



Adult Learner Handbook

2025-2026 / 2026-2027 AMI Assistant to Infancy (0-3) – San Diego, CA

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Welcome to Montessori Stoppani Institute

As a prospective adult learner, you are encouraged to review this catalogue prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which was also provided to you prior to completing your application.

Use of Terms and Glossary Reference

To ensure clarity and consistency for both adult learners and regulatory reviewers, this handbook uses specific terminology related to the structure, expectations, and credentials of the AMI Montessori Diploma Course – Ages 0 to 3 and 3-6.. Because terms such as *diploma*, *certificate*, or *program* may vary in meaning across different educational systems, we encourage readers to consult the **Glossary of Terms** located at the end of this document. The glossary provides definitions and context for key concepts as they are used throughout this vocational, non-degree training program. It serves as a reference to support accurate understanding and interpretation of the content included in this handbook and its associated documents.

About Montessori Stoppani

Montessori Stoppani is an initiative created to expand the vision of María Montessori's philosophy in Latin America. Her vision of a society where all children have access to an education that promotes the full development of each child's potential, an education that treasures the individual, as much as their role in the world. Dr. Montessori believed that children are travelers on an eternal journey of self-creation, and that our role as educators is to prepare an environment where we can collaborate with the child's self-directed process of self-construction.

We train passionate professionals who are ready to embark on this path of Montessori education!

Currently, Montessori Stoppani Institute offers Montessori AMI Certificate Courses for Assistants at the 0-3, 3-6 and 6-12 levels, as well as Montessori AMI Diploma Courses for the 0-3 and 3-6 levels.

Montessori Stoppani is proud to be fully recognized by AMI (Association Montessori Internationale) and accredited by MACTE and the BPPE. Our adult learners receive both an AMI, as well as a MACTE International diploma when successfully completing one of our Diploma Courses. This diploma will give them the opportunity to work anywhere in the world, as AMI is an international organization and MACTE an accreditation recognized internationally.

Mission Statement

In Montessori Stoppani, our mission is to provide high quality training for teachers where respect and profound admiration for the child's unique path of development is an integrated part of their journey. The training is based on Montessori AMI philosophy and pedagogy, which requires a deep inner self-transformation to become an agent of change in today's world.

Hours of Operation

Most administrative transactions and inquiries may be conducted via e-mail at: info@montessoristoppani.com or caro@montessoristoppani.com or by calling our landline in USA: +1 619-432-5222 / Mexico: +52



664-748-0177, Monday through Friday between 8:00 am to 4:00 pm.

Our programs are in-person during the summer, varying the dates depending on the program, which will be detailed in both programs. These operate from Monday to Friday from 7:30am to 4:30pm (PTS) and Saturdays from 8:30 am to 1:30 pm (PTS).

During the online blocks, there are no practice rooms available.

MSI Principles: Integrity and Commitment

The following personal and academic standards have been established to ensure that each adult learner is thoroughly prepared not only to earn the Montessori AMI Diploma, but more importantly, to guide children in their development and to build healthy, lasting relationships—both personally and professionally.

These policies have been created for the benefit of the entire Montessori Stoppani Institute community, aligning with AMI's established guidelines. These standards are firm and significant, so we ask that you make a dedicated effort to honor them. We hope our time together will be enriching, and we appreciate your understanding as we work with a diverse group of adult learners from different nationalities.

All documents, photocopies, files, and materials used during the program are strictly for each adult learner's personal use. They may not be published or reproduced in any form—whether graphic or digital—during the course or at any time afterward.

The content of the albums is also intended exclusively for personal use by each adult learner and may not be printed, published, or reproduced in any way for other purposes.

Equality: Disability

Montessori Stoppani Institute is committed to providing equal opportunity for all its adult learners and motivates those interested in a Montessori credential, who have a disability or a special need, to apply to their course of interest. MSI ensures that no adult learner will be discriminated against during the admission process or during the course.

The necessary documentation shall be as follows:

- Current situation
- Complete documentation signed by a professional physician
- Validate disability
- Suggest special needs accommodation

MSI is not obligated to offer accommodations until the learner submits an official accommodation letter. MSI will provide academic adjustments, as long as they do not fundamentally change the program or create an excessive financial or administrative burden.

The **Americans with Disabilities Act (ADA, 1990)** mandates that post-secondary institutions are responsible for providing necessary accommodations when a student discloses a disability. Specifically, training programs, including those in psychology, must make reasonable adjustments to practices, policies, and procedures and provide auxiliary aids and services for students with disabilities, unless doing so would "fundamentally alter" the nature of the programs or result in an "undue burden."

Providing accommodations does not compromise the essential elements of a course or curriculum, nor does it lower academic standards or the integrity of a course. Accommodations are meant to offer an alternative way to meet course requirements by eliminating or reducing disability-related barriers. They are designed to level the playing field, not to provide an unfair advantage.

Montessori Stoppani Institute is dedicated to student success; however, it does not require students to use accommodations and will not provide them unless requested by the student. The student must first make a request through California's **Disability Access Services (DAS)**. For more information about accommodations, please contact the main office.

Montessori principles guide us in designing a curriculum that meets the specific needs of individual students and groups. We accomplish this by:

- Identifying the individual needs of each student.
- Setting specific learning goals when necessary to address the unique learning requirements of each student.
- Overcoming potential barriers to student participation and progress.

By creating an inclusive learning environment, we strive to ensure that all students, regardless of their background or abilities, have access to a quality education that supports their personal and academic development.

Equality: Racial

At Montessori Stoppani Institute there is no discrimination against adult learners or prospective adult learners based on race, religion, age, color, nationality, ethnicity, sex or gender, gender identity, veteran or military status, sexual orientation, or the presence of any sensory, mental or physical disability.

This includes the use of a trained guide dog or service animal by a person with a disability in its admissions, educational policies, or any programs it administers. This has to be previously discussed with the administrative team at MSI and approved by the team as well.

Academic Honesty

Montessori Stoppani Institute is dedicated to preserving the legacy of Dr. Maria Montessori in promoting human development and safeguarding the well-being of the child. To uphold these values, we take a firm stand against acts of academic dishonesty.

At MSI, plagiarism is considered a serious breach of academic integrity. Plagiarism occurs when ideas or concepts are presented as one's own. Examples include copying another learner's project, using information from the internet without proper acknowledgment, or sharing your own work with another learner.

To avoid plagiarism, it is essential to credit the original source for any of the following:

- Ideas, opinions, or theories of another person
- Facts, graphics, drawings, or information that are not common knowledge
- Direct quotes or words written or spoken by others
- Paraphrasing someone else's words or ideas

Committing an act of academic dishonesty will result in the inability to receive the Montessori AMI Diploma, regardless of meeting other program requirements such as punctuality, attendance, submission of assignments, completion of observations, and adherence to program guidelines.

Drugs and Stimulants

Drugs and stimulants are strictly prohibited and will not be tolerated under any circumstances. The only exception to this rule is for prescribed medications, which must be disclosed. If an adult learner is permitted to conduct observations or practices while taking prescribed medication, they must ensure that the medication is kept out of reach of children.

Accreditations, Affiliations, and Licenses

All learner policies are established and guided according to the Association Montessori Internationale (AMI), the Montessori Accreditation Council for Teacher Education (MACTE) and the California's Bureau for Private Post Education (BPPE).

As a future adult learner, you are encouraged to read through this catalogue prior to signing your enrollment agreement. You are also encouraged to review the [School Fact Sheet](#), prior to signing the enrollment agreement.

Please contact an MSI Staff member with any questions that you may have.

Email: info@montessoristoppani.com

If further information is needed, you will be referred to the person in charge of enrollments.

Association Montessori Internationale - AMI

AMI was founded by Maria Montessori in 1929. AMI is an NGO with representation at UNESCO since 1985. The objectives of AMI are to promote and disseminate the pedagogical principles and practices formulated by Maria Montessori, which is based on the full development of the human being. AMI was created by Dr. Maria Montessori to ensure that her legacy continued and to ensure the authentic training of future Montessori guides.

If you have any questions or concerns, you can contact **AMI** at:

161 Koninginneweg
1075 CN Amsterdam
The Netherlands

Phone: +31-20-679-8932

Website: www.ami-global.org

Email: info@montessori-ami.org

Montessori Accreditation Council for Teacher Education - MACTE

MACTE is a globally acknowledged accrediting organization for Montessori teacher preparation programs. An accredited program meets MACTE's criteria for financial health, a robust curriculum, qualified faculty, and provides a range of services tailored to the needs of its adult learners. MACTE is recognized by the U.S. Department of Education as the national accreditor for Montessori teacher education programs and institutions across the United States.

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| • Tijuana, Assistant to Infancy/Infant and Toddler/0-3 | September 29, 2029 |
| • San Diego, California, Assistant to Infancy/Infant and Toddler/0-3 | September 29, 2029 |
| • Tijuana, Primary/Early Childhood/3-6 | September 29, 2029 |

If you have any questions or concerns, you can contact **MACTE** at:
420 Park Street
Charlottesville, VA 22901

Telephone: +1 434-202-7793
Website: www.macte.org
Email: information@macte.org

Borough of Private Post-Secondary Education - BPPE

The Bureau for Private Postsecondary Education (BPPE) is a regulatory body within the California Department of Consumer Affairs. Its primary purpose is to oversee and regulate private postsecondary educational institutions in California, ensuring that they operate legally and maintain quality standards. The BPPE is responsible for protecting students by enforcing compliance with California state laws related to private education, providing information to help students make informed decisions, and ensuring that institutions uphold their promises regarding educational quality and financial stability.

If you have any questions or concerns, you can contact the **BPPE** at:

Bureau for Private Postsecondary Education (BPPE)
1747 N. Market Blvd., Suite 225, Sacramento, CA 95834

Telephone: (916) 574-8900 or Toll-Free: (888) 370-7589
Fax: (916) 263-1897
Website: www.bppe.ca.gov
Email: bppe@dca.ca.gov

Administrative Members and Faculty Bios

Alejandra Rosas - Executive Director and 0-3 AMI Trainer

Alejandra Rosas the founder and AMI 0-3 Trainer at the Montessori Stoppani Institute. She holds a diploma on Puericulture, Early Childhood Education and a master's degree in education. She received her 3-6 diploma from Centro Internazionale Montessori di Perugia, Italy in 1996 and her 0-3 diploma in 2004, under the guidance of Dr. Silvana Montanaro. She is also an international consultant and examiner for AMI.

Contact Information: alerosas@montessoristoppani.com

Carolina Guardia - Administrative Director

Carolina Guardia Monserrat is a certified AMI guide for 0-3 and 3-6. She also holds a bachelor's degree in Preschool Education and an MBA from ADEN University and The George Washington University. She has been part of the Montessori Stoppani since 2020, playing an instrumental part in its growth and outreach to the Latino Community.

Contact Information: caro@montessoristoppani.com

Dr. Mario Salguero, MD, PhD - Professor for Medical Subjects

Dr. Salguero is a graduate of the Faculty of Medicine of the Universidad de Guadalajara. He holds a diploma in Clinical Nutrition from the Instituto Nacional de Nutrición in Mexico. Mario completed his Ph.D. in Molecular Biology in Medicine at the UdeG, and Psychiatry at UCSD. Dr. Salguero has received several awards and accolades for his work and is the author of several articles from medical journals and book chapters. He has focused on integrative medicine that focuses his gaze on the whole person and also on the impact that nutrition and meditation exert on psychiatry. He is the author and facilitator of the "Health and Healing" course at the University of Wisconsin School of Medicine, collaborated in the creation of the Integrative Medicine program, and founded a private laboratory for stem cell genetic characterization. Dr. Salguero's overview is to develop modern ways to empower psychiatric patients during treatment and care.

Gabriela Velazquez - 0-3 AMI Trainer

Gabriela's Montessori journey began as a child. Her mother was a Montessori teacher. She grew up attending Montessori schools in Mexico. It was only natural that upon reaching adulthood that she also decided to pursue a career in Montessori education. After completing her degree in Early Childhood Education, she earned the AMI Assistance to Infancy diploma and would go on to work for more than 20 years in Montessori schools in Mexico and the United States. Gabriela completed the demanding AMI Training of Trainers program to be named an AMI Trainer at the level of 0-3 Assistants to infancy. She has worked on 0-3 teacher-training courses in Argentina, China, USA, México, Poland, Spain, Portugal and Taiwan. She serves as a lecturer, consultant, examiner and Director of Training for AMI.

Contact Information: gaby@montessoristoppani.com

Facilities

Locations

San Diego, California

Montessori Stoppani's 0-3 Montessori AMI Diploma Course location in California shares space with Lifetime Montessori School, an AMI/USA Member school, located at 14727 Camino de la Luna, San Diego, CA 92127.

For any paperwork or mail, please send to
4138 Worsch Way,
San Diego, CA 92130

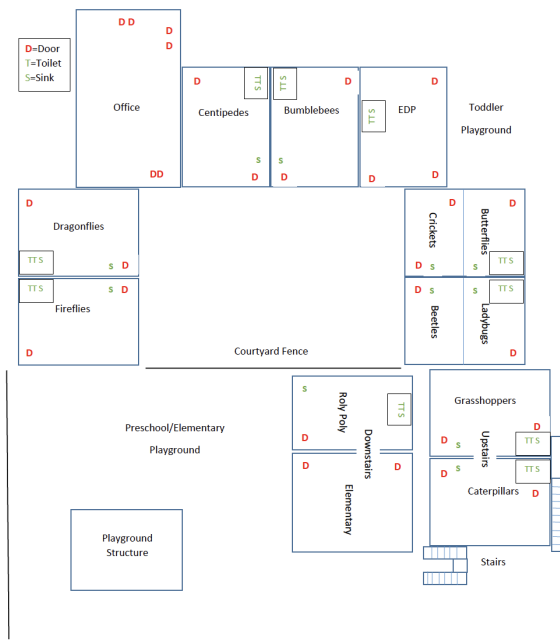
Entrances and Exits

San Diego, California

Only instructors have access to the keys. Adult learners have direct access from the parking lot to all the institute's premises. If there are no more spaces available in this area, adult learners must park on the street.

Adult learners must always be accompanied by a MSI staff member when on premises.

Floor Plans and Emergency Exits San Diego, California



Transportation and Parking

San Diego, California

We highly recommend adult learners to look for housing near the institute. MSI can be easily accessed walking, by bike, and car. We recommend carpooling with the other adult learners. Adult learners have direct access from the parking lot to all the institute's premises. If there are no more spaces available in this area, adult learners must park on the street.

Rest/Lunch Area

We provide a designated lunch area and a separate rest area where learners can take breaks and enjoy their meals. As a shared space, it's the responsibility of all learners to keep the lounge clean and tidy. The facilities include a refrigerator, microwave, coffee maker, as well as dishware and utensils for your convenience. We provide coffee and black tea, and adult learners are welcome to bring their own coffee and tea if preferred.

Please note that the refrigerators are intended for daily food storage only. All food items should be stored in airtight containers, and refrigerators must be cleaned and free of any food leftovers by Friday each week. Montessori Stoppani Institute is not responsible for the personal belongings of the adult learners.

Lecture Area and Practice Rooms

At Montessori Stoppani Institute (MSI), the lecture spaces and practice classrooms are designed to foster a professional and focused learning environment. To maintain this atmosphere, food and gum are not allowed in the lecture/practice rooms, and drinks may only be brought into the lecture areas in sealed, spill-proof containers. Disposable coffee cups are not permitted.

Adult learners are expected to care for the materials, shelves, and cleanliness of the practice classrooms, lecture spaces, and shared areas, as part of their preparation for Montessori teaching. Socializing and casual conversations should be reserved for the learner lounge to respect the focused work taking place in the lecture and practice areas.

Each classroom accommodates up to 30 adult learners, with a 30:1 learner-to-teacher ratio, along with additional faculty to offer support when required.

Visitors

Please ask a Montessori Stoppani Institute staff member prior to inviting a visitor. All visitors must check in with MSI staff upon arrival to maintain the safety of the other members.

Children at MSI

Any child attending MSI should be always accompanied by an adult. The on-site prepared environment, classrooms, and materials are intended for adult learners. MSI is not a childcare facility and is not equipped to accommodate children for extended periods. To maintain the professional adult learning environment at MSI, parents and caregivers are not permitted to bring young children to MSI as a childcare option, even in cases of illness or school closures.

Only during observations young babies are invited to attend to the prepared environment, which will be specifically prepared for them.

Initials: _____

Admission Policy

In order to ensure clarity for readers and regulatory reviewers, the following definitions explain how key terms are used within this section and throughout the admissions process at Montessori Stoppani Institute:

- **Application:** The process in which a prospective student submits the required information and pays the application fee to request consideration for admission to the program.
- **Admission:** The formal decision by the Admissions Committee to accept a student into the program, communicated through an official acceptance or conditional acceptance letter.
- **Application Fee:** A non-refundable fee that is required to initiate the application review process. This fee supports the administrative processing of the application and does not imply automatic acceptance or enrollment.
- **Enrollment:** The step following admission in which the accepted student signs the Enrollment Agreement and pays the Enrollment Fee, thereby securing their place in the course.

Admission Requirements

Successful candidates demonstrate the following qualifications to be able to participate in any Diploma course offered by Montessori Stoppani Institute.

- Academic skills needed to succeed in a challenging study program
- Clear and effective oral and written communication
- Good organization, time management, and attention to detail
- Ability to work well with others in a community
- Commitment to alternative education methods
- Knowledge of the use of computers, Google Shared Drives, Google Calendar, and Zoom
- A desire to support human development positively, including work in Anti-Bias, Anti-Racism, and Justice, Equity, Diversity, and Inclusion

The educational requirement for entry into all Diploma Courses at Montessori Stoppani Institute is an Associate's degree or higher from an accredited institution in any field of study. No previous experience in education is required. Exceptions may be made on an individual basis if the applicant demonstrates the ability to meet the academic demands of the program. Applicants must be 18 years of age or older.

Applicants must also submit the following documents as part of the admission process:

- Curriculum Vitae (CV) or Resume
- A recent photo of yourself (this may be a selfie, passport photo, or any clear photo of yourself only)
- An official photo ID
- One recommendation letter

- Diplomas

* Please note that, **in order to teach in the State of California**, individuals are required to have **at least 12 units (credits) of Early Childhood Education (ECE)**. This is a state requirement that applies to those seeking employment as early childhood educators after completing the program. Each country and each U.S. state may have its own regulations regarding teaching credentials and employment requirements in early childhood education. It is the responsibility of the student to verify the specific requirements of the location in which they intend to work.

A \$500 USD application fee (non-refundable), payable through our website, is required to process and review your application. Upon payment, the adult learner must promptly submit the necessary documents via email. This step must be completed before the Admissions Committee can assess your submission. Within 14 business days of receiving your complete application, we will notify you of your acceptance status via email. If your application is not accepted, you may contact the Admissions Director for further details regarding the decision. Denied applicants may reapply for the next program cycle. Please note that admission does not guarantee successful completion of the program.

Application Process

To be admitted to the Montessori Stoppani Institute, the adult learner must complete the following steps:

1. Register on the website following these steps:
 - a. Fill out the application form on our website: www.montessoristoppani.com .
 - b. Read the “Adult Learner Catalog” and the “Adult Learner Fact Sheet” and sign both documents.
 - c. Pay the \$500 USD Application Fee
2. Send the following documents to our e-mail: info@montessoristoppani.com
 - a. Curriculum Vitae (CV) or Resume
 - b. Photo of yourself (it can be a “selfie”, a passport photo or any photo of yourself only)
 - c. Official ID photo
 - d. Associate’s degree (minimum 2 years after high school) and any other degree diploma.
 - e. Recommendation letter
3. Once MSI has reviewed the application and verified all the documents are correct, we will send an email with the steps to follow to complete the application.
In this email, the adult learner will find:
 - I. Attached a copy of the **Student Manual** with the following information, so you can review again if desired:
 - a. General Information about MSI
 - b. Admission Policy
 - c. Financial information
 - d. Academic Policies
 - e. Administrative information related to the course
 - f. Adult Learner resources
 - II. **Enrollment Agreement** which you must sign and agree on a payment plan.
4. Upon signing the enrollment agreement, the applicant must pay the \$800 USD non-refundable **Enrollment Fee** to reserve their spot in their desired course.

5. Upon completing payment and all the enrollment requirements, the applicant will receive an **Acceptance Letter** from Montessori Stoppani Institute and will officially be part Montessori Stoppani adult learner.
6. The adult learner must commit to complete the payments as the contract signed stipulates.

Conditional Acceptance

A conditional acceptance letter is issued to an adult learner when an exception is made for a specific situation, allowing them to be accepted under certain conditions. Adult learners who receive this type of acceptance are required to maintain regular communication with the Director of Training to ensure that they are meeting the academic standards set by Montessori Stoppani.

The adult learner is expected to complete each module satisfactorily, meeting standards of punctuality and quality for all required work to ensure their continuation in the program. Failure to meet these expectations may result in withdrawal from the program, with formal notification if necessary. Payments made prior to withdrawal are non-refundable.

If withdrawal occurs, the adult learner may choose to begin a new admission process at the training center of their choice.

Non-Acceptance Letter

If an application is not accepted, the applicant has the option to contact the Admissions Director for more information about the decision. A denied applicant is welcome to reapply for the next program cycle. Please note that admission does not ensure successful completion of the program.

Disclaimer for Sponsoring Schools

If your enrollment at Montessori Stoppani Institute is sponsored by a school or institution, please note that the sponsoring organization may be informed of your academic progress throughout the program. This may include updates on your performance, attendance, and other relevant information related to your participation in the course. By accepting the sponsorship, you consent to the sharing of these updates as part of the partnership between MSI and your sponsoring institution. Initials: _____

Financial Policy

Tuition

Tuition payments must be submitted on or before the designated due date. According to training center policy, any adult learner who fails to pay by the deadline may be required to pause their participation in the program until the payment has been made. A 3% late fee will be applied to payments not received by the due date. Once payment is completed, the adult learner may resume attending classes.

For general information on tuition, fees, estimated costs of materials and supplies, payment deadlines, and payment schedules, please visit Montessori Stoppani Institute's website at www.montessoristoppani.com or contact the office. If you are already enrolled, please refer to your enrollment agreement for specific details about fee schedules, payment options, and due dates.

0-3 Montessori AMI Diploma Course – San Diego, California

Application Fee (non-refundable)	\$500 USD
Enrollment (non-refundable)	\$800 USD
0-3 Program tuition	\$6,800 USD
Estimated total charges for the entire educational program*	\$8,100 USD

* An additional Admin fee is charged to use Our payment method Stripe. The fee is established depending on the number of payments and payment plan.

Payment Method

Tuition payments are done via our payment platform Stripe using a credit card (please note that a convenience fee applies).

Wire transfers are only accepted if made to our US Bank Account.

If you have any questions about our account, please reach out to Carolina Guardia at the Montessori Stoppani office at caro@montessoristoppani.com.

Insufficient Funds

If an adult learner's payment is declined due to insufficient funds, a \$25 fee will be charged for the insufficient funds or declined payment. Montessori Stoppani Institute will notify the adult learner as soon as possible if this occurs. To avoid additional late fees or another insufficient funds charge, the original payment must be made to MSI within five days of the beginning of the month or within two weeks of notification, depending on the payment plan selected by the adult learner.

Late Payments and Interest Charges

If an adult learner has an overdue payment exceeding 50% of the tuition and is 60 days or more past due, they must suspend their participation in the course until the payment is made. If the payments are not brought up to date as required, Montessori Stoppani may take the following actions:

- Withhold the Montessori AMI diploma until payment is fully settled
- Suspend adult learner's participation in oral exams
- Suspend adult learner's participation in the course

As per training center policy, an adult learner who fails to make the payment by the designated due date will incur an additional \$25 USD late fee. Lessons can be resumed only once the payment, including the late fee, has been completed. If an adult learner has an outstanding balance and payment is not completed before the oral exams, they will be suspended from participating in the exam*. In this case, the adult learner must complete the oral exams within the next 12 months after settling the full course payment.

If the tuition balance is not fully paid by the end of the course/payment plan agreement, the remaining amount will accrue 10% interest per year. The original or a copy of the certificate will not be provided to the adult learner until full payment has been completed.

*This policy does not apply if the adult learner has arranged a different payment plan with the financial team.

Financial Aid and Loans

If an adult learner obtains a loan to pay for an educational program, the adult learner is responsible to pay the full amount of the loan plus interest.

Federal Financial Aid

If an adult learner is eligible for a federal or state government-guaranteed loan and the adult learner defaults on payments, both points described below may occur:

- The state or federal government or a lending agency may take action against the adult learner, including applying any wage tax in which the person is entitled to reduce the balance that the loan owes.
- The adult learner may not be eligible for any other financial aid at another institution or other government assistance until he or she finishes repaying his or her loan.

Montessori Stoppani Education Scholarship

Montessori Stoppani offers two partial scholarships of up to 50% to adult learners who apply to our scholarship program. This will be reviewed by the Financial and Academic team to determine the percentage to be offered to the adult learner.

To be eligible for this scholarship, you must:

- Have a Hispanic nationality (with passport)
- Be accepted to any of the programs offered (0-3 or 3-6 AMI Diploma courses)
- Remain in good academic standing during the program at MSI

To apply to the scholarship, you must answer three short-response questions, approximately 300-350 words in length. We encourage you to prepare your responses prior to starting the form.

- Give us background of your Hispanic nationality
- Why did you choose an AMI Diploma program?
- Why did you choose the program in Montessori Stoppani Institute?
- Tell us about a personal accomplishment of which you are proud of.

Please consider the following:

- Fill out the scholarship form by April 15th, 2026
- Complete forms will be reviewed on a rolling basis.
- We will accept forms until all the scholarships have been awarded.
- The information requested on the scholarship form is confidential
- Incomplete forms will not be considered
- Scholarships are only available to the Hispanic community.

Please find the form link here: [Montessori Stoppani Financial Aid](#)

Cancellation, Withdrawal, and Reimbursement Policy

Termination before the commencement of classes

If the participation in the program is terminated prior to entering classes:

- The adult learner must submit a written notice of such cancellation to MSI to the following address: 4138 Worsch Way, San Diego, CA 92130
- California learners: A learner has the right to cancel and obtain a refund of applicable charges through attendance at the first-class session, or the seventh day after enrollment, whichever is later.
- The written letter can be submitted by mail or by hand delivery. If submitted by mail, it is effective when deposited to the proper address with proper postage.
- In the event of dispute over timely notice, the burden to prove service rests on the applicant.
- All money paid by the learner shall be refunded if the learner does not sign an enrollment agreement and does not commence participation in the program.
- If the Enrollment Agreement is cancelled, the institute will refund the adult learner any money he/she paid, except for the non-refundable application fee (\$250 USD), and enrollment fee (\$800 USD), which are non-refundable..

Termination after the commencement of classes

Percentage of Course Completed	MSI retains % of Tuition *
Cancellation at the end of the first class-session or 7 days after enrollment	All paid tuition refunded
Before 60% of attendance	Students are entitled to a pro-rata refund of services paid for, but not received, up to and including 60% of the period of attendance
After 60% of attendance	100% tuition retained

* \$1,300 USD enrollment fee is not refundable.

Pro-Rata Refund CEC §94920 - A pro-rata refund is a refund calculation method required by the Bureau for Private Postsecondary Education (BPPE) in California. It ensures that students who withdraw from a program before completing 60% of the total clock hours receive a fair refund based on the portion of the program they have not yet attended.

How the Pro-Rata Refund Works

- If a student withdraws before completing 60% of the total clock hours, they are entitled to a partial refund of tuition and fees.
- The refund is calculated based on the number of clock hours not attended.
- If a student completes 60% or more of the program, no refund is required.

Official date of termination

The official date of termination of an adult learner will be the last date of recorded attendance when withdrawal occurs in any of the following matters:

- When MSI receives written notice of the learner's intention to discontinue participation in the program.
- When the adult learner is terminated for a violation of a published MSI policy, which provides termination
- After two official notification letters of alert and probation have been sent by MSI regarding the learner's lack of attendance and submission of work.

Discontinuance of the program

If Montessori Stoppani continues to operate under its license but discontinues program lessons after a course has already begun, adult learners enrolled in that program are entitled to request a pro rata refund for the entire course. With written approval from the adult learner, if a comparable program is offered by Montessori Stoppani at another location or in a similar virtual format, the course may continue with a refund of the appropriate amount, if necessary.

- It must be reported in writing about the discontinued lessons
- The student's request for reimbursement must be made in writing within 30 days of discontinuation of the program. The money will be refunded to the student who claims for the next 30 days after receiving the notification.

For the purpose of determining a refund under this section, an adult learner may be considered to have withdrawn from the program of instruction when any of the following occurs:

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

Financial Aid Funds

If a student obtains a loan to pay for this educational program, the student understands and agrees that:

1. **Full Repayment Obligation:** The student is responsible for repaying the full amount of the loan, including any accrued interest, regardless of whether they complete the program.
2. **Refund Allocation:** If the student qualifies for a refund under the institution's refund policy, the refund will be applied in the following order:
 - First, to reduce the outstanding balance of the student loan.
 - Then, to repay any student financial aid programs in proportion to the benefits received.
 - Any remaining refund amount will be paid directly to the student.
3. **Federal Student Aid Consideration:** If the student has received federal student financial aid funds, they are entitled to a refund **only for moneys not paid from those funds.**

Students are strongly encouraged to review their loan terms, repayment schedule, and financial responsibilities before borrowing.

Federal Student Loan Default Consequences

If a student defaults on a federal or state student loan, the following consequences may apply:

1. **Government Collection Actions**
 - The federal or state government or a loan guarantee agency may take action to recover the unpaid balance.
 - This may include intercepting the student's income tax refund to reduce the outstanding loan debt.
2. **Loss of Financial Aid Eligibility**
 - The student may not be eligible for additional federal student financial aid or other forms of government financial assistance at any institution until the defaulted loan is repaid or brought back into good standing.

These consequences apply only to federal and state loans and do not affect private loans. Students should carefully review their loan obligations and repayment terms to avoid default.

Student Tuition Recovery Fee (STRF)

The State of California created the adult learner Tuition Recovery Fund (STRF) to help adult learners in qualifying institutions who experience financial losses. This applies if you are or were a California resident, enrolled in a program, and paid tuition upfront. If you meet these conditions, you are required to pay the state-mandated STRF fee, unless you're exempt. However, if you are not a California resident or not part of a residency program, you are not eligible for STRF protection and don't need to pay the fee. Please note that the STRF payment is non-refundable.

It is important that you keep copies of your enrollment agreement, financial aid documents, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, 916.431.6959 or 888.370.7589. To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

- The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
- You were enrolled at an institution or a location of the institution within the 120-day period before the closure of the institution or location of the institution or were enrolled in an educational program within the 120-day period before the program was discontinued.
- You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
- The institution has been ordered to pay a refund by the Bureau but has failed to do so.
- The institution has failed to pay or reimburse loan proceeds under a federal adult learner loan program as required by law or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
- You have been awarded restitution, a refund, or other monetary awards by an arbitrator or court, based on a violation of this chapter by an institution or representation of an institution, but have been unable to collect the award from the institution.
- You sought legal counsel that resulted in the cancellation of one or more of your learner loans and have an invoice for services rendered and evidence of the cancellation of the adult learner loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the learner eligible for recovery from STRF. A learner whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the learner eligible, the learner must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law. However, no claim can be paid to any learner without a social security number or a taxpayer identification number.

Effective April 1, 2024, the Student Tuition Recovery Fund (STRF) assessment rate will change from two dollars and fifty cents (\$2.50 per one thousand dollars (\$1,000.00) of institutional charges to zero dollars (\$0.00) per one thousand dollars (\$1,000.00) of institutional charges. As of this date, institutions will no longer be required to collect STRF assessments from students.

Continuation after program completion

If the program has ended and the adult learner has not yet completed it, they may finish the program within the next 12 months by joining the new cohort. If the adult learner chooses to take the course at another training center, Montessori Stoppani Institute will not be responsible for any costs incurred by the adult learner.

Administrative Policy

Student Records

If the adult learner withdraws or completes the course, Montessori Stoppani Institute will securely retain all records for up to 20 years in digital form. These records will remain confidential and will be kept exclusively in the possession of the Institute. Only the adult learner will have access to his/her own information. To access the records, the adult learner must submit written permission to the Montessori Stoppani Institute office, in the presence of the Director of Training or the designated representative.

Education records include the following:

- The original application form completed for admission
- The official progress report for completion of AMI requirements
- The adult learner record which includes all the completed work and scores from written and oral examinations
- A copy of the signed and dated AMI diploma and award letter
- The original teaching practice documents and reports
- Education Records may also include documents such as program descriptions or any specialized document which might be needed by an adult learner's request.

If a learner wishes to challenge or dispute any information in their records, they may submit a written appeal to the Director. While the Program and Administrative Director have the authority to amend or correct information in the records, the learner may also add a personal statement to their file, if necessary.

AMI Diploma

The AMI Diploma is awarded only once to each adult learner, as AMI does not issue duplicate diplomas under any circumstances. We highly recommend taking a photograph of your diploma as soon as possible to keep a proof. If the diploma is lost, damaged, or if the adult learner has had a change in personal information, AMI may issue a letter recognizing the adult learner's diploma and course completion, sealed by AMI. For such requests, you may contact AMI directly at info@montessori-ami.org.

Any adult learner who does not receive their original AMI Diploma at graduation is responsible for the costs associated with having the diploma mailed to their possession.

Within Mexico: \$550 MXN

Within USA: \$55 USD

Outside USA and Mexico: \$120 USD

Copies of Academic Records

Montessori Stoppani Institute **graduates** may submit an online request for copies of their education records via email at info@montessoristoppani.com. A fee of \$25 USD applies for this service. Any information or content in a document referring to a person or topic not related to the requesting individual will be redacted. Requests will be processed as promptly as possible, but no later than 45 days from the date of the written request.

If a **current adult learner** requires academic records detailing their performance during the course, they must request them via email at info@montessoristoppani.com. The institute will provide the records either by email or in writing, as requested by the adult learner. This process may incur a fee to cover the time invested. The additional cost is as follows

- E-mail: No fee
- By land/air mail within Mexico: \$80 USD
- With sense of urgency, within Mexico: \$100 USD
- International mail: \$100 – 175 USD

*The prices may vary depending on the cost of mailing the documents. Due to the significance of the documents, they are only mailed through FedEx with a tracking number.

References

Montessori Stoppani Institute (MSI) pedagogical staff does not provide verbal or written references for employment purposes. However, with the learner's written consent, staff can confirm the following:

- The learner's current standing in the program or projected graduation date
- The graduate's attendance in the program or their graduation date

While employment references are not offered, pedagogical staff may provide a written reference for alumni applying to continuing education programs. Learners and graduates can request copies of documents from their Education Records for employment or academic applications by following the established process.

Background Checks

Montessori Stoppani Institute does not require background checks for adult learners. However, please be aware that some schools may request a background check before allowing observations or teaching practice. If this is required, it is the adult learner's responsibility to complete the background check as specified by the host school.

California learners can refer to www.oag.ca.gov/fingerprints/publications/contact.php for fingerprinting information and the online enrollment process. Learners are responsible for initiating and completing the background check, as well as covering all related costs and submitting the required paperwork.

In Mexico, the Constancia Federal de Antecedentes Penales (CFAP) is a document that verifies whether a person has a criminal record. It is issued by the Órgano Administrativo Desconcentrado de Prevención y Readaptación Social (OADPRS) of the Secretaría de Seguridad y Protección Ciudadana.

Tijuana learners can refer to

<https://consulmex.sre.gob.mx/montreal/index.php/es/mexicanos/lista-completa/38-constancia-de-antecedentes-registrales-y-de-antecedentes-no-penales>. Learners are responsible for initiating and completing the background check, as well as covering all related costs and submitting the required paperwork.

Grievance Procedure

A grievance is defined as a written statement which alleges a specific violation of procedures, rules or regulations infringing on the personal and professional rights of the grievance. An informal meeting may reach a resolution that will solve the problem. An informal request for a meeting to resolve the problem must be filed, and a meeting must be held, before a grievance can be filed formally. If no decision is reached, or if an appeal is requested, the described action must be followed:

Stage 1: Resolution Attempt with the Executive Director

1.1: Letter to the Director

The grievance must begin with a written letter to the Executive Director, including:

- A detailed description of the alleged violation, including specific facts and extenuating circumstances
- The policies, rules, or regulations that serve as the basis for the grievance
- The name(s) of the individual(s) involved
- A request for a meeting with the Director

1.2: Meeting with the Director

The purpose of this meeting is to resolve the issue caused by the alleged violation. A scribe may be present to document the meeting. If no resolution is achieved or an appeal is requested, the grievance process moves to the next stage.

Stage 2: Appeal to the Program or Administrative Director

2.1: Letter of Appeal

The griever must submit a written appeal to the Program or Administrative Director, requesting a formal hearing.

The Director will respond to the appeal within 10 days via personal service or certified mail. The response will include the date, time, location, and individuals who will attend the hearing.

2.2: Formal Hearing

The formal hearing must occur within 30 days of the appeal request and will include:

- A member of the Board of Directors or their designee
- The Director or their designee
- The griever
- A representative or support person chosen by the griever
- Witnesses whose testimony is to be considered

The hearing will follow procedures established by the Board of Directors, ensuring that everyone has a chance to speak, the debates are orderly, always safeguarding the rights of both the majority and minority opinions within a group, but making sure that decisions reflect the will of the majority. All within a structured framework to keep meetings moving and prevent them from getting sidetracked.

Essentially, decision-making will be made in a democratic manner.

The hearing will be recorded, and the recording will be retained in the Director's office for one year after the appeal process concludes. If the resolution is unsatisfactory, the grievance process moves to the next stage.

Stage 3: Appeal to the Board of Directors

The griever must submit a written request for an appeal to the Board of Directors within 10 days of the formal hearing. All materials, including the hearing recording, will be provided to the Board for review. The Board will issue a final decision within 30 days. If the griever fails to adhere to this process, the grievance will be considered void, the case closed, and all related documentation retained by the Board.

Stage 4: Appeal to Affiliated Organizations

If the grievance remains unresolved, learners may contact the appropriate affiliated organizations in the order listed below. These organizations provide additional avenues for resolution if all previous steps are exhausted.

Montessori Stoppani Institute provides an internal dispute resolution process for students who wish to address concerns. However, participation in this process is voluntary, and students retain the right to pursue any legal remedies available to them at any time.

Association Montessori Internationale - AMI

161 Koninginneweg
1075 CN Amsterdam
The Netherlands
Phone: +31-20-679-8932
Email: info@montessori-ami.org

MACTE

420 Park Street
Charlottesville, VA 22902
Phone: +1 434-202-7793
Email: info@macte.org

BPPE:

2535 Capitol Oaks Drive, Suite 400
Sacramento, CA 95833
Phone: +1 [888-370-7589](tel:888-370-7589)

Academic Policy

Attendance

The adult learner must attend all online and in-person lectures, presentations, supervised practice, teaching practice, and observation sessions as outlined in the course schedule. Attendance will be recorded for all classes, supervised practices, and independent practices.

AMI (Association Internationale Montessori) requires a minimum of 90% course attendance in each module in order to qualify for the written and oral exams at the end of the program. Given the intensity and compressed schedule of the course, absences are challenging to compensate for and may negatively impact the adult learner's academic and practical performance.

Attendance will be monitored by the course assistant, which is taken in three different moments of the classroom: beginning, after break, and before class ends. Late arrivals are recorded after 10 minutes past the scheduled start time. If the adult learner arrives late three times, this will be counted as one day of absence. In such cases, the adult learner must provide an authorization letter or permit to justify their absence. Any absence must be communicated in advance and authorized by the Director of Training, who will address each case individually. Adult learners are responsible for arranging with the Trainer to make up any missed assignments or obligations. Without proper documentation, the absence will be considered unauthorized. After consistent unauthorized absences, the adult learner may be removed from the program by the Director of Training.

If an adult learner fails to maintain the required 90% attendance, the Training Team will issue a formal notice. If the issue persists and no satisfactory resolution is reached, the adult learner may be discharged from the program.

Online Attendance

As part of the diploma courses are held virtually, it is crucial for the Montessori Stoppani team to verify that the individual attending the course is the same person who completed the admissions process. To ensure this, the adult learner must submit a copy of their official ID and a personal photograph, which will be securely stored along with their other information. This helps confirm that the ID, photograph, and admission details are consistent.

During online classes, it is mandatory for the adult learner to have their camera on for the entire duration of the lecture to verify their identity.

Cancelations due to absence

An adult learner who, due to extraordinary circumstances previously communicated to the Director of Training, cancels their participation in the program or requests authorization for an extended absence that exceeds 10% of the allowed absence, may only resume and/or complete the course and/or take exams in the subsequent cohort.

If this opportunity is missed, the adult learner must re-enroll, pay the required fees, and complete the entire program, either at Montessori Stoppani Institute or another training center. If applicable, the adult learner will be required to pay the difference between the original course cost and the cost of the course to which they are being incorporated.

The application fee and any payments made up to that point will NOT be refunded

Attendance Monitoring Records

Attendance is formally recorded and monitored throughout the course by the Course Assistant and administrative team. Records are kept for all in-person and online sessions using digital attendance sheets or manual sign-in logs. For online modules, attendance is verified through the student's consistent presence on video and confirmed with ID verification at the beginning of the course.

All attendance records are stored securely by the administration and are available for internal review, as well as for external audits during regulatory site visits. The institution maintains these records as part of its compliance with the standards required by the Association Montessori Internationale (AMI) and Montessori Accreditation Council for Teacher Education (MACTE)..

Academic Progress

Faculty will provide the guidance and support necessary for the adult learner's success. Throughout the course, the Director of Training and Course Assistant will conduct regular revisions of the work. It is important to adhere to the due dates, as each assignment is created to ensure a deep understanding of each topic, allowing the adult learner to gain both theoretical, as well as practical information to apply in their daily work with children.

Montessori Stoppani expects assignments to meet a high academic standard.

The Montessori AMI Diploma courses operate on a pass/fail basis. Adult learners must meet all AMI requirements to successfully pass the course. Each course and Director of Training will have their own policies regarding work submission, which will be shared with adult learners during the course. Further details will be provided in the course corresponding section in the Adult Learner Handbook.

Turning in assignments

Weekly assignments must be submitted to monitor the progress of each adult learner. It is the adult learner's responsibility to seek clarification on any essential information regarding the assignments. If the adult learner has any questions or concerns, they should reach out to their instructor or the Director of Training. The adult learner may also schedule an appointment with the instructor or the Director of Training when needed.

Up to date assignments

Adult learners who stay up to date with their assignments demonstrate organization and responsibility. By submitting tasks on the established deadlines, these adult learners meet the requirements for continuing in the course and/or graduating.

Throughout all modules, the Director of Training will conduct regular evaluations of both theoretical and practical work. The Training Center reserves the right to request the withdrawal of any adult learner who submits assignments that fall below the established standard, resemble those of another learner, or are not their original work. Plagiarism is a serious offense and crime.

Academic Probation

If necessary, an adult learner will enter a Three-Week (3-week) Academic Trial Period under the following circumstances:

- The adult learner is late on one or more days during the course or leaves the lessons early. It can be permanently or on average over a 2-week period.
- The adult learner is late in submitting work.
- If adult learner attendance is lower than 90% of the course
- If the adult learner shows disinterest or behavior that can impede their learning and ability to complete the course

Possibility of participation during academic probation

Adult learner Is Up to Date

If the adult learner demonstrates a change in attitude regarding program responsibilities during the three-week probationary period, they may continue.

If the adult learner demonstrates satisfactory improvement in their attitude and behavior during the three-week period, they may continue in the program, without the Academic Probation Status. If they do not demonstrate sufficient improvement, they will lose their ability to continue in the program.

Defer Course Requirements

If the adult learner does demonstrate satisfactory improvement in their attitude and behavior during the three-week period, deferral may be granted by the Director of Training. In this case, the adult learner can potentially continue in the subsequent programmed cohort, if all work is completed and previously reviewed by an album reader. Review the information in the Absence/Deferral Permit section.

Course Dismissal

Adult learners who do not demonstrate satisfactory attitudes and behaviors during the course and or who choose to discontinue the program, may be dismissed from the course. The “Cancellation” and “Money Back” policy applies in all such cases. In this case, adult learners may only resume or complete the course and/or take exams in the subsequent academic year's offering.

Absence/Deferral Permit

An adult learner who, for extraordinary reasons, notifies the Director of Training of their intent to cancel program participation or requests authorization for a prolonged absence exceeding 10% of the permitted absence, may only resume or complete the course and/or take exams in the subsequent academic year's offering. This means they may not rejoin the current cohort.

If this opportunity is lost, the adult learner must re-enroll, pay, and complete the entire program, either at Montessori Stoppani Institute or another Training Center.

Important:

The financial implications of dismissal, cancellation, and deferral are clearly stated, with no refunds offered and additional costs incurred for re-enrollment. The application fee, enrollment fee and course payments made up to that point will **not** be refundable. In case of postponing the course, it is necessary to cover all the expenses related to the re-enrollment, teaching practice, exams, album revision, and administrative paperwork.

Graduation Postponement Fees Amounts at Montessori Stoppani Institute 2026-2027

Adult learners are responsible to pay all that apply.

Administrative late fee	\$250 USD
MACTE diploma fee	\$240 USD
Album Review during and after the course	\$50 per album
Observation Album Revision	\$50
Teaching Practice	\$50
AMI Exams Fee (Written and/or Oral)	\$405
Hours completed in reviews and practicum at the center	Evaluated individually based on the portion of the course still pending

Exam Deferrals

AMI requirements allow the adult learner to resume examinations within the first 12 months of the enrolled course.

If an adult learner receives a score of 50% or less on any exam, they will be deferred for that part of the exam. If an adult learner is unsuccessful in two out of the four areas of the Oral Exam, they will need to retake only the areas in which they failed.

However, if an adult learner fails in three or more areas, they will need to retake all four areas of the exam.

Deferral areas can only be retaken once.

Any questions regarding this topic must be addressed directly with AMI.

Fail Program

An adult learner who fails both Written Exams: Part A and Part B, and one or more areas of the Oral Exams, will fail the course. If an adult learner is deferred due to not meeting one or more of the course requirements, they will be approached within the course. If the adult learner wishes to receive the AMI degree, they will need to resume and complete the entire course again.

Notice concerning Transferability of Credits and credentials Earned at MSI.

The transferability of credits earned at Montessori Stoppani Institute is entirely at the discretion of the institution to which you may wish to transfer. Similarly, the acceptance of the AMI Diploma you receive from Montessori Stoppani's program is also up to the receiving institution. If your credits or diploma are not accepted by the institution you plan to transfer to, you may need to repeat some or all your coursework.

Therefore, it's important to ensure that attending this institution aligns with your educational goals. This may involve reaching out to the institution you plan to transfer to after attending Montessori Stoppani to confirm if they will accept your credits or diploma.

Time allowed to complete course

The course is designed to ensure that all participants can successfully complete it with responsibility and discipline. For adult learners who defer or re-apply course requirements or exams, AMI allows them to resume exams once. Any adult learner who is unable to complete any section of the examinations or course will have a maximum of 12 months to resume it. Fees apply.

Permanence Permit

The Training Center, in conjunction with the Director of Training, reserves the right to request an adult learner to suspend their course for medical, psychological, academic, or other serious reasons. In such cases, the costs paid for any circumstances may not be claimed, reimbursed, or transferred under any circumstances.

Final Exam Grade Claim

The adult learner has the right to file a complaint regarding any decision made by the Examiners' Court in the following circumstances:

1. There were factors affecting the adult learner's performance that the examiners were unaware of when making their decision, and these factors could not be presented to the jury at the time.
2. There was an irregularity in the examiner's conduct or an administrative error, such as incorrect marking, that may cause doubt about the final result, with the possibility that the outcome could have been different had the error not occurred.
3. There is evidence of bias or subjectivity on the part of the examiner.

Claim Towards Training Center

Any claim can be received at the Montessori Stoppani Institute within the first 10 days after posting the results and resolved within 10 days.

Claim Towards AMI

Claims to AMI can only be made once the adult learner has exhausted all internal claim procedures at Montessori Stoppani Institute. Claims must be submitted in writing, along with supporting documentation, within 30 days of the posting of the results. AMI will respond to the claim within 30 days of its submission.

Transfer Learners from other Training Centers

Association Montessori Internationale (AMI) training programs are structured as comprehensive programs of study. Transfer learners are only accepted under exceptional circumstances, typically when completing the program at the original center becomes difficult or impossible.

At Montessori Stoppani Institute (MSI), transfer learners will have their tuition fees adjusted based on the portion of the program they will complete at MSI, evaluated on an individual basis.

Transfer learners from other AMI training centers may be accepted under the following conditions:

- The learner must be in good standing at their original training center.
- Transfer learners must pay the **MSI Application Fee** and submit a complete application packet that meets MSI's Criteria for Admission, or provide equivalent documentation from their previous AMI training center.

- Program work completed at the former center will be reviewed, and credit awarded where applicable at the discretion of the AMI Director of Training.
- All learner records must be officially transferred to Montessori Stoppani Institute.
- Receipt of a formal **AMI Program Transfer Request** is required.
- Transfer learners are responsible for paying:
 - AMI fees (5% of MSI tuition + exam fee)
 - MACTE fees (only if adult learner comes from a MACTE accredited program)
 - Academic fees corresponding to the portion of the course still pending at MSI

Fee	Amount
MSI Application Fee	\$500 USD
AMI Diploma Fee	\$405 USD for the 0-3 Diploma Course \$385 USD for the 3-6 Diploma Course
AMI Exam Fee	\$375 USD
MACTE Fee (Annual)	\$240 USD *only if an adult learner comes from a MACTE accredited program.
Academic Fees	Assessed individually based on portion of course pending

Cellular phones, videotaping, and audio recording

Inside the environment

Cell phones are **not permitted** inside the lecture room or model classroom environments at any time, unless explicitly allowed by the trainer through direct/written communication. You can use the cellphones during breaks, lunch periods, or before and after class. In case of an emergency where the use of the phone is absolutely required during a class period, we ask you to please walk out of the lecture area. Adult learners are **not permitted** to videotape, or audio record the trainers or instructors in the classroom environments. Feel free to videotape for personal use during lunch period or extracurricular activities where no lessons are being offered.

Online Classes:

The policies are the same as the ones described above. The use of cellphones is not permitted during lectures, only during specific moments, for example, during break, before, or after class. It is prohibited to record the trainer or instructor through video or audio during lectures. The lectures are recorded only on behalf of administrative staff of Montessori Stoppani Institute. If there is an emergency, you may turn off the camera and sound to attend it.

If the adult learner does not follow the MSI policies, they will get notified the following way:

- 1st Infraction: Adult learners will receive a verbal and written warning
- 2nd Infraction: Adult learner will be excused from campus for a day
- 3rd Infraction: Conference with MSI administration and possible dismissal from program

Use of platforms

We will be using platforms such as Zoom, Google Classroom, Google Drive and Panopto during the course. Please read through these guides to learn more about how the platforms are used.

[How to use Google Classroom](#): for adult learners

[How to use Google Docs](#)

[Accessibility for every student](#)

[How to use Zoom](#)

[How to use Panopto](#)

[How to use YouTube](#)

Technology use responsibility

Students are required to use various digital platforms throughout the course, including but not limited to: Zoom, Google Classroom, Google Drive, Panopto, and YouTube. The Institute provides links and basic reference guides to facilitate access to these platforms; however, each student is solely responsible for having the necessary knowledge and skills to use these tools appropriately.

The Montessori Stoppani Institute does not provide individual training or personalized technical support regarding the use of these platforms. If a student needs additional assistance, she is expected to seek external training or self-guided resources to meet the technological requirements of the course.

The inability to operate these platforms does not exempt the student from completing assignments, submissions, or academic responsibilities.

Media Release

Montessori Stoppani Institute captures photographs of the entire educational process, including the work of adult learners. These photographs are then used for social media, marketing purposes, and/or our website. If the adult learner wishes not to grant permission to use their image, we kindly ask that they refrain from participating in group photographs taken on our premises.

If the adult learner agrees, he/she gives perpetual permission to Montessori Stoppani Institute to publish the image in print, electronic, video, or any other format.

By adding their initials here, the adult learner is waiving all claims against the Institute with respect to copyright ownership and publication, including any claims for compensation related to the use of such images. Initials: _____

Official communication with MSI

At Montessori Stoppani, we have established **emails** as our primary method of communication to ensure order and clarity. This approach was implemented from the very beginning of our training center to maintain

a clear and organized record of all communications between adult learners, trainers, and administrative staff. Using email allows us to efficiently track, prioritize, and address messages in a timely and appropriate manner. We are committed to responding to emails within **24-48 hours**. Please keep in mind that we receive a high volume of messages daily, and we will attend to each one as soon as possible. For this reason, we kindly ask all adult learners and staff to conduct all official communications via email unless otherwise specified.

Adult Learner's Behavior

Expected Behavior

Each adult learner is expected to use their training time to develop the attitudes that we hope to see in every Montessori graduate with an AMI diploma:

- ❖ Honesty, respect, and care for oneself, others, the environment, and the community
- ❖ Generosity and good judgment
- ❖ Attention to detail
- ❖ Grace and courtesy

We aim to internalize these standards through daily practice in the classroom so that, by the end of the program, each adult learner is equipped with qualities that will support their work with children and adults.

Expected Conduct During Observations and Practice with Children

During observations and practice sessions—whether supervised or independent teaching—adult learners are expected to strictly adhere to the guidelines of each institution, when applicable.

Adult learners must consistently maintain a discreet, positive, and professional attitude at all times—toward children, parents, teachers, other adult learners who might also be conducting their observations and practice at the same school.

Any behavior deemed inappropriate or disrespectful towards individuals, the institution, the school, or the established guidelines of the assigned institution (as well as those of the Training Center) may result in disciplinary action, up to and including expulsion from the program.

Prohibited Behavior

Montessori Stoppani Institute holds learners to high standards of academic integrity and conduct. Acts of plagiarism, cheating, or dishonesty, such as submitting unoriginal work, failing to cite sources, misrepresenting information, or soliciting others to complete assignments, are strictly prohibited. Undisclosed audio or video recording on MSI premises is also not allowed without prior written approval.

Physical or verbal abuse, harassment, intimidation, or actions that endanger others are strictly forbidden. Learners must not disrupt MSI activities, disregard safety rules, or engage in theft, unauthorized use of property, or misuse of facilities. Possession of weapons, illegal substances, or open containers of alcohol on campus is prohibited, except in approved areas or events.

Self-promotion or spamming related to personal business ventures is not allowed.

Learners must comply with all lawful directions from MSI staff acting in their official capacity. Failure to do so, including refusal to identify oneself or follow safety orders, may result in disciplinary action. Learners are also responsible for ensuring their guests comply with MSI policies while on campus.

Personal Care

Clothing should reflect the respect and consideration we have for children. Whether attending class (in person or online), especially, when observing and practicing in Montessori environments with children, a neat appearance is required: hair should be tidy, and clothing should be comfortable, simple, in good condition, and appropriate (ripped denim is not allowed). Clothing must cover the body adequately when crouching or kneeling.

During teaching practice and observations, it's best to avoid excessive accessories that might distract the child. Footwear should be comfortable, quiet (rubber soles are recommended), and secure enough not to slip when kneeling.

Adult learners are expected to dress simply and formally—similar to what one might wear for a job interview—when taking exams.

Specific footwear is required for the observation room in the Training Center. These can be soft-soled shoes or socks, which should be discreet and kept clean, as they will be worn during observations and supervised practice sessions.

Graduation follows the same dress code as the exams. Those traveling from outside or within the country should consider this dress code when packing for the final module.

Completion of Program

Assistant to Infancy (0-3 Montessori AMI Diploma Course)

Admission to the course does not guarantee certification. Completing the course does not ensure employment, salary, or career advancement.

The adult learner must complete the following to receive a diploma:

- Attendance of 90% minimum in course lectures, supervised practice, and activities
- Theory Album: Compilation and submission of an acceptable and original album
- Reference album: Compilation and submission of an acceptable and original album
- Materials: Submission of acceptable and original materials
- Supervised practice: a minimum of 60 hours
- Observation: a minimum of 200 hours on site, in home or infant communities
- Practice teaching: a minimum of 50 hours in AMI Infant Community environment
- Written Exams: 50% or higher on each paper
- Oral Exams: 50% or higher in each area

After reviewing all the information, please proceed to the section corresponding to your course by clicking the appropriate link below:

- [0-3 Montessori AMI Diploma Course](#)

Adult Learner Resources

AMI Membership

Upon enrolling in the course, each Montessori Stoppani adult learner is required to have an active AMI membership, which must remain valid until the end of the program. The cost of AMI membership ranges from approximately \$50 to \$100, depending on the option selected. Learners may choose between AMI International, AMI/USA and/or AMI Mexico.

AMI México: <https://www.montessorimx.com/product-page/membresía-anual-montessori-méxico>

AMI International: <https://montessori-ami.org/webforms/manage-membership>

AMI/USA: <https://amiusa.org/about/become-member/>

Career Information

Information about employment rates in the Montessori education field in the [Student Fact Sheet](#), as well as specific job opportunities, is available to adult learners and alumni through our website. Adult learners are also encouraged to visit the AMI website and other resources for up-to-date information on job openings in the Montessori field. Please note that the institute does not offer specific job placement assistance, nor does it guarantee employment or a particular salary upon graduation.

Job Opportunities: [Job Board - Montessori Stoppani Institute](#)

Housing

Montessori Stoppani Institute does not offer dorms or apartments for adult learners. However, there are rental houses available within walking or biking distance from the MSI campus in San Diego, California.

MSI does not provide individual housing assistance for new students, but to support adult learners in coordinating housing and transportation with other classmates, we have a WhatsApp group that will be available before the course begins. This group allows adult learners to connect with one another, making it easier to organize shared accommodations and travel within the cohort.

Living with peers can enhance your experience, providing a supportive environment for your studies, and may also help you find more affordable housing options as a group.

Rent is approximately **\$500-\$3,000 per/person**, depending on how many people you choose to live with. Many adult learners have found great deals when organized on time. Tijuana tends to be cheaper than San Diego.

Helpful Housing Websites

[Airbnb](#)

[VRBO](#)

Academic/Non-Academic Assistance

Montessori Stoppani does not provide direct academic or non-academic assistance. However, if you wish to discuss a specific topic, receive personalized suggestions, or explore resources, you may schedule a meeting with our administrative staff. These meetings can be arranged either via Zoom or in person, depending on mutual availability, and will be held at a time that works for both parties. info@montessoristoppani.com

Closing of School: Weather or other reasons

It is the adult learner's responsibility to stay informed by reviewing local news and keeping up to date with weather conditions, especially if there is a possibility of the institution's closure. Additionally, in the event of an emergency, the adult learner must ensure that the training center has their current cell phone number and up-to-date personal information.

Emergency Contact and Procedures

Each adult learner at Montessori Stoppani is required to provide the contact information of a local person in Tijuana, Mexico, or in California, USA (specifically in San Diego or Southern California area). This information must include the contact's name, landline, and cell phone number.

In case of life-threatening situations, crimes, or emergencies requiring immediate assistance, please call 911. Being prepared with general emergency information will help ensure the safety of yourself and others in the event of an evacuation at Montessori Stoppani Institute, whether due to fire, earthquake, or any other serious emergency.

As an adult learner, you must consider the following:

- Familiarize yourself with the location of fire extinguishers within the building.
- Learn the location of emergency exits by identifying them throughout the building.
- In case of an emergency, immediately inform MSI of the nature and location of the situation.
- Exit the premises calmly by walking (do not run) to the nearest exit.
- Once outside, proceed to the designated evacuation area:
 - o San Diego, California: center of the round-a-bout

Consider the following contact numbers for non-emergency and emergency disturbances

San Diego	Emergency number
+1 (858) 521 5200	Local Police department
1-800-222 1222	Poison Control
+1 (858) 756-5971	Local Fire Department
Urgent Care - +1 (858) 558 0399 Emergency Room- +1 (858) 227 6894	Local medical services
9-1-1	Emergencies
Other important Numbers	
+1 (608) 234 1945	Family Doctor
+1 800 411 7343	Power Company
+1 (619) 299 7012	Animal Control
+1 (858) 381 5313	Tow Company
+1 (619) 733 0172	Locksmith
+1 (6858) 467 4201	State Division of Wildlife

Health Insurance

Montessori Stoppani requires all adult learners, whether from within the country or abroad, to have health and travel assistance insurance to cover any potential eventuality. Please note that Montessori Stoppani is not responsible for arranging or coordinating this insurance for the adult learner.

Course Details: Assistant to Infancy (0-3 years)

The Assistant to Infancy (0-3 years) course provides comprehensive knowledge of Montessori theory and practice for working with children from birth to age three in both home and school settings. The course involves 675 hours of dedicated study, covering theory, Psychopedagogy, personality development, Montessori materials, and adult preparation.

The curriculum includes an in-depth exploration of human development from conception through early childhood, the theoretical foundations of Montessori pedagogy, and its practical application. It also incorporates current research in cognitive and developmental sciences, supervised presentations and practice with Montessori materials, as well as observations and hands-on practice with children in Montessori environments under the guidance of AMI-certified trainers and instructors.

This course emphasizes the development of the brain and the emotional, language, cognitive, and physical growth of the child. Learners are introduced to Montessori materials designed by Maria Montessori, which help children build self-confidence and independence. These materials are age-appropriate and promote motor coordination, language, cognitive and emotional development, all aimed at supporting the child's holistic development.

As part of the course, adult learners must also develop their observational skills to understand each child's developmental process. This includes 250 hours of child observation between birth and three years, where adult learners take detailed notes based on the principles learned in the course.

In addition, adult learners will create Montessori materials for use in their environment, with guidance from the Director of Training. This hands-on experience prepares future Montessori guides with the necessary tools to work effectively with both children and adults. The course also equips adult learners with skills to engage with parents and support them in their child's development.

Written and oral exams, both theoretical and practical, are administered by a team of examiners selected by the AMI Pedagogical Scientific Committee. Adult learners who meet the required standards will receive the Montessori AMI Diploma of Assistant to Infancy (0-3 years). Classes are conducted both virtually and in-person at the Montessori Stoppani Training Center in San Diego, CA.

To complete the program, adult learners must pass the final written and oral exams, which confirm their readiness to begin their Montessori journey. Successful adult learners will be awarded the internationally recognized Montessori AMI Diploma for Assistant to Infancy (0-3 years).

Adult learners are required to meet all AMI-stipulated requirements within the designated timelines. Failure to comply may result in withdrawal from the program at the discretion of the Program Director, Alejandra Rosas.

All information in this manual is current and verified by the Director of Training, Alejandra Rosas, and endorsed by the Montessori Stoppani Training Center.

Academic Schedule

This course will be held as a hybrid program, corresponding to online and on-site modules.

Program Duration

The program cycle has a total duration of 13 months.

325 hours in residence and 150 hours online, 200 hours of observation for a total of 675 academic hours.

Additional 60 supervised practice hours and 50 hours of teaching practice.

DATE	MODALITY
June 19 - July 31, 2026	Module 1: Online and in-person (San Diego, CA)
August 26 - December 9, 2026	Module 2: Online (Every Tuesday)
February 3 - June 9, 2027	Module 3: Online (Every Tuesday)
June - August, 2027	Module 4: Online and in-person (San Diego, CA)

Class Schedule

Module 1	June 19 - July 31, 2026
Online	June 19 - June 27, 2026 (Online) Monday thru Friday: 4:30 - 7:30 pm / Saturday: 9:00 am - 12:00 pm (PST)
In-Person	June 29 - July 31, 2026 (In Person) Monday through Friday: 8:00 am to 4:30 pm (PST) Saturday: 9:00 am to 1:30 pm (PST)
Module 2	August 26 - December 9, 2026
Online	Every Wednesdays, 4:30 pm to 7:30 pm (PST)
Module 3	February 3 - June 9, 2027
Online	Every Wednesdays, 4:30 pm to 7:30 pm (PST)
Module 4	June - August, 2027
In-Person	Monday through Friday: 8:00 am to 4:30 pm (PST) Saturday: 9:00 am to 12:00 pm (PST)

Adult Learner – Instructor Ratio

At Montessori Stoppani, we accept a maximum of 50 adult learners per group, with the support of an instructor, a course assistant, and an administrator, ensuring a high level of education. This structure allows us to adapt the spaces and provide the necessary resources to ensure the success of each adult learner.

Academic Certification

This course is a comprehensive vocational training program accredited by the Montessori Accreditation Council for Teacher Education (MACTE) and Association Montessori Internationale (AMI). Upon successful completion, the adult learner will receive the Montessori AMI Diploma for Assistants to Infancy (0–3), a professional credential recognized worldwide. This diploma does not confer an academic degree.

Psychology and Philosophy of Montessori Method History of Education – Education Theory	3 units
Child Growth and Development I Early Childhood Education Human Relationships and Ego Formation in the Child Study of the Child, the Family, and Community Anatomy, Physiology, Hygiene, Obstetrics, and Nutrition	3 units
Child Growth and Development II Neuroplasticity in the Child	3 units
Healthy and Safe Environments for Babies	3 units
Healthy and Safe Environments for Young Children	3 units
Appropriate Practices for Baby Development	3 units
Appropriate Practices for the Development of the Child	3 units
Working with Parents and Families of children Parent education, technique, and family development	3 units
Supervised Teaching Field Practice	3 units
Supervised Practice with Montessori Material	3 units
Material Making	3 units
Total Units	30 units

Given the unique nature of the AMI Program, its intensity, and the importance of its continuity, credits from other majors or previous Montessori training other than AMI are not accepted. In any case, they require the prior approval of the Director of Training.

Clock Hours Distribution

Each of the ten classes described above corresponds to both theoretical and practical components that, together, account for the total instructional hours of the program. The AMI Montessori Diploma Course – Ages 0 to 3 comprises a total of **675 clock hours**, distributed across lectures, exams, observation, and material preparation. The following table outlines the schedule and approximate number of instructional hours below.

Module 1 - Online and in person

June 19 – July 31, 2026

Monday thru Friday: 8:00 – 4:30 pm (PST) & Saturday: 9:00 am – 12:00 pm (PST)

Total Hours: 244.5

Date	Session 1	Session 2	Asynchronous Work	Hours
Friday – June 19	Welcome and Orientation to Google Classroom			1.5 hrs
Saturday – June 20th	Montessori Psychopedagogy		Watch video: Maria Montessori Movie & Questions	3 hrs
			Total Hours	4.5 hrs
Week 1				
Monday – June 22	Home Environment			7.5 hrs
Tuesday – June 23	Home Environment			7.5 hrs
Wednesday – June 24	Montessori Psychopedagogy			7.5 hrs
Thursday – June 25	Home Environment			7.5 hrs
Friday – June 26	Home Environment			7.5 hrs
Saturday – June 27	Observation Task			3 hrs
			Total Hours	40.5 hrs
Week 2				
Monday – June 29	Montessori Psychopedagogy			7.5 hrs
Tuesday – June 30	Home Environment			7.5 hrs
Wednesday – July 1	Montessori Psychopedagogy			7.5 hrs

Thursday – July 2	Home Environment			7.5 hrs
Friday – July 3	Home Environment			7.5 hrs
Saturday – July 4	Psychomotor			3 hrs
			Total Hours	40.5 hrs
Week 3				
Monday – July 6	Psychomotor	Home Environment		7.5 hrs
Tuesday – July 7	Montessori Psychopedagogy	Psychomotor		7.5 hrs
Wednesday – July 8	Psychomotor	Home Environment		7.5 hrs
Thursday – July 9	Montessori Psychopedagogy	Medical-Nutrition		7.5 hrs
Friday – July 10	Psychomotor Development	Group Discussion		7.5 hrs
Saturday – July 11	Montessori Psychopedagogy			3 hrs
			Total Hours	40.5 hrs
Week 4				
Monday – July 13	Psychomotor Development	Observation Task		7.5 hrs
Tuesday – July 14	Psychomotor Development	Observation Task		7.5 hrs
Wednesday – July 15	Montessori Psychopedagogy	Psychomotor		7.5 hrs
Thursday – July 16	Montessori Psychopedagogy	Observation Task		7.5 hrs
Friday – July 17	Psychomotor Development	Group Discussion		7.5 hrs
Saturday – July 18	Montessori Psychopedagogy/PSM			3 hrs
			Total Hours	40.5 hrs
Week 5				
Monday – July 20	Medical Album Obstetrics	Theory Review & Practicals		7.5 hrs
Tuesday – July 21	Montessori Psychopedagogy	Theory Review & Practicals		7.5 hrs
Wednesday – July 22	Medical Album Obstetrics	Theory Review & Practicals		7.5 hrs

Thursday – July 23	Medical Album Obstetrics	Theory Review & Practicals		7.5 hrs
Friday – July 24	Medical: Symbiotic Period	Montessori Psychopedagogy		7.5 hrs
Saturday – July 25	Free to study and finish albums			3 hrs
			Total Hours	40.5 hrs
Week 6				
Monday – July 27	Mock Exam	Review Mock Exam		7.5 hrs
Tuesday – July 28	Communities: Introduction to Language in Communities	Practicals		7.5 hrs
Wednesday – July 29	Communities: Introduction to Language in Communities	Practicals		7.5 hrs
Thursday – July 30	Medical Album Obstetrics	Practicals		7.5 hrs
Friday – July 31	Medical: Symbiotic Period	Closing Activities		7.5 hrs
			Total Hours	37.5 hrs

Module 2 - Online

August 25 – December 8, 2026

Tuesdays 4:30 – 7:30 pm

Total Hours: 51

Date	Session 1	Session 2	Asynchronous Work	Hours
August				
Tuesday – Aug 25	Personality Development	Medial Review	Finish PSM Album	3 hrs
			Total Hours	3 hrs
September				

Tuesday – Sept 1	Personality Development	Personality Development	Complete Task 15	3 hrs
Tuesday – Sept 8	Personality Development	Group work	Complete Task 16	3 hrs
Tuesday – Sept 15	Personality Development	Medical Review	Complete Task 17	3 hrs
Tuesday – Sept 22	Personality Development	Personality Development	Reading Assignment: Read Anatomy Medial Text Complete Task 18	3 hrs
Tuesday – Sept 29	Medical Anatomy and Physiology	Medical Review	Complete Task 19	3 hrs
			Total Hours	15 hrs
October				
Tuesday – Oct 6	Medical Anatomy and Physiology	Medical Anatomy and Physiology	Observations: 12 hours	3 hrs
Tuesday – Oct 13	Personality Development	Personality Development	Finish Chart: Language	3 hrs
Tuesday – Oct 20	Personality Development	Personality Development	Reading Assignments: Value of Separation	3 hrs
Thursday – Oct 22	Personality Development	Personality Development		3 hrs
Tuesday – Oct 27	Personality Development	Personality Development		3 hrs
			Total Hours	15 hrs
November				
Tuesday – Nov 3	Personality Development	Personality Development	Reading Assignment: Developmental Crisis Chapter	3 hrs
Tuesday – Nov 10	Personality Development	Personality Development		3 hrs
Tuesday – Nov 17	Personality Development	Personality Development		3 hrs
Tuesday – Nov 24	Personality Development	Personality Development		3 hrs
			Total Hours	12 hrs

December				
Tuesday – Dec 1	Personality Development	Personality Development		3 hrs
Tuesday – Dec 8	Personality Development	Interim Work		3 hrs
			Total Hours	6 hrs

Module 3 - Online

February 2 – June 8, 2026

Tuesdays 4:30 – 7:30 pm

Total Hours: 54

Date	Session 1	Session 2	Asynchronous Work	Hours
February				
Tuesday – Feb 2	Communities I	Communities I		3 hrs
Tuesday – Feb 9	Communities I	Communities I		3 hrs
Tuesday – Feb 16	Communities I	Communities I		3 hrs
Tuesday – Feb 23	Communities I	Communities I		3 hrs
			Total Hours	12 hrs
March				
Tuesday – March 2	Communities I	Communities I		3 hrs
Tuesday – March 9	Medical Album	Medical Album		3 hrs
Tuesday – March 16	Medical Album	Medical Album	Activity: Prepare language activity to present to classmates	3 hrs
Tuesday – March 23	Medical Album	Medical Album		3 hrs
			Total Hours	12 hrs
April				
Tuesday – April 6	Medical Review	Medical: Questionnaire		3 hrs
Tuesday – April 13	Home Environment	Home Environment		3 hrs
Tuesday – April 20	Communities II: Music	Communities II: Music		3 hrs

Tuesday – April 27	Communities II: Music	Medical Album		3 hrs
			Total Hours	12 hrs
May				
Tuesday – May 4	Medical Review	Medical Review		3 hrs
Tuesday – May 11	Montessori Theory	Montessori Theory		3 hrs
Tuesday – May 18	Communities III	Communities III		3 hrs
Tuesday – May 25	Communities III	Communities III		3 hrs
			Total Hours	12 hrs
June				
Tuesday – June 1	Communities III	Communities III		3 hrs
Tuesday – June 8	Communities III	Communities III		3 hrs
			Total Hours	6 hrs

Module 4 – In Person

June 21 – July 24, 2025

Monday thru Friday: 8:00 – 4:30 pm (PST) & Saturday: 9:00 am – 12:00 pm (PST)

Total: 125.5 hours

Date	Session 1	Session 2	Asynchronous Work	Hours
Week 1				
Monday – June 21	Communities III	Theory Review		7.5 hrs
Tuesday – June 22	Communities III	Practice w/ Materials		7.5 hrs
Wednesday – June 23	Communities III	Theory Review		7.5 hrs
Thursday – June 24	Communities III	Practice w/ Materials		7.5 hrs
Friday – June 25	Communities Album III	Communities Album III		7.5 hrs
Saturday – June 26	Communities III	Theory Review		3 hrs
			Total Hours	40.5 hrs
Week 2				
Monday – June 28	Communities III	Theory Review		7.5 hrs

Tuesday – June 29	Communities III	FOPD Review		7.5 hrs
Wednesday – June 30	Communities IV	FOPD Review		7.5 hrs
Thursday – July 1	Communities IV	Practicals		7.5 hrs
Friday – July 2	FOPD Review	Theory Review		7.5 hrs
Saturday – July 3	Communities Review	Practicals		3 hrs
			Total Hours	40.5 hrs
Week 3				
Monday – July 5	Theory Review	Practice w/ materials		7.5 hrs
Tuesday – July 6	Theory Review	Practice w/ materials		7.5 hrs
Wednesday – July 7	Communities Review	Final Theory Review		7.5 hrs
Thursday – July 8	Free to Study			7.5 hrs
Friday – July 9	Free to Study			7.5 hrs
Saturday – July 10	Exam Paper A			3 hrs
			Total Hours	40.5 hrs
Week 4				
Monday – July 12	Exam Paper B			4 hrs
Tuesday – July 13	Practice w/ Materials			
Wednesday – July 14	Practice w/ Materials			
Thursday – July 15	Practice w/ materials			
Friday – July 16	Practice w/ materials			
Saturday – July 17	Practice w/ materials			
			Total Hours	4 hrs
Week 5				
Monday	Oral Exams			
Tuesday	Oral Exams			
Wednesday	Oral Exams			

Thursday	Oral Exams	
Friday	Oral Exams	
Saturday	Graduation Day	

Supply List Materials and Cost

It is recommended that each adult learner budgets at least \$150-\$350 to cover the cost of the required materials and the materials used to create the curriculum albums (a list of suggested supplies is attached). This amount will cover the cost of required materials but does not include optional materials. Please keep this in mind when budgeting and/or purchasing photos and other optional materials. Montessori Stoppani does not include the \$150 USD within the course fees. Each adult learner must account for this amount when planning their budget for the course.

The estimated prices for the creation of materials are as follows:

*Prices will vary for other items

<p>First Summer</p> <ul style="list-style-type: none"> - Topponcino - 1 Mobile - Weaning Set: Tablecloth, napkin, bib - Prenatal Timeline - Psychomotor Development Timeline - 1 toy (Group 1) - 1 toy (Group 2A) - Gluing Box 	<ul style="list-style-type: none"> \$ 20-35 \$ 20 - \$ 30 \$ 20 - \$35 \$25 \$30-\$40 \$10-30 \$ 10 - \$ 35 \$ 30 – 35
<p>Second Summer</p> <ul style="list-style-type: none"> - 2 Practical Life exercises - 3 Language Cards Sets <ul style="list-style-type: none"> o Set of Nomenclature Objects o Set of Language Cards w/Identical Matching Objects o Set of Language Cards only - Stereognostic Bag with Contents 	<ul style="list-style-type: none"> \$ 20 - \$ 40 each one \$ 25 \$ 35 \$ 15 - \$45 \$ 15 \$ 15

*The cost of some of the materials depends on the creativity and current resources of the student.

Required Reading List

This is the required Reading List to be completed before and during the course. The books listed under "Additional Reading" can be acquired during the course to further deepen your understanding of Montessori theory and human development. **Please note that the prices provided are approximate and may vary.** Montessori Stoppani is not responsible for the cost of the books, and they are not included in the program fees.

Required Reading

	- The Absorbent Mind	- \$18
	- The Secret of Childhood	- \$9
	- The Four Planes of Development	- \$6
Dra. Montessori, María	- The Child in the Family	- \$18
	- The Discovery of the Child	- \$10
	- The Formation of Man	- \$15-19
	- The 1946 London Lectures	- \$24
Montessori, M. Mario	- Human Tendencies and Montessori Education	- \$14
Dra. Montanaro, Silvana	Available to students in digital form.	
	- Understanding the Human Being	- Included
	- Medical Text	
Eliot, Lise, PhD.	- What's Going on in There? How the brain and the mind develop in the first five years of life	- \$35

Recommended Reading:

Bowlby, J.	- A Secure Base: Parent-child attachment and healthy human development
Brazelton, M.D. & Cramer, M.D.	- The Earliest Relationship
Erikson, Erik	- Childhood and Society
Montagu, Ashley	- Touching: The human significance of the skin
NAMTA Journal	- Volume 34, Number 1: The First Three Years of Life from all Developmental Perspectives
Siegel, Daniel, M.D.	- No-Drama Discipline
	- The Developing Mind
Paula Polk Lillard	- Montessori from the Start
Stern, Daniel	- The Interpersonal World of the Infant
Standing, E.M.	- Maria Montessori: Her Life and Work
Lisa Feldman	- ¿How are emotions made?

Resources for books:

Books in English:

www.nienhuis.com,

www.montessori-namta.org

Books in Spanish and English:

www.amiusa.org

Books in Spanish in México:

<https://lohikarhu.com>

<https://www.montessorimx.com/en/libros>

Course Components

Montessori Albums

- Serve as a personal reference for your future use in your work, with enough detail so that, long after the course is over, you have enough information to guide your work.
- Demonstrate to the AMI trainer and examiners that you have understood the fundamental ideas of the training course.
- Albums should be both functional and referential and aesthetically pleasing.
- A great album is consistent in terms of the font and any decorative features like the borders. The overall appearance is polished, clear, and clean.
- A pertinent Montessori quote can be added to the inside cover of the album or to the individual intro sheets of each album.
- Historically, Montessori training courses have accepted both typed and handwritten albums, but the album must be of one or the other type, not a combination. If you choose to write your album by hand, keep in mind that it should be very legible and clear.

Album Components

Different information will form each adult learner album. It is the adult learner's responsibility to include as much of it as they can as this will benefit them in the future. The Director of Training will provide each adult learner with a list of all the requirements that the album must meet to be approved.

- *General index* as provided by the Director of the Training
- *Outlines* created by the Director of Training, where she provides the needed information to follow lectures on each theory topic, which must be completed by students during lectures.
- *Adult learner class notes* are taken during classes to complete the outline given by Trainer. The adult learner completes the notes with complementary reading, further investigation and other information provided. It may have personal reflections and ideas for future reflections.
- *Complementary readings* if they were given to enrich the material and knowledge.
- *Bibliographical quotations* said by the authors, especially María Montessori, talking about the different topics.
- *The material presentations* in some reference albums, where material presentations are included, the adult learner will write with detail the necessary steps for each presentation, based on what they observed during the presentation and after practicing.
- *Illustrations or photographs* will be added for visual representation within the album.
- *Handouts*. Important handouts given by the Trainer to complete the information given during class. This will be added according to the syllabus.
- *Work submission*. This is when the Adult Learner reviews and finalizes the written work and delivers the work to the album readers.
- *Final Album submission*. Students have the option to present their albums either digitally or printed and organized. The album must include all topics from the syllabus and corrections made by album readers.

All Theory topics must include:

- Introduction
- Clear definition of the topic
- Expansion of the topic (including analogies, specific details, examples, etc.)
- The importance of the topic for the development of the child
- The Role of the Adult

- Conclusion: Including the AL understanding of the topic.
- All practical albums must also have a format that will be given at the time of the class. For example, the album in the Home Environment will carry:
- Illustration
 - Title
 - The area of the environment in which it is included the child's age for the presentation of a particular material
 - Material Description
 - Use/presentation: what the adult does to explain/show the material to the child. The steps involved in using one of the Montessori materials are shown. The explanation should be clear, detailed, and written in your own words. It must be numbered or bulleted; It should look like a recipe.
 - Purposes: Main objectives of the material

Theory and Reference Album for 0-3

Montessori Theory Album

Description

During the course, the Director of Training will be giving lectures on Montessori Theory that will provide the tools to write and complete the theory album.

The Theory Album explains and collects all the information about Maria Montessori and her theories about child development, and the application in the workplace. This album will be used as reference to create for family gatherings, write articles, refresh content, and use them to study for oral and written exams at the end of the course.

Observation Album

Description

The work in this album allows the adult learner to develop the skills to conduct objective, methodical, and comprehensive observations of children from birth to three years to discover the universalities in human development while recognizing and respecting the uniqueness of each child.

It also provides the opportunity to develop observation skills to deepen the knowledge of self.

Home Environment

Description

This album allows the Adult Learner to recognize the home as the most influential environment in the child's life and offers tools to support parents to prepare themselves and the home environment to welcome a new member in their family and to support the child's dynamic stages of development.

Medical Texts

Description

During the course, a Medical Doctor will be giving lectures on the Medical Text that will provide the tools to understand and complete the medical album.

The Medical Text will allow the Adult Learner to acquire general knowledge of how all human bodies function, how to maintain health, as well as important information to deepen their understanding of human development from the medical perspective.

Furthermore, this album will provide basic knowledge of medical topics to allow them to express themselves properly when writing observations and talking to parents they might encounter during observations, teaching practice and their future work in the field.

Development of Personality

Description

During the course, the Director of Training will be giving lectures on the Foundations of Personality Development that will provide the tools to write and complete the FOPD album.

The Foundation of Personality Development Album offers contemporary information about human development, from all developmental perspectives, during the first three years of life, starting at conception. The album approaches a holistic perspective of the child that will help the adult learner to deepen the understanding of the universalities of human development regardless of time and place of birth, as well as the uniqueness of each human being within these universalities.

It also provides tools for the adult learner to explore their emotions, needs, and personalities to be able to acquire a deeper understanding of the self, and to recognize and meet the real needs of each child.

Practical and Reference Album for 0-3

Reference albums for the course are the ones that adult learners create to use as learning and teaching tools, as well as to start a new community. This resource is of great importance to the future.

The adult learner learns the rationale of Montessori-based developmental materials for children from birth to one year.

Among these albums are the following:

Psychosensory-motor Development

With this album, the adult learner will understand and describe psychosensory motor development and apply this knowledge to explain how to prepare an environment that meets the needs of each child during the first three years of life.

Communities:

How to start a community?

This album allows the adult learner to acquire a clear understanding of how to create, organize, and maintain a community environment for 0-3.

It will acquire information about community dynamics, comprehensively outline the requisite qualities and qualifications for guides and assistants and explain the essential features of a developmentally appropriate space and furniture for children under three within a Montessori Community.

Language

Allows to acquire understanding on language acquisition, its significance in human development, environmental strategies including the adult's role in supporting language development.

Art and Music

Allows to acquire knowledge about the significance of music and art in human development, articulating guidelines and aims for music and art activities in communities.

Practical Life and Food Preparation

Allows to acquire knowledge about the importance of these activities, and provides guidelines for creating and presenting activities, explaining general purposes and areas, and outlining the crucial role of the adult in facilitating Practical Life activities.

Each album includes information detailing important activities and subjects. For activities, the adult learner will observe how the presentations are made and take their own notes. In addition, the director will provide you with the information for each presentation.

Evaluation

- Albums are a pass/fail task
- The assessment criteria are used to define whether the adult learner met the requirements and objectives of the job.
- The adult learner must receive approval in all album requirements for the work to be accepted.
- The adult learner will receive the necessary feedback from the album reader to improve their album.

Evaluation Criteria for Album Reader Check

*Note: MSI keeps track of late assignments. If the institute has a pattern of late assignments and/or unrevised corrections, the student may be placed in Academic Probation and/or charged the \$50 USD fee.

Rubric work submission to Album Reader	Description	Grade ✓ Accepted X Rejected
Submitted on Time	The final album was submitted on time and complete, by the designated date.	
General Aspects	Includes the required information from the class outline.	
	Organized according to the syllabus, with information that is accessible and easy to understand.	
	Covers for each section are correctly labeled and divided.	
	Includes all required articles and patterns.	
	Includes all required illustrations/photos.	
	The work is submitted in a way that is easy to read, with a logical order of ideas, clearly showing that the information is integrated, and the words reflect what each student has understood	
Clarity	The documents follows the same format of illustration followed by text	
	The entire document uses the same font type, size 12, with line spacing between 1.15 and 1.5.	
Illustrations	They reflect the information from the presentation.	
	They are clear, with color, and of a good size to see the details.	
	They are placed next to each presentation with text corresponding to the image. They are labeled with the name of the activity.	
	The additional images are approved by MSI.	
Professionalism	The text is free of grammatical errors.	
	The notes for the presentations and illustrations reflect what was shown in the class.	
Original Work	The content is the student's original work. It reflects the content and organization of the course.	
Correct Use	The information is completed in such a way that the student may read this in the future and understand it.	
Album Accepted	Work will be marked as follow: 0= Work was not submitted or needs revision, including significant sections missing. 1=Work has some errors or missing information, make changes and resubmit. 2= Work is accepted with possible minor errors that need to be reviewed but no need to resubmit. 3= Work is accepted as is	

Evaluation Criteria for Final Album Check

Rubric for final Album Check	Description	Grade ✓ Accepted X Rejected
Submitted on time	The album was submitted on time and complete, by the designated date..	
General Requirements	The album is submitted either printed and bound or digitally through Google Classroom.	
	Cover: Includes name, logos, course location and course name.	
	Index: The table of contents lists each specific topic and appropriately corresponds to the order in the album. For digital albums, the index must be dynamic.	
	At the top of each page, there is the Stoppani logo and the name of the album.	
	At the bottom of each page, there is @Stoppani 2025 and the page number.	
	Organized according to the syllabus, with information that is accessible and easy to understand.	
	Covers for each section are correctly labeled and divided..	
	Includes all the required articles and patterns.	
Clarity	The documents follows the same format of illustration followed by text	
	The entire document uses the same font type, size 12, with line spacing between 1.15 and 1.5.	
Original Work	The indexes, reflections, essays, and summaries are the student's original work. It reflects the content and organization of the course.	
Correct Use	The information is accessible and easy to understand	
	The information is completed in such a way that the student may use it for parent meeting night or an essay	
Album Accepted	Accepted: Resend: Final acceptance date:	

Material Making

As a future Montessori guide, it is important to learn how to make Montessori materials, to understand the different components that are important to consider when preparing the materials and presentations, if the objects are the right size for children, color coding, etc.

Material making helps the adult learner to understand and apply core principles of Montessori materials to create activities that meet the children's needs at every stage of development, using local resources that adapt to culturally relevant practices and be able to create their own materials in any environment they work.

This material will remain for personal or professional use.

Evaluation

- The materials are a pass/fail task
- The assessment criteria are used to define if the adult learner has met the requirements.
- The adult learner will receive rubrics for each assignment and necessary feedback to correct or improve their material.
- Adult learners must meet all the required criteria for it to be complete and accepted.
- There is no need to include replacement materials.

Psychosensory Development

Group 1- One mobile and one grasping activity

Group 2- Gluing box from group 2b

Group 4- Stereognostic Bag

Psicosensomotor Development - Mobile

Description:

Creating this material allows adult learners to apply theoretical knowledge to design and construct age-appropriate, developmentally stimulating, and non-overstimulating mobiles for infants.

Group 1: Mobile Evaluation Criteria		
Criteria	Pass	Fail
Choice of objects	Geometric shapes, or real objects, naturally move in the environment and attract the attention of the child.	Objects are unrealistic, overly complex, distracting, or unattractive.
Age-Appropriate	Meets developmental needs of babies between 0 to 6 months (tracking, color, size, etc.).	Not an aid for visual, tactile development.
Guidelines	The mobile follows the specific guidelines of the mobile chosen.	Does not follow the specific guidelines of the mobile chosen.
Safety and Durability	Objects are safe and durable enough for repeated use.	Objects pose safety hazards (sharp edges, choking risks) or are too fragile.
Functional	The objects are balanced and naturally move in a space.	Unbalanced mobile or does not move
Ready to Use	The material is neatly prepared and complete, ready for use in the environment.	The material is incomplete or requires additional preparation before use.
Aesthetic	The material is simple and visually attractive.	The material is overstimulating or lacking appeal.

Psicosensomotor Development - Baby Toy

Description:

By creating this material, the adult learner will put into practice the theory learned and will develop the ability to create toys for babies that meet their developmental needs and are non-overstimulating.

Group 1: Toy Evaluation Criteria		
Criteria	Pass	Fail
Choice of objects	Smooth, realistic geometric shapes that attract the attention of the child.	Objects are unrealistic, overly complex, distracting, or unattractive.
Age-Appropriate	Meets developmental needs of babies between 0 to 6 months (grasping skills, simple, size, etc.).	Not an aid for visual, tactile development.
Guidelines	The toy follows the specific guidelines of the development chosen.	Does not follow the specific guidelines of the toy chosen.
Safety and Durability	Objects are safe and durable enough for repeated use.	Objects pose safety hazards (sharp edges, choking risks) or are too fragile.
Natural Materials	Natural materials (wood, wool, metal) are used to create the toy.	Artificial materials, toxic color paint.
Ready to Use	The material is neatly prepared and complete, ready for use in the environment.	The material is incomplete or requires additional preparation before use.
Aesthetic	The material is simple and visually attractive.	The material is overstimulating or lacking appeal.

Psicosensomotor Development - Gluing Box

Description:

While preparing this activity, the adult learner will learn how to carefully prepare an activity that aids the child in the development of eye-hand coordination, while learning the practical skill of gluing. Because this is an activity that requires daily maintenance, its creation will offer important learning experiences of the needed care that it will require once in the environment.

Group 2b: Gluing Box Evaluation Criteria		
Criteria	Pass	Fail
Long-Lasting	Durable and resistant wood, varnished and ready to be used.	The material is fragile, raw unvarnished wood.
Age/Size Appropriate	The box & each object in it, is proportional to the physical and psychological size of the child.	Not suitable for the intended age group.
Aesthetic	The material is beautiful, w/decorated lid, color coded with each part of the box, and visually appealing.	Material lacks visual appeal, no color coded or decorated.
Safety and Durability	Objects are safe for children to handle and durable enough for repeated use. The lid has vinyl in the cover.	Objects pose safety hazards (sharp edges, choking risks) or are too fragile.
Ready to Use	The material is neatly prepared and complete, ready for use in the environment.	The material is incomplete or requires additional preparation before use.

Psicosensomotor Development - Stereognostic Bag

Description:

Offer the child the possibility to acquire a more precise knowledge of his world by developing and refining the tactile sense through the stereognostic sense. The adult learner will prepare these with creativity to support the child's interest and help them acquire more precise information about the world.

Group 4: Stereognostic Bag Evaluation Criteria		
Criteria	Pass	Fail
Objects Included	Contains 6–8 objects which follow the specific guidelines of the bag, are creatively chosen with/different shapes, textures, or materials, no replicas or breakable objects are included	Includes fewer than 6 objects or lacks creativity, variety in shapes/textures, replicas and/or breakable objects are included. Does not follow the guidelines of the bag chosen.
Size and Weight of Objects	Objects comfortably fit in a child's hand.	Objects are too large, small, or heavy for the child's hand.
Bag Material	The bag is made of soft fabric inside, durable, and discrete fabric pattern w/double drawstring.	The bag is flimsy, transparent, or difficult to open/close.
Consistency of concept	Objects are consistent in focus (e.g., all relate to shape or texture) to isolate the stereognostic sense.	Objects have unrelated or confusing features that distract from the purpose. For instance, inadequate sounds, toys, etc.
Safety and Durability	Objects are safe (non-toxic, no sharp edges) for children to handle and durable enough for repeated use.	Objects and/or bag are fragile, unsafe or unsuitable for frequent handling.
Ready to Use	The material is neatly prepared and complete, ready for use in the environment.	The material is incomplete or requires adjustments before presentation.

Practical Life Materials

Description

Practical Life Activities are an important part of a Montessori Environment. They allow for the Sensitive Periods and Human Tendencies to express and assist the child in the process of adaptation and the full development of his potential.

During the course, each adult learner will create two sets of Practical Life Activities:

One Activity for the care of the environment & One Food Preparation activity

Practical Life: Activities Evaluation Criteria		
Criteria	Pass	Fail
Real and Purposeful Activity	The materials reflect a real, purposeful activity suitable for a child's daily life	The materials lack a real or purposeful connection to practical life activities.
Age Appropriateness	Objects are suitable for the child's physical and psychological size of children aged 0-3 allowing for independence.	Objects are too large, small, heavy, fragile, or otherwise inappropriate for the child.
Functional	Each item in the material is proportional to the rest of the items and the activity works as intended.	Activity is not functional.
Aesthetic	The material is attractive, clean, and inviting, drawing the child's attention.	The material lacks visual appeal or is poorly presented (dirty, damaged, or uninviting).
Natural Materials	It gives a variety of sensory experiences to the child.	Mostly plastic or same material throughout the activity.
Color Coding	The material uses consistent and appropriate color coding to guide the child visually.	There is no color coding, or it is inconsistent/confusing for the child.
Culturally appropriate	The activity represents the culture and relates to the child's life.	Activity does not represent the culture, weather or community.
Durable and Easy to clean	Materials are easy to clean and durable enough for repeated use.	Materials are not durable or easily replaceable.
Has a logical order	The activity has a logical order in which is used and presented	Activity does not follow a logical order.
Safety	Objects are safe for children to handle.	Objects pose safety hazards (sharp edges, choking risks) or are too fragile.
Montessori Characteristics	The material reflects Montessori principles: independence, autocorrection.	The material does not adhere to Montessori principles or is overly complex.
Complete and Ready to Use	The material is complete, contained, neatly prepared, and ready to be placed on the classroom shelf.	The material is incomplete or requires additional preparation before use.

Language Materials

General Description

Language materials are very important to learn how to do as it is always good to have a variety of categories to change the cards regularly. Adult learners will have the opportunity to create them based on Montessori principles. They will choose a category that is easy for children to recognize.

Each adult learner will make three sets of language materials:

- Nomenclature objects - choosing 6-8 objects (real or replicas)
- Nomenclature cards – 6-8 cards with photos will be presented
- Nomenclature cards with identical objects – A set of cards that match identical objects

Language – Nomenclature Objects

Description

These cards help the child to create an accurate mental image of objects, to associate an object with its name and thus enrich his vocabulary.

They provide a vast variety of sensorial experiences, which the child will absorb and with them, create an accurate mental image of things in the world.

Language - Nomenclature Objects Evaluation Criteria		
Criteria	Pass	Fail
Category	The chosen category is clear, recognizable, and suitable for children.	The category is unclear or not age appropriate.
Nomenclature Objects	Includes 6-8 real or replica objects, portioned with each other, realistic, classified, useful for children to know.	Does not include 6-8 real or replica objects, does not have a basket.
Age-Appropriate	Objects are the right size and weight for the child's developmental stage.	Objects are too large, small, or an inappropriate weight.
Aesthetics	Objects are visually appealing, realistic, and suitable for children.	Objects are unattractive, unrealistic, or unsuitable for children.
Safety and Durability	Objects are safe (non-toxic, no sharp edges) for children to handle and durable enough for repeated use.	Objects and/or bag are fragile, unsafe or unsuitable for frequent handling.
Ready to Use	The material is neatly prepared and complete in a basket and ready for use in the environment.	The material is incomplete or requires additional preparation before use.

Language – Nomenclature Cards

Description

Nomenclature Cards assist the child to expand the child's world and vocabulary, with objects otherwise unavailable to bring to the environment. For instance, landscapes from other places, specific animals, construction equipment, etc.

These nomenclatures help the child continue to acquire a precise mental representation of things around him, advancing in his path to abstraction: Now objects are represented in a two-dimensional way.

Language- Nomenclature Cards Evaluation Criteria		
Criteria	Pass	Fail
Category of choice	The chosen category is clear, recognizable, and suitable for children.	The category is unclear or not age appropriate.
Size and consistency	5–7 cards. Sizes adjust to images, but all cards in the collection are uniform. 18 x18 Max.	Cards are inconsistent in size or do not adhere to the specified range.
Nomenclature Cards	Color coded w/cardboard to distinguish category, name in the back of the card.	Cards include incorrect features.
Quality/Isolation of image	The image is clear, visually appealing, high quality and isolated, free from background distractions.	Photos are unclear, images include multiple objects or unclear backgrounds, low quality
Proportion within images	All images are proportionated with each other to offer realistic information to the child.	Images are not proportionated.
Durability	Cards are fully laminated, durable and suitable for daily classroom use.	Materials are fragile, not laminated or unsuitable for daily use
Ready to Use	The material is neatly prepared and complete, in a basket and ready for use in the environment.	The material is incomplete or requires additional preparation before use.

Language – Nomenclature Cards w/Identical Matching Objects

Description

This language activity allows the child to observe the transition of a three-dimensional object to its two-dimensional representation. So, he can make the connection between something he sees and is able to touch with its two-dimensional representation on a card.

Ultimately this activity allows the child to advance in his ability to abstract images from the world.

Language - Nomenclature Cards with identical objects Evaluation Criteria		
Criteria	Pass	Fail
Category of choice	The chosen category is clear, recognizable, and suitable for children.	The category is unclear or not age appropriate.
Size and consistency	5–7 cards. Sizes adjust to images, but all cards in the collection are uniform. 18 x18 Max.	Cards are inconsistent in size or do not adhere to the specified range.
Nomenclature Cards	Color coded w/cardboard to distinguish category, name in the back of the card.	Cards include incorrect features.
Identical Cards & Objects	Cards match exactly the objects.	Cards and objects do not align correctly.
Quality/Isolation of image	Image is clear, visually appealing, high quality and isolated, free from background distractions, objects are proportioned within each other.	Photos are unclear, images include multiple objects or unclear backgrounds, low quality, objects not proportionated.
Durability	Cards are fully laminated, durable and suitable for daily classroom use.	Materials are fragile, not laminated or unsuitable for daily use
Ready to Use	The material is neatly prepared and complete, in a basket and ready for use in the environment.	The material is incomplete or requires additional preparation before use.

Topponcino

Description

Topponcino is used during the baby's first weeks after birth until the first few months. It is used to carry the baby, or for someone else to carry it. In the course, the topponcino will be created based on the Montessori principles and the expected quality. Exact instructions will be provided during the course.

Topponcino Evaluation Criteria		
Criteria	Pass	Fail
Material Quality	The topponcino is made with high-quality, soft, natural and discrete and durable materials suitable for newborns.	Materials are low quality, artificial, rough, or not durable.
Size, shape and finish	The topponcino has the correct dimensions and shape as instructed, is well-constructed with neat and secure stitching.	The size or shape does not meet instructions, Poor stitching, fraying, or construction issues.
Comfort and Softness	The topponcino is soft, well-padded, and provides comfort for the baby.	The material is too firm, thin, or uncomfortable.
Safety	The material is non-toxic, and appropriate for newborn use.	Materials are unsafe, toxic, or inappropriate for a newborn.
Aesthetic	The topponcino is visually appealing and adheres to Montessori principles.	The material lacks aesthetic appeal or Montessori alignment
Ready to Use	The material is neatly prepared and complete, ready for use in the environment.	The material is incomplete or requires additional preparation before use.

Weaning Set

Description

A Montessori weaning set is designed to help babies transition from breastfeeding or bottle-feeding to solid foods. It includes a placemat, a bib, and a napkin with defined spaces to place all the feeding utensils and create awareness in the baby. When creating them, attention is given to ensuring that they are functional, aesthetically simple, and support the child's growing autonomy during mealtime.

Weaning Set Evaluation Criteria		
Criteria	Pass	Fail
Material Quality	The weaning set is made with high-quality, soft, natural and discrete and durable materials suitable for newborns.	Materials are low quality, artificial, rough, or not durable.
Size & Proportions	Items are appropriately sized for the baby and table, allowing for ease of use.	Items are too large, small, or uncomfortable for the baby.
Practicality	The placemat, napkin, and bib are functional and promote autonomy.	Items do not serve their intended purpose or are impractical for use.
Design & Aesthetic	Items are visually simple, color coded, with good stitching, and align with Montessori principles.	Items are overly complex, distracting, or unattractive.
Complete Set	All components (placemat, napkin, and bib) are present and finished.	Missing components or incomplete.
Safety	The material is safe, non-toxic, and appropriate for the baby to use.	Materials are unsafe, toxic, or inappropriate for the baby.
Ready to Use	The material is neatly prepared and complete, ready for use in the environment.	The material is incomplete or requires additional preparation before use.

Supervised Practice

Description

Supervised practice is a time when the adult learner will be manipulating, experimenting, and writing the details of each presentation in their own words. This experience allows for the compilation of written records of the sequence of each presentation and will serve as reference when in professional practice. The materials should be practiced immediately after they have been presented by the trainer in order to identify and clarify any doubts that may arise.

AMI requires a minimum of 60 hours of supervised practice with the materials.

During the in-person modules, adult learners will have an hour and a half after lectures to practice with the materials.

Regarding supervised practice, it is the adult learner's responsibility to meet the hours established in the course, as well as to practice with the materials until they know the steps correctly. At first, the adult learner is not expected to know exactly every step, but as time goes on, they will gain experience through practice and learning.

Evaluation

- It is the adult learner's responsibility to keep control of supervised practice hours when entering the environment using the attendance log.
- During practice time, there will be a member of the staff with the adult learners who will be observing. If necessary, this staff member will support the adult learner by reviewing the movements, steps, and use of the material to improve their skills by manipulating the material.
- Each adult learner will be given a form of self-assessment where they can keep control of their performance during supervised practice.
- That same form of self-assessment will be used to assess each adult learner's level. To meet all requirements, the adult learner must complete the number of hours (60 hours) in the supervised practice log and work with the material as taught.

Observation

Description

During the course you must complete the 200 hours of observation required by AMI and deliver an album with all the notes and summaries that are required for it. Through observation, the adult learner will be able to develop the ability to see the children and know in which stage of development they are located and what step should be followed in the process. During observation, it is important that the interaction with the child is minimal, almost zero, to observe movement, language, social interactions, among others.

Observations will be made at the Montessori Stoppani Institute and various environments such as home and school environments during the year where they must observe what is required. If the adult learner does not complete 200 hours, they should review it with the Director of Training and the academic staff.

The most important aspect of observations is to develop objective thinking, so that it is neutral and in order to learn more about the child, find patterns of learning, socialization among others. Notes are taken from what is observed and then a summary of what is observed is constructed following the guidelines.

Observation Album

I. Preparation for observation: 80 hours

II. Preparation of the adult: 20 hours

III. Independent Observation of children

- a. 0-2 months: 20 hours
- b. 2-12 months: 40 hours
- c. 12-36 months: 40 hours

For age range add:

- a. A section for each child observed
- b. Photos of the environment and the child (if allowed) can be included
- c. A diagram of the space in which it is observed
- d. Attendance sheet
- e. Notes during observation
- f. Summary of each child.

IV. Observations during Teaching Practice: 50 Hrs

- a. Notes & Summary of child observed
- b. Observations Tasks

Evaluation

- The observation album is a pass/fail task
- The assessment criteria are used to determine whether the adult learner met the requirements and objectives of the job. The adult learner must receive approval in all material requirements for it to be accepted.
- The adult learner will receive the necessary feedback to correct to improve their material.

Teaching Practice

To be able to begin the Teaching Practice, adult learners must have completed successfully their observations.

Adult learners must be responsible for all expenses that arise before, during, and after the practice teachings.

The paperwork and summaries for both the observations during teaching practice and practices are to be submitted through Google Classroom platform at the end.

Description

To comply with the program, the adult learner must complete the professional practice, where he/she will have the opportunity to work within a Montessori environment with children for 50 hours in an Infant Community (18-36 months) environment with an AMI guide with at least three (3) years of experience after receiving the AMI diploma. Here you can apply the knowledge learned during the course on Montessori theory and materials.

Process

The adult learner will be part of a Montessori environment with an AMI guide, with no less than 3 years of experience, who will oversee the evaluation process through observation and evaluation forms. It is important that the adult learner knows the evaluation in advance so that he or she can have a thoughtful attitude during professional practice.

Evaluation

- The AMI guide will oversee the adult learner's evaluation. The adult learner will be observed working with the children and with the materials.
- Adult learners can use the assessment criteria to do their personal evaluation to analyze areas of improvement.
- The adult learner will be able to receive feedback from the guide to improve their skills as a future Montessori guide.

Note: If the adult learner is unable to finish the teaching practice, the adult learner must complete it within the next 12 months to receive the AMI Diploma.

Written Exams: Paper A and B

Description

At the end of the course, the adult learner will take two written exams (Exam A and Exam B) where questions about the Montessori theory and all reference albums will be answered. These tests are conducted in two days. During the first in-person module, the Director of Training will provide the rules to follow on that day and have a Mock Exam to prepare the adult learner. On the day of the exam, the adult learner will receive seven different questions where they will choose four questions to develop. They will have three hours to develop the questions, so it's the adult learner's responsibility to manage the time to answer all questions.

In Exam A, adult learners will answer questions about Theory. They'll have to study the theory album beforehand. For Exam B, the adult learner will answer applied theory questions that include information from his reference albums of: Communities, Practical Life, Child Neuropsychiatry.

Evaluation

- The exam is classified as approved/failed. A minimum of 50% is required to pass, therefore, each question must be passed with a minimum of 50%. If the adult learner does not pass the exam, they will need to retake it in the next course or within the first 12 months.
- For each question, there is a maximum of 25 points the adult learner can reach, for a total of 100 points maximum for the full exam.
- Adult learners must pass written exams to pass the oral exam.

Important:

- There are no extra points for developing more than four questions.
- Each adult learner will receive a number representing him or her in a list. This way, when the Director of Training reviews the exam, they will not know who it belongs to, until they finish evaluating all the exams for all adult learners.

Oral Exams

Description

When completing the written exams (Exam A and Exam B), the adult learner will be able to sit on the oral exams. Two external AMI examiners will be invited to evaluate Montessori Stoppani adult learners individually. Upon entering the exam, there will be baskets that represent each evaluation area. The adult learner will have a moment to review the examination slips. An administrative staff member of Montessori Stoppani or Montessori trained guests will be representing the "child" during the presentation, with a neutral and professional attitude.

Before this day, exam practices will be done at the training center where each adult learner can have a sense of what it's like to be on the exam. This way, the adult learner can prepare for the day of the oral exam.

Upon entering, the adult learner will be able to choose which question to begin the oral examination process. Each examiner has a way of carrying this moment.

This process takes 2 hours, where the adult learner and the examiners will exchange information. The examiner will ask questions to see the knowledge the adult learner has acquired.

At the end of the day, the Director of Training will notify the adult learner whether they have passed or failed the exam.

Evaluation

- The job is classified as passed/failed. A minimum of 50% is required to pass, therefore, each question must be passed with a minimum of 50%. If the adult learner does not pass the exam, they will need to retake it in the next course or within the first 12 months.
- Four main areas will be evaluated: Home Environment, Medicals, Development of Personality, and Communities. Each question has a value of 25 points. You must receive 12.5 points in each area to pass the oral exam.

Requirements to receive Montessori AMI Diploma

It will be awarded to the adult learner who has met each of the above requirements and has passed the written and oral exams. The diploma must bear the signatures of the President and the Executive Director of AMI, and it will also be signed by the Director of the Training Center.

It is recommended to make copies of the diploma and keep it in a safe place as AMI does not issue duplicates, even if they have been lost or damaged.

The Montessori AMI diploma certifies that the person has successfully completed the Montessori Diploma Course for Assistant to Infancy (0 to 3 years) which enables them to serve as a guide in a Nido and Infant Community Environment from 0 to 3 years anywhere in the world.

Essential Requirements

The following requirements must be fully met by each adult learner on an individual basis without exception:

- a. **To complete the last module the adult learner** - or the responsible institution - must be up to date with the payment plan agreed with Montessori Stoppani Institute.
- b. **To be able to take the final exams the adult learner must:**
 1. Attend 90% of the theoretical and practical classes
 2. Attend 90% of the discussion/review/reading sessions organized by the Director of Training.
 3. Attend a minimum of 60 hours of supervised practices with the materials (they will be performed in a Montessori Infant Community with the supervision of the Director of Training).
 4. Finish 200 hours of observations
 5. Submit all the reference albums
- c. **To obtain the Montessori AMI Diploma at the end of the Program**, the adult learner must:
 1. Pass written and oral exams (theoretical-practical)
 2. Satisfactorily meet the following requirements:
 - Completion and delivery of approved albums from each area (8 in total).
 - Completion and delivery of adult learner-approved and elaborated materials.
 - Completion of observation hours (200hrs) and reports
 - Completion of supervised practice hours (60 hrs)
 - Teaching practices in Montessori environments (50hrs)

Special Circumstances

- a. **Any adult learner who has not met one or more of the requirements** must complete them in the subsequent program under the terms and conditions set out by the Director of Training and the Examination Jury. The diploma will be issued at the end of the next program.
- b. **Adult learners who do not pass one or more of the final exams**– Written Exams A and B or oral (theoretical-practical) exams - will have the right to take it one (1) more time, following the terms and conditions set out by the Program Director and the Examination Jury. The Diploma will be issued once all exams have been passed.
- c. **In the event that the same course is not offered at your Training Center again**, the Training Director will inform you in which AMI Training Centers the exams may be retaken. All expenses will be paid by the adult learner. The Diploma will be issued once all examinations have been approved and given by the final training center.

- a. **Adult learners who fail all exams** – Adult learners who fail Written A and B, and oral exams, will have failed the entire course and will be able to retake it by starting the process again at any AMI center and paying for the entire new program to be completed.

Each adult learner's files and records will be kept for five (5) years. The adult learner who needs any information must request it in writing from the Montessori Stoppani Training Center

IMPORTANT

This AMI diploma does not enable or authorize under any circumstances the bearer to teach courses or to form Montessori Guides in any way. Any misuse of this diploma is considered a serious lack of responsibility and loyalty to Dr. Montessori's legacy for the complete development of the human being.

The person who wants to be an AMI Trainer and train people in the Montessori method at the 0-3 level, must follow an intense Training program that constitutes a career complementary to the title of Guide.

The requirements for applying are as follows:

- have the title of AMI Guide at 3-6 Level
- have the title of AMI Guide at 0-3 Level
- having worked with children in the same environment for a minimum of five (5) years
- have a bachelor's degree.
- running for the Coaching Career -be accepted by the Scientific Pedagogical Committee of AMI.

For more information, visit the "AMI Training of Trainers" section on the AMI website.

Initials: _____

General Guidelines for work submission for the 0-3 Montessori AMI Diploma Course

A team of Album Readers will be reviewing your work, and this is a very enriching opportunity to expand the knowledge and information on your reference albums. The Album Readers are graduates of past Assistant to Infancy (0-3 years) Diploma Courses from all over the world. They have daily obligations to their families and/or schools, and they read the albums as a favor to Montessori Stoppani. Album Readers are assigned during the first week of the course and will remain the same throughout the modules.

The process is as follows:

You will send your work according to what is assigned in Google Classroom.

Your assigned album reader reviews your work and suggests changes by commenting on your document.

It will mark as follows:

3

"Accepted as is" Once the work is accepted either at startup or when you made your changes, your album reader will mark your work as complete.

2

"Accepted with changes" means that there are minor changes and suggestions that you can make on your own. These do NOT have to be resubmitted.

1

Work has some errors or missing information, make changes and resubmit.

0

Work was not submitted or needs revision, including significant sections missing.

"Resubmit" means that there are significant changes that are needed in your work, and you need to resubmit with corrections completed.

DO NOT delete comments from your document. Once your reader has reviewed them, she/he will delete them.

Date submissions for final albums

1. Home Environment
 - July 5, 2026- First Submission
 - July 19- Digital final draft
2. Theory
 - September 19, 2026- First Submission
 - May 16, 2027- Digital final draft
3. Psycho-sensory Motor Development
 - July 26, 2026- First Submission
 - August 16, 2026- Digital final draft
4. Medical
 - At the end of each section send work
 - April 4, 2027- Digital final draft
5. Personality Development
 - December 13, 2026- First Submission
 - January 17, 2027- Digital Final Draft
6. Observations:
 - Booklet 1- October 18, 2026
 - Booklet 2- February 14, 2027
 - Booklet 3- May 16, 2027
7. Communities I, II:
 - April 18, 2027- First Submission
8. Communities III: August 8, 2027
 - Final Draft one week after written exams

*** Please note that there is a penalty for any albums turned in after the assigned delivery dates.** The fine is for a value of **\$50.00 USD** per album.

Written Work

All works must be original and individual.

Any work not submitted on time will incur an extraordinary fee for the payment of album readers, prior agreement with the training center's team, with a penalty of \$50.00 USD per album. There is a one-week grace period for any un-submitted work. After that week has passed, the adult learner must pay the fee for late work.

Given the intensity of the training, it is very important for both adult learners and the training team to maintain the expected pace. For this reason, it is recommended to keep the work up to date, to avoid unwanted turnouts.

Any work that does not meet acceptable standards will need to be updated and submitted on a new date agreed between the adult learner and the training center's team.

Album Creation Guidelines

During the following months, each adult learner must elaborate albums organized in binders or coiled files or submitted as PDF documents that are dynamic.

The albums have the following purposes:

- Write them with detailed explanations for them to be used as a personal reference during your daily work in the environment.
- As written work to be shown to trainer and AMI examiners to demonstrate personal understanding of Montessori theory, concepts, and practical guidelines received.

Each adult learner must create eight (8) albums: Home Environment, Development of Personality, Medicals, Observation, Communities I, II, III, Theory.

- They must include introductions, presentations, diagrams, and illustrations needed.
- A theory album, containing the complete theoretical framework of the method.
- The adult learner is able to submit the album in digital or physical format.

Some things to consider when preparing the albums:

Each album must be impeccably made, clear, and functional

- o Must be written on the computer and must maintain the same format, lettering and aesthetic criteria throughout the five albums
- o It must have an index and numbered pages. If submitted in PDF, the album must be dynamic, where the index is hyperlinked to each corresponding section of the album.
- o The header should contain the name of the area and group to which the presentation or activity belongs
- o The footer must have the name of the adult learner and the information of the training center
- o On each cover you can have a quote, or an image related to the topic
- o They are submitted in digital format in a single Google document on the date indicated for each album.
- o The final submission of all the albums (in the last module) can be done in digital or printed version
- o The album is an original, unique, and private piece of each adult learner:
- o Copying a current or former adult learner's album is prohibited. In the case of two identical copies, both will fail the course.
- o If an exception is necessary, it will be the training director who will determine it
- o They may not be published or reproduced in any way

Each digital album must be submitted on the date established by the trainer, as detailed in the schedule at the end of this document. It is a requirement to meet this deadline in order to continue with each new module. This submission is also an immovable condition for timely completion of written and oral exams.

Specifications will be provided as the program progresses. The submission date for review is the same as that of the respective album's due date. An image of the material is uploaded in the corresponding task on Google Classroom, and it is presented physically or digitally for final approval in the following in-person module.

The trainer will designate which materials should be brought to the final module; these will be exhibited along with the albums to be reviewed by the Board of Examiners of the Assistant to Infancy (0-3 years) Diploma Course.

Glossary of Terms

This glossary provides definitions of key terms used throughout the Adult Learner Handbook and related course documents. Its purpose is to ensure clarity and consistency in the language used to describe the structure, expectations, and credentials associated with the AMI Montessori Diploma Course – Ages 0 to 3.

Some terms in this glossary—such as *diploma*, *certificate*, or *program*—may have different meanings in various educational systems. In this document, these terms are defined specifically within the context of Montessori teacher training and vocational education, as recognized by the **Association Montessori Internationale (AMI)**.

The glossary is intended to assist both adult learners and regulatory reviewers in understanding the terminology used in this non-degree, vocational training program.

Montessori AMI Diploma Course:

An intensive professional training program offered by an AMI-recognized training center. The Montessori AMI Diploma Course for Assistants to Infancy (0–3) prepares adult learners to become certified Montessori guides in accordance with the pedagogical standards of the Association Montessori Internationale (AMI). This course is vocational in nature and does not confer an academic degree. Upon successful completion of all academic and practical requirements, the student is awarded the Montessori AMI Diploma, which is internationally recognized as a professional credential in Montessori education.

Diploma (as used in this program):

In this context, the term “diploma” refers to a professional qualification awarded by the Association Montessori Internationale (AMI). It is not an academic degree (such as a Bachelor’s or Master’s), but rather a certification that verifies the individual has completed a structured course of study and practice aligned with AMI’s educational standards. The AMI Diploma qualifies the holder to work professionally as a Montessori guide in environments for children aged 0 to 3.

Module: A clearly defined instructional period within the course structure. Each module consists of a set of instructional sessions delivered either online or in person and focuses on specific course content and practical components.

Hybrid Program: The hybrid program is a course structure that integrates both **synchronous online learning** and **in-person instruction**. This format allows students to benefit from the flexibility of remote participation while also engaging in essential hands-on experiences during scheduled on-site modules.

Online sessions are conducted in real-time, ensuring direct interaction between instructors and students through live lectures, discussions, and collaborative activities. In-person modules are held at designated times and locations, providing opportunities for supervised practice, material demonstrations, and direct engagement in the prepared learning environment.

This blended approach supports adult learners by offering accessibility and continuity in their academic journey, while maintaining the rigor and immersive experience required for Montessori training.

In-person Hours: Hours spent in physical presence at Lifetime Montessori, San Diego, CA, completing lectures, supervised practice, and examinations.

Online Hours: Hours of live, synchronous online instruction delivered via video conferencing platforms, including lectures, discussions, and material demonstrations.

Observation Hours: Supervised observation of children in prepared environments, required to fulfill AMI certification standards.

Teaching Practice: Practical teaching experience performed in a Montessori Environment under the supervision of a certified AMI guide.

Adult learner Notification

Adult learner Compliance: the signature below certifies that the **Adult Learner Manual** has been presented to the adult learner, who has read it, and has agreed by checking the following button in the online application.

I have read and agree with the [Diploma Adult Learner Catalog](#)



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