

## Table of Contents

Introduction.....	4
Student Tuition Recovery Fund – Form 4 .....	5
Bureau For Private Postsecondary Education (Bppe):.....	6
Montessori Infant & Toddler Teacher Credential Course:.....	6
Truth in Advertising: .....	7
Accreditation – MACTE.....	7
Affiliation – AMS:.....	7
Approved - BPPE:.....	7
Student Brochure and Course Specific Brochure: .....	7
Corporate Structure: .....	7
MTEC-SFBA Office Hours:.....	8
Levels of Courses: .....	8
Basic Time Frame for Completion: .....	8
Cancellation of Enrollment:.....	8
Confidentiality: .....	8
Credits/Units – California State University, East Bay:.....	9
Credits/Units – MTEC, San Francisco Bay Area: .....	9
Credential:.....	10
Certificate of Attendance:.....	10
English as a Second Language: .....	10
Description of the Infant & Toddler Teacher Credential Course: .....	10
Description of Classes, Clock Hours, and Credits Montessori Infant & Toddler Teacher Credential Course: .....	11
Objectives: .....	13
Competencies:.....	14
Facilities and Location:.....	15
Faculty and their Qualifications:.....	16
Housing: .....	17
Non-Discrimination Policy:.....	17
Schedule of Tuition, Fees and Other Charges: .....	18
Payment Schedule: .....	18
Instructional Materials: .....	18

<b>Extended Enrollment and Inactive Enrollment:</b> .....	19
<b>Refund Schedule and Policy:</b> .....	19
<b>Financial Aid and Scholarships:</b> .....	19
<b>Admission/Credential Requirements:</b> .....	19
<b>Admission Procedure:</b> .....	21
<b>Admission - Ability to Benefit:</b> .....	21
<b>Foreign Student Requirements:</b> .....	21
<i>I-20 Procedures:</i> .....	21
<i>Curricular Practical Training (CPT):</i> .....	22
<b>Degree Requirement for Teachers:</b> .....	Error! Bookmark not defined.
<b>Professional Development Guidelines:</b> .....	23
<b>Leave of Absence/Change of Status - Declared (Withdrawal) and Undeclared (Drop-out):</b> .....	23
<b>Record Retention:</b> .....	23
<b>Occupation/Career Information and Placement Services:</b> .....	23
<b>Attendance Policy: Absence/Tardy Arrival/Cancellation:</b> .....	24
<b>Make-Up Classes:</b> .....	24
<b>Grading and Adult Learner Assessment Policy:</b> .....	24
<b>Academic Advisement:</b> .....	24
<b>Adult Learner Services:</b> .....	24
<b>Library and Research Sources:</b> .....	25
<b>Adult Learner Assessment of Instructor:</b> .....	25
<b>Student Body Representative:</b> .....	25
<b>Adult Learner Conduct/Code of Conduct:</b> .....	25
<b>Adult Learner’s Rights, Standards and Responsibilities:</b> .....	25
<b>Children Not Permitted In Class:</b> .....	26
<b>Rules of Operation and Conduct - Dismissal:</b> .....	26
<b>Probation /Dismissal Procedure:</b> .....	27
<b>Grievance/Complaints:</b> .....	27
<b>Arbitration Committee and Procedures:</b> .....	27
<b>Areas of Grievance:</b> .....	28
<b>Complaint Procedure:</b> .....	28
<b>Stand-by-Member:</b> .....	28
<b>Stipulation:</b> .....	28
<b>Practicum:</b> .....	29

Practicum Entry Requirements:.....	29
Practicum Site Requirements: .....	29
Practicum Field Consultant:.....	30
Supervising Teacher: .....	30
Practicum with Head Teacher: .....	31
Course Completion/Performance Standards:.....	31
Practicum Teaching Course Performance Standards: .....	32
Grading:.....	32
Transfer Policy - Credit:.....	32
Transferability of Units and Degrees: .....	33
Certificate of Attendance:.....	33
Readings and Text: .....	33
Personal Materials: .....	34
State Requirements for Employment: .....	34
Summer Instructional Calendar: .....	35
Year Round Instructional Calendars: .....	35
Supervised Practice Calendars: .....	35
Staff Directory:.....	36
APPENDIX A- 9 .....	39
APPENDIX A-4 .....	40
APPENDIX A-5 .....	41
APPENDIX A - 6 .....	42
APPENDIX A - 7 .....	43
APPENDIX A - 8 .....	44
Appendix B.....	45
APPENDIX C.....	45
APPENDIX D.....	49
APPENDIX E.....	53
APPENDIX F.....	54
APPENDIX G .....	55
APPENDIX H.....	56
APPENDIX I.....	57
APPENDIX J .....	58
APPENDIX L.....	60
APPENDIX M .....	61
APPENDIX N.....	62

## INTRODUCTION

### MISSION, PURPOSE AND OBJECTIVE

The Montessori Teacher Education Center San Francisco Bay Area (MTEC-SFBA) is a Montessori Teacher Credential Center for courses in Infant and Toddler, Early Childhood, Elementary Level I and Elementary Levels I - II.

MTEC-SFBA was established in 1980 with the Elementary Level I - II course. MTEC subsequently establish the Early Childhood Level and the Infant & Toddler Level. The original location of instruction for all course levels was at Foothill Boulevard in San Leandro. Presently San Leandro only conducts class at the Early Childhood Level during the year round schedule.

Due to continuing demand in the Bay Area, the Sunnyvale campus was established with all course levels for both the year round and the summer intensive schedule. All Practicum Seminars are conducted at the Sunnyvale campus. The San Mateo campus was recently added at the Early Childhood level with the year round schedule only. The administrative office is at 99 Callan Avenue, San Leandro, CA 94577 and no classes are conducted at the administrative office.

**The age range of this Student Handbook is for the Infant & Toddler Teacher Credential Course**, which prepares the Adult Learner for working with children birth to three (3) years old. The length of this Course is twelve months for the summer schedule, and twenty-one months for the year-round schedule.

The **mission** of the MTEC-SFBA is to provide infant and toddler courses, early childhood courses, and elementary courses for Adult Learners that lead to employment as a teacher in a Montessori educational setting at the appropriate level.

The **purpose** of the MTEC-SFBA is to create, to establish, and to provide an independent non-profit educational resource for the advancement of education and for scientific purposes, to improve ways of assisting children in their learning, and where development can be explored, demonstrated, and implemented.

The **objective** of the MTEC-SFBA is to provide a growing and developing quality of Montessori teachers. This objective is met by providing quality teacher preparation courses that meet the high teacher credential requirements of the American Montessori Society (AMS), and the Montessori Accreditation Commission on Teacher Credentialing (MACTE) in the Commissions delineated competencies.

This Student Handbook contains detailed information regarding the Infant & Toddler Teacher Credential Course that prepares Adult Learners to work with birth to three (3) years old. However, it does not take the place of the formal and informal meetings we will have as a group to discuss issues and concerns.

As a faculty, we look forward to a rewarding experience of personal and professional growth.

## STUDENT TUITION RECOVERY FUND – FORM 4

To qualify for STRF reimbursement, you must file a STRF application within one year of receiving notice from the Bureau that the school is closed. If you do not receive notice from the Bureau, you have four (4) years from the date of closure to file a STRF application. If a judgment is obtained, you must file a STRF application within two years of the final judgment.

It is important that you keep copies of the enrollment agreement, financial aid papers, receipts, and or any other information that documents the monies paid to the school. Questions regarding the STRF may be directed to the:

### **Bureau for Private Postsecondary Education**

California State Department of Education  
2535 Capitol Oaks Drive, Suite 400  
Sacramento, CA 95833

Mailing:

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

Toll Free Number: (888) 370-7589

Telephone: (916) 431-6959

Fax: (916) 263-1897

**<http://www.bppe.ca.gov>**

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

You may be eligible for STRF if you took classes in California, prepaid tuition, paid the STRF fee, and suffered an economic loss as a result of any of the following:

The school closed before the course of instruction was completed.

The school's failure to pay refunds or charges on behalf of a Student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.

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

There was a material failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.

An inability, after diligent efforts, to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

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

1. You are a Student in an educational program in California, or are enrolled in a residency program, and prepay all of part of your tuition either by cash, guaranteed student loans, or personal loans, and

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

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

1. You are not a California resident or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have a separate agreement to repay the third party.

### **BUREAU FOR PRIVATE POSTSECONDARY EDUCATION (BPPE):**

The Montessori Teacher Education Center San Francisco Bay Area is approved #22400, which expires March 22, 2019.

### **Montessori Infant & Toddler Teacher Credential Course:**

**214 Academic hours and 540 Practicum minimum hours**

**Instruction is only at the Sunnyvale, CA campus during the Summer Schedule & the Year Round Schedule.** The Certificate of Attendance is issued for satisfactory completion of the academic phase and the practicum phase. Written papers, curriculum manuals, material demonstrations, practicum portfolio planning journal and handbook, year-long project and observations must be completed. There are occupational requirements for licensing at this time in California.

Schedule of paying tuition are available.

Prospective enrollees are encouraged to visit the physical facilities at Sunnyvale, CA to discuss educational and occupational plans with program personnel prior to enrolling or signing enrollment agreements. You are encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement. General program brochures are available from the main office upon request. Adult Learners who are seriously considering the Infant & Toddler Course receive the Practicum Binder. The class syllabus is provided for Adult Learners on the first day of each course-component instruction.

Any questions an Adult Learner may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at:

#### **Bureau for Private Postsecondary Education**

California State Department of Education  
2535 Capitol Oaks Drive, Suite 400  
Sacramento, CA 95833

Mailing:

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

Toll Free Number: (888) 370-7589

Telephone: (916) 431-6959

Fax: (916) 263-1897

## Truth in Advertising:

It is the policy of the Montessori Teacher Education Center San Francisco Bay Area that all announcements and advertising are true and accurate, and not misleading, and accurately reflect the Montessori Infant & Toddler Teacher Credential Course.

All information in the content of this handbook/catalog is current and correct and is certified as true by Dr. Pamela Zell Rigg, Program Director.

## Accreditation – MACTE

Montessori Teacher Education Center, San Francisco Bay Area holds accredited for its Infant & Toddler Course through November 6, 2021 by the Montessori Accreditation Council for Teacher Education (MACTE), 420 Park Street, Charlottesville, VA 22902 (434) 202-7793.

## Affiliation – AMS:

The Montessori Teacher Education Center San Francisco Bay Area is affiliated by the American Montessori Society (AMS-Affiliated TEP) through November 6, 2021.

**American Montessori Society**  
116 East 16<sup>th</sup> Street, 6th Floor  
New York, New York, 10003-2163  
Telephone: (212) 358-1250  
Fax: (212) 358-1256  
[www.amshq.org](http://www.amshq.org)

## Approved - BPPE:

Montessori Teacher Education Center, San Francisco Bay Area is a private institution, and is approved by the Bureau of Private Postsecondary Education, State of California through March 22, 2019. Approval to operate means compliance with state standards as set forth in this chapter.

## Student Brochure and Course Specific Brochure:

Prior to executing the *Enrollment Agreement* the Adult Learner must have reviewed and signed the acknowledgement of receipt of the *Student Handbook* and *Practicum Handbook*.

## Corporate Structure:

Montessori Teacher Education Center, San Francisco Bay Area is a private, non-profit California corporation with a board of directors:

Dr. Pamela Zell Rigg	President
Chandra Zell Kreuzer	Secretary
Dr. Richard Rigg	Treasurer

## **Officials:**

Admission Officer	Dr. Pamela Zell Rigg
Chief Financial Officer	Evelyn McKenzie
Complaint Designee	Dr. Pamela Zell Rigg
Credentialing Officer	Dr. Pamela Zell Rigg
Custodian of Records-Financial	Evelyn McKenzie
Custodian of Academics	Dr. Pamela Zell Rigg
Foreign Student Supervisor	Dr. Pamela Zell Rigg
Placement Officer	Dr. Pamela Zell Rigg
Practicum Coordinator	Tabitha Anberg
Program Coordinator	Dr. Pamela Zell Rigg

## **MTEC-SFBA Office Hours:**

Office hours are from 9:00 AM to 5:00 PM Monday through Friday. MTEC-SFBA is closed on weekends and federal holidays.

## **Levels of Courses:**

The Montessori Teacher Education Center San Francisco Bay Area is a private institution, and has established five courses of study:

<b>Montessori Infant and Toddler Course</b>	<b>Birth - 3</b>
Montessori Early Childhood Course	2 ½ - 6
Montessori Elementary Level I Course	6 - 9
Montessori Elementary Level I - II Course	6 – 12
Montessori Administration Course	

## **Basic Time Frame for Completion:**

The Infant & Toddler Academic Course is offered in two schedules:

- 1. Summer Intensive Academic Schedule: four full-time weeks**
  - Monday through Friday from 8:00 AM – 5:00 PM
  - **July**Practicum following the Summer Intensive Schedule:
  - **September – June**Basic time frame for completion of Summer Intensive Schedule:
  - **12 months**
- 2. Year-Round Academic:**
  - **Weekends: September through May**Practicum following Year-Round Schedule:
  - **September – June**Basic time frame for completion of the Year-Round Schedule:
  - **21 months**

## **Cancellation of Enrollment:**

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

Cancellation of enrollment shall occur when the administration office receives a written notice of cancellation. You can do this by mail, hand delivery, telegram, or email. The written



notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with postage prepaid. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that you no longer wish to continue the Infant and Toddler Teacher Credential Course. The *Notice of Cancellation* form is in the *Student Handbook*, but any written notice is acceptable

Upon cancellation, the school refunds any money paid, less any deduction for equipment not timely returned in good condition and days attended, within 30 days after notice of cancellation is received.

### **Confidentiality:**

Confidentiality is pledged to all Adult Learners regarding their records in accordance with the *Family Educational Rights and Privacy Act*. The Adult Learner has access to personal records. Access also is granted to the Program Director and the Custodian of Records. The Adult Learner grants authorization for the release of records to the American Montessori Society for the purpose of issuing the teacher credential.

### **Credits/Units – California State University, East Bay:**

Units of academic credit are available through Extended and Continuing Education, Cal State University, East Bay. Fee for the credit portion is \$89.00 (or current rate) per quarter unit. This fee may be paid by check (made payable to CSU-EB). CSU-EB Extended and Continuing Education is responsible for the credit portion of this class only.

Forms for receiving academic credit are available at the Center, and at the Center website. Twenty-two and one-half (22.5) quarter units of credit are available for the Infant & Toddler Teacher Credential course, plus nine (9) quarter units per semester for the practicum. These units are useful for Infant & Toddler permit issued by the California Commission on Teacher Credentialing requirements.

### **Listing of course titles, and quarter units follows:**

<u>Title</u>	<u>Quarter Units</u>
I/T Child Development: Prenatal to Three	4.5
I/T Montessori Philosophy & Pedagogy I	3.0
I/T Montessori Philosophy & Pedagogy II	3.0
I/T Environmental Design I	1.5
I/T Environmental Design II	1.5
I/T Program Leadership	1.5
I/T Child, Family, Community	4.5
I/T Observation in Child Development	1.5
I/T Personal Growth & Development	1.5
I/T Supervised Field Experience I	9.0
I/T Supervised Field Experience II	9.0

### **Credits/Units – MTEC, San Francisco Bay Area:**

The Montessori Teacher Education Center San Francisco Bay Area offers a transcript that details each course's components and the semester units of credit earned. The Infant and Toddler Teacher Course offers 16 semester units for the coursework, and six (6) semester units per semester for the practicum upon successful completion.

<b>6.1.5.1.</b>	IT Montessori Philosophy	2 semester units
<b>6.1.5.2A</b>	IT Montessori Philosophy & Pedagogy I	2 semester units
<b>6.1.5.2B</b>	IT Montessori Philosophy & Pedagogy II	2 semester units
<b>6.1.5.3A</b>	IT Environmental Design I	1 semester units
<b>6.1.5.3B</b>	IT Environmental Design II	1 semester units
<b>6.1.5.4</b>	IT Child, Family and Community	3 semester units
<b>6.1.5.5</b>	IT Observation in Child Development	1 semester units
<b>6.1.5.6</b>	IT Personal Growth & Development	1 semester units
<b>6.1.5.7</b>	IT Program Leadership	1 semester units
<b>6.1.5.8.</b>	IT Child Development: Prenatal to Three	3 semester units
<b>6.1.5.9A</b>	IT Supervised Field Experience- I Practicum	6 semester units
<b>6.1.5.9B</b>	IT Supervised Field Experience- II Practicum	6 semester units
<b>6.1.5.11</b>	IT Practicum Observation	N/A

### **Credential:**

Upon successful completion of all course components of the Infant & Toddler Teacher Credential Course, a Certificate of Attendance is issued. For Adult Learners with a bachelor's degree, the American Montessori Society issues the Montessori Infant & Toddler Teacher Credential. For those Adult Learners who do not have a bachelor's degree, the American Montessori Society issues the Montessori Associate Infant & Toddler Teacher Credential.

See *Admission/Credential Requirements* for more details.

### **Certificate of Attendance:**

Upon successful completion of all course components of the Infant & Toddler Teacher Course, a Certificate of Attendance is issued by MTEC-SFBA.

### **English as a Second Language:**

English language services are not provided. Adult Learners must have a Level 3—Intermediate English proficiency to be admitted into the Teacher Credential Program. To be classified as having Intermediate English Language Proficiency, Adult Learners must meet all of the following criteria:

1. The Adult Learner understands and speaks conversational and academic English with little to no hesitance and difficulty
2. The Adult Learner is post-emergent, developing reading comprehension and writing skills in English
3. The Adult Learner's English literacy skills allow the Adult Learner to demonstrate academic knowledge in content areas with assistance.

Adult Learners prove his or her Intermediate Level English language proficiency through dialogue and written letter of intent.

### **Description of the Infant & Toddler Teacher Credential Course:**

The Montessori Infant & Toddler Teacher Credential Course is comprised of 214 academic hours in-residence, and a minimum of 540 practicum hours which, when successfully

completed, enables the Adult Learner to be awarded the American Montessori Society Infant & Toddler Teacher Credential.

**Core course** components provide the Adult Learner with the knowledge required of the Montessori Infant & Toddler teacher. The core curriculum includes Montessori Philosophy & Pedagogy for the Infant, Environmental Design for the Infant, Montessori Philosophy & Pedagogy for the Toddler, Environmental Design for the Toddler, and Child, Family, & Community, Child Development, Observation, Program Leadership, and Personal Growth & Development.

**Foundation course** components provide the Adult Learner with the rationale for why and how we implement the core curriculum. The foundation components are Observation, Personal Growth & Development, and Program Leadership.

**Other course** components provide the Adult Learner with additional information that deepen the understanding of the child and enrich the classroom experience. The other course components is Child Development and Observation.

The knowledge gained in the core curriculum, the foundation and other course components are applied and deepened through the experience of the nine-month practicum at the Infant & Toddler level. The Adult Learner exemplifies a support of the child's learning in a caring manner.

The reflective practitioner behavior that the Adult Learner exhibits ensures a "learning how to learn" attitude, and continual professional development in the future.

## **Description of Classes, Clock Hours, and Credits Montessori Infant & Toddler Teacher Credential Course:**

### **6.1.5.1 Montessori Philosophy (Core)**

**28 Hours (2 semester units)**

Montessori, from a historical perspective, is examined. Philosophy specific to the method, such as auto-education, absorbent mind, sensitive periods, normalization, development of the will, spontaneous repetition, logical-mathematical mind, spiritual and moral development of the child, planes of development, cosmic education, etc. are examined. How the philosophy relates to the child, materials, teacher, and environment is discussed. Peace education is the natural result of the Montessori philosophy.

### **6.1.5.2 Montessori Philosophy & Pedagogy I & II (Core)**

**28 Hours (4 semester units)**

Montessori's principles and ideas, her view of the nature of the child and the child's place in society, with emphasis on Montessori's concept of the child from birth to three (3) years of age. Scientific analysis of how to nurture and assist the unfolding of the human personality; care of physical and psychological needs; daily routines as curriculum; strategies for assistance; interaction techniques with children; positive communication, with emphasis on personal development of the adult caregiver and the qualities of the adult based on Montessori's view of the child; developmental assessment and record keeping.

### **6.1.5.3 Environmental Design I & II (Core)**

**40 Hours (2 units)**

The aesthetics of the environment for the very young child is explored along with the rational. Age groupings and flow of the age groupings is examined. Issues of numbers of children in the groupings and the ratio of adult to children is reviewed against community and licensing expectations/requirements. The sensitive periods for the very young child in terms of movement/coordination and language are a particular focