant Learning (Hybrid-Course) Admission

MTP of WA is offering a Distant Learning Option. The course will cover the same curriculum as onsite program. Admission Requirements: Same as the onsite course requirements.

1. Students must reside in the State of Washington in order to attend 19 Saturday onsite sessions totaling 123 hours in the main campus located in Kent, WA
2. The course will cover 147 hours of online lecture and discussions via Google Classroom and secured online lectures available in [Early Childhood – Montessori Teacher Preparation \(mtp-wa.org\)](#)
3. Students must have reliable internet access, laptop, and smartphone to participate in online discussions and listen to pre-recorded lectures.
4. Students must schedule an orientation meeting with the instructor prior to start of the course. ***See Appendix A:**

Distant Learning Schedule

Ability to Benefit

Based upon the documents submitted from the *Admission Requirements* and the discussions with the applicant, the MTP of WA determines the applicant's ability to benefit from the course: commitment to the profession, academic preparation, and feasibility of successful completion.

Transfer Credit

MTP of WA, Walnut-CA Campus does not accept course credits from other training programs and has not entered into an articulation or transfer agreement with any other college or university.

Prior Experiential Learning Credit Policy

MTP of WA, Walnut-CA Campus does not award credit for prior experiential learning, including work experience, professional experience, volunteer experience, life experience, or non-credit training. The institution does not assess prior experiential learning for the purpose of awarding academic credit. Because no credit is awarded, there are no assessment procedures, no fees, and no charges related to prior experiential learning. Since no credit is awarded for prior experiential learning, there is no appeal process related to such credit. Students may contact the administration for clarification if needed.

Non-Discrimination Policy

The program is nonsectarian and provides all Adult Learners and staff, regardless of race, gender, color, creed, national origin, sexual orientation, religion, disability, ethnic origin or other legally protected status, with all of the rights, privileges, courses, and activities generally accorded or made available to Adult Learners in a school or in administration of our educational policies, admissions policies, or scholarship and loan programs.

Students with Disability

MTP of WA/Walnut-CA encourages diversity and accepts applications from all minorities. We acknowledge that information pertaining an applicant's disability is voluntary and confidential and will be made on an individual basis. If this information is presented, we will reasonably attempt to provide an accommodation to overcome the effects of the limitation of the qualified applicant. All inquiries about accommodations should be made to the admissions administrator upon registration of the program. To be qualified, an individual with a disability must meet the basic skill, education, training and other eligibility requirements of the relevant job or vocational program and must be able to perform the essential functions of the relevant job or vocational program, either with or without reasonable accommodation. The employment and academic standards are the same for all individuals enrolled.

Leave of Absence/Change of Status - Declared (Withdrawal) and Undeclared (Drop out)

Change of Status is permitted at any time. The Adult Learner completes the “Change of Status” declaration (Withdrawal). If the Adult Learner does not file a “Change of Status” form but is inactive for one year then the MTP of WA/Walnut-CA makes the “Change of Status” undeclared (Drop-out).

Reactivation

Reactivation of a declared or undeclared change of status requires a new registration and registration fee.

Record Retention

Adult Learners’ records are maintained electronically. The copy of the IAPM credential, the Montessori transcript, the college/university transcript, and IAPM credential recommendation forms are retained electronically. Financial records and academic records are separately maintained electronically. Adult Learners’ records are maintained indefinitely.

Confidentiality

Confidentiality is pledged to all Adult Learners regarding their records. The Adult Learner has access to personal records. Access is granted to the Program Director and the Custodian of Records as well. The Adult Learner grants authorization for the release of records to the American Montessori Society for the purpose of issuing the early childhood teacher credential.

STUDENT SUPPORT & SERVICES

Occupational Classification

The program prepares graduates for employment in early childhood preschool education settings, including private Montessori preschool environments, under the U.S. Department of Labor’s Standard Occupational Classification 25-2011 – Preschool Teachers, Except Special Education.

Occupational /Career Information and Placement Services

Successful completion of the Montessori Early Childhood Teacher Credential course meets the requirements for a career with children of that age in a Montessori educational setting. The Program’s website lists current employment opportunities. However, MTP of WA does not represent itself as an employment or placement service. No guarantee is made or implied as to employment, occupational advancement, or salary or wage.

The State of California has requirements that must be met for employment with early childhood age children. Those requirements are met within the early childhood credential course requirements: Child Development (2 Units), Observation in Child Development (1), Parent Involvement/Child, Family & Community, and six (6) units in curriculum.

Other Services

- a) Academic advisement and counseling
- b) Internship placement and counseling
- c) Assistance in obtaining student visas, transfers and extensions
- d) Transcript services
- e) Student identification card

ACADEMIC POLICIES

Academic Phase Requirements

Attendance

Students are required to log their own attendance on the MTP attendance tablet, required by SEVIS. The instructor also logs students’ attendance and hours of participation into a class notebook.

Absences

Students must email or telephone prior to the beginning of class to inform the instructors of absences for the absence to be excused. An unexcused absence, however, may be made up at the next class cycle when the assignment is again discussed.

- Special arrangements for make-up may be made for students whose absences were excused by the instructors from the beginning of the course.
- Students who miss the material bowl tests must wait to take the bowl test at the next class cycle.

Tardiness

Because tardiness displays disrespect for the instructor and other students, it cannot be tolerated. Each student will log their tardy hours/minutes and make them up in outside observation of school or extra practice.

Assignments

Students must turn in their assignments each due date or as requested. Special arrangements must be made with the instructor to turn in assignments later than one week so that they are counted for course work. Album indexes must be organized in sections, with subheadings to reflect a complete list of materials presented to the class. Daily Note Diaries must be turned in at next classes, and presentation sheets on Saturdays based on quantity requirements for that month.

Evaluation and Feedback Timeline

The institution provides feedback and evaluation for student lessons, projects, assignments, and online coursework within approximately ten (10) to fourteen (14) business days from the date the work is received, unless otherwise specified by the instructor.

Dismissal of Students

- Failure to maintain satisfactory progress, such as timely submission of homework
- Delinquency of tuition payments for more than thirty days
- Copying of other students' homework assignments.

Code of Conduct

The following conduct is unacceptable and will not be tolerated:

- All forms of bias including race, religion, ethnicity, gender, disability, national origin, veteran status, and creed as demonstrated through verbal and/or written communication and/or physical acts
- Sexual harassment including creating a hostile environment and coercing an individual to perform sexual favors in return for something
- All types of proven dishonesty, including cheating, plagiarism, knowingly furnishing false information to the institution, forgery, and alteration or use of institution documents with intent to defraud
- Intentional disruption or obstruction of teaching, administration, disciplinary proceedings, public meetings and programs, or other school activities
- Theft or damage to the school premises or damage to the property of a member of the school community on the school premises
- Student acts of criminal behavior that place any person in imminent danger are prohibited on all school grounds
- Violation of the law on school premises. This includes, but is not limited to, the use of alcoholic beverages or controlled dangerous substances
- Violation of published school policies

Standards of Progress

Tests and Assignments Grading

Bowl testing over the Montessori materials will be done in groups with interaction and immediate feedback. Grading ranges from 1 to 4. Students who receive a 2 or below must retake the test the following class cycle. Students may not look at their notes once the testing begins, nor ask fellow students for information.

Assignments are reviewed and graded from 1-4 with below 2 being unsatisfactory and students must resubmit the

assignments the following week until they receive satisfactory marks.

Probationary Period

Students who did not submit their assignments/presentation sheets for 3 weeks or have not resubmitted improved assignments/presentation sheets within 3 weeks will be placed in a probationary period where academic counseling and extra hours of on-site practice will be required

Re-Entrance after Academic Probation

Students have to complete their assignments and demonstrate competency in using the Montessori materials by submitting presentation sheets and passing the Bowl tests.

PRACTICUM PHASE REQUIREMENTS

Practicum Overview

- In order to complete the certificate course, students must complete the 720 internship hours from IAPM approved Montessori practicum sites. The practicum fee of \$1,000 should be paid in full at the beginning of the internship. Three Field Supervisions, intern meetings and review of intern diaries are included in the cost.
- A full 10-month internship is required in one classroom that provides a full 3-year age range of children and a complete set of Montessori materials
- Self-directed internships may be conducted by students in an approved Montessori school when no certified Montessori teacher is available. Monthly visits by a certified Montessori teacher must be made to validate the internship (at an additional cost to the intern)

Early Childhood Practicum Site Requirements

- The site has to be IAPM affiliated school.
- Non-discrimination policy: The school site must have a written non - discrimination policy for children and staff. The school is nonsectarian and provides all Adult Learners and staff regardless of race, gender, color, creed, national origin, sexual orientation, religion, disability, ethnic origin or other legally protected status.
- Licensing: The site must meet all local and state regulations.
- Job Description/Contract: The site provides a job description and or a contract of agreement acceptable to the site, the Adult Learner, and the preparation course. This job description or agreement should include the nature and type of remuneration given the Adult Learner, if any.
- Job Responsibilities: Adult Learners in their practicum phase cannot be asked to provide service to the school other than that which would be found as the responsibility listed in the job description during the practicum hours (i.e., janitorial services, before or after day care services, etc.)
- Class contains children from 2 ½ - 6 age span to allow the Adult Learner to follow the developmental stages of children in an environment which is prepared to meet their social, emotional, intellectual, physical, and spiritual needs. The class must be equipped with the full complement of appropriate materials.
- The classroom environment must be designed and equipped to meet the developmental needs of the children served. The classroom must include child-sized furnishings and a full array of recommended Montessori materials for the age range of the class, arranged on open shelves accessible to all children.

Practicum Field Supervisor

- The Field Supervisor visits the Adult Learner at the practicum site a minimum of three times during the school year. For self-directed practicum in which the student is the head teacher, six practicum visits are required.
- Visits in addition to the three (3) are at the expense of the Adult Learner.
- The meetings will include but are not limited to the following areas:
- Discussing classroom leadership techniques.
- Review of the Intern Diary: Lesson plans, original projects, observation reports, material practice list, book reports, bi-monthly evaluation forms and attendance.

Supervising Teacher

- The Supervising Teacher is responsible for providing experiences relating to the following areas:

- Preparation: of indoor and outdoor environments.
- Observation and Recording: observing, responding/planning, assessing; maintaining records.
- Interaction: relations among parents, staff, and children.
- Instruction: designing activities; individual and group presentations. Management: individual and group strategies.
- Parent/Community Involvement: family support and community services; parent education, interviews, conferences, and meetings; open house. 7. Staff Involvement: participation in meetings, establishing team compatibility and problem-solving techniques.
- And all MACTE competencies.

Practicum Teaching Course Performance Standards

The Adult Learner successfully completes and submits the Intern Diary, completes 720 hours and presents the letter of recommendation from the supervising teacher.

The Adult Learner is successful in the practicum as assessed by the three (3) evaluation reports of the Supervising Teacher, and the three (3) observation reports of the Field Supervisor.

Dismissal of Interning Students

All violations of proper practice, discipline, or serious disputes between interning teachers and their supervisor(s) shall be:

- Put into writing and dated
- A copy of the written report shall be given to the interning teacher, the director of MTP and the director of the school
- Prepaid tuition will be refunded according to the school's refund policy

Graduation Requirements

- Completion of academic hours (with all absent hours made up)
- All assignments and observation reports submitted (receiving passing marks)
- Passing grades on Bowl tests
- Completion of all albums and internship diary
- 720 practicum hours with a recommendation by supervising teacher
- Tuition and internship fee paid in full

MACTE STUDENT GRIEVANCE, COMPLAINT, APPEAL PROCESS

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 420 Park Street, Charlottesville VA 22902, Phone: 434-202- 7793, Fax: 888-525-8838, E-mail: info@macte.org, Website: www.macte.org

Students who have a complaint or who would like to appeal a dismissal must request in writing an appointment for an interview with the school director. The written request should include the following information:

- Student's full name and current address
- A statement of the concern including dates, times, instructors, and if applicable, other students involved
- Date of complaint letter and signature of the student
- Three dates in which the student would be available for a meeting with the school director. These dates should be within 10 business days of the complaint.

TUITION & FINANCIAL POLICIES

Tuition Responsibilities

All fees must be paid prior to certification. Students who do not complete their course but return after three years must make plans to review the math and language areas and to pay tuition equal to the current tuition charges. An exception will be made for teachers who have been teaching in the Montessori classroom for this time.

Resident Student Fees	International Student Fees
<ul style="list-style-type: none"> • Application Fee (non-refundable): \$150 • MACTE Student Fee: \$240 • Student Services: \$200 <p>Total: \$590</p>	<ul style="list-style-type: none"> • Application Fee (non-refundable): \$350 • MACTE Student Fee: \$240 • Student Services: \$200 • I-20 Fee (non-refundable) \$350 • English Assessment: \$50 <p>Total: \$1,190</p>
Resident Tuition: \$8500	International Student Tuition: \$8500
<ul style="list-style-type: none"> • Practicum: \$1500 • IAPM Student Fee: \$100 • MTP Evaluation Fee: \$200 <p>Total: \$1,800</p>	<ul style="list-style-type: none"> • International Student Practicum: \$3000 • IAPM Student Fee: \$100 • MTP Evaluation Fee: \$200 <p>Total: \$3,300</p>

Total Charges and Fees For the Current Period of Attendance

Resident: \$9,090 International: \$9,690

ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM:

and THE TOTAL Resident Total: \$10,890 International Total: \$12,990

CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT.

Resident: \$590 International: \$1190

Extended and Inactive Enrollment

For enrollment that extends beyond the twelve (12) month completion date for the distant learning schedule, or enrollment that has become inactive (defined as no progress toward course completion within a year period) there is a re Registration Fee of \$100.00 to extend or to reactivate the enrollment. The time limit for re activation of enrollment is 24 months.

Refund Schedule and Policy

Adult Learners have the right to obtain a refund of charges paid through attendance at the first-class session, or the seventh day after enrollment, whichever is later.

Cancellation Period

Adult Learners have the right to cancel their enrollment and receive a refund of 100 percent (100%) of the amount paid for institutional charges, less a reasonable application or registration fee not to exceed two hundred fifty dollars (\$250), if notice of cancellation is made through attendance at the first class session or the seventh (7th) day after enrollment, whichever is later, in accordance with California Education Code § 94920(b).

Refund Policy After Cancellation Period

After the cancellation period has passed, Adult Learners who withdraw from a program and who have completed sixty percent (60%) or less of the period of attendance shall be eligible for a pro rata refund. The refund shall be calculated based on the portion of instruction not completed, in accordance with California Education Code § 94920(d) and 5 CCR § 71750. Adult Learners who have completed more than sixty percent (60%) of the period of attendance are not eligible for a refund. Any applicable refund will be issued within thirty (30) days following the date of withdrawal.

Refund Policy at Dismissal or School Cancellation

Dismissal of the Adult Learner by MTP of WA follows the same refund policy as Adult Learner withdrawal. Cancellation of the course or a course component by MTP of WA follows the same refund policy as Adult Learner withdrawal.

Federal Student Loans / Financial Aid Disclosure

MTP of WA, Walnut-CA Campus is not authorized to participate in federal student financial aid programs, including Federal Student Loans. The institution does not participate in any federal or state financial aid programs, and no federal or state financial aid is available to students enrolled at the institution.

Loan and Financial Aid Disclosure

If a student obtains a loan to pay for an educational program, the student must repay the full amount of the loan plus interest, less any applicable refund. If a student receives federal student financial aid funds, the student is entitled to a refund of any monies not paid from federal student financial aid funds.

Cancellation of the Early Childhood Course Policy

In case of cancellation of the course, MTP of WA would inform the adult learners as soon as this happened. Fees paid to MTP of WA would be refunded within 48 hours to the adult learners.

Cancellation of Enrollment

Adult Learners have the right to cancel enrollment and obtain a full refund of tuition paid through the attendance at the first-class session, or the seventh day after enrollment, whichever is later. Cancellation of enrollment occurs when the administration office receives a written notice of cancellation. Cancellation notification can be by mail, by hand delivery, or by email. The written notice of cancellation is effective if it shows that the adult learner no longer wishes to continue the Early Childhood Teacher Credential course. Upon cancellation, the school refunds any money paid, less any deduction for equipment not timely returned in good condition, within 30 days after notice of cancellation is received.

Student Tuition Recovery Fund (STRF).

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

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and 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.

Article 2. STRF Assessments §76120. Amount of STRF Assessment

Each qualifying institution shall collect an assessment of fifty cents (\$0.50) two dollars and fifty cents (\$2.50) per one thousand dollars (\$1,000) of institutional charges, rounded to the nearest thousand dollars, from each student in an educational program who is a California resident or is enrolled in a residency program. For institutional charges of one thousand dollars (\$1,000) or less, the assessment is zero dollars (\$0). Note: Authority cited: Sections 94877, 94923 and 94924, Education Code. Reference: Sections 94843, 94911(b), 94923 and 94924, Education Code

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, other payer, and you have no separate agreement to repay the third party.

Students seeking to enroll in institutions approved under subdivision (b) shall be notified in writing by the institution, prior to executing an enrollment agreement, that, although MTP of WA /Walnut-CA is seeking approval to operate by the former Bureau for Private Postsecondary and Vocational Education, the institution's application for re-approval to operate has not been reviewed by the bureau pursuant to this chapter.

Accreditation and Affiliation: Montessori Teacher Preparation of WA holds MACTE accreditation and IAPM affiliation. MTP of WA /Walnut-CA is a branch campus where the same course will be delivered both in Distant Learning/On-site mode of learning.

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.

ACKNOWLEDGMENT

(Student's Copy)

Acknowledgment by School

Prior to being enrolled in this school, the applicant whose name and signature appears below has been made aware of the legal obligations he/she takes on by entering into a contract for training. Those discussions included cautions by the school about acquiring an excessive debt burden that might become difficult to repay given employment opportunities and average starting salaries in his/her chosen occupation.

School Official: _____

Date: _____ Signed: _____

Acknowledgment by Enrollee

1. I understand and accept that any contract for training I enter with the above-named school contains legally binding obligations and responsibilities.
2. I understand and accept that repayment obligations will be placed upon me by any loans or other financing arrangements I enter as a means to pay for my training.
3. I understand that any enrollment contract I enter shall not be binding or take effect for at least five days, excluding Sundays and holidays, following the last date such a contract is signed by the school and myself, if I have not entered classes sooner.

Student's Name: _____

Date: _____ Signature: _____

ACKNOWLEDGMENT

(School's Copy)

Acknowledgment by School

Prior to being enrolled in this school, the applicant whose name and signature appears below has been made aware of the legal obligations he/she takes on by entering into a contract for training. Those discussions included cautions by the school about acquiring an excessive debt burden that might become difficult to repay given employment opportunities and average starting salaries in his/her chosen occupation.

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Student's Name: _____

Date: _____ Signature: _____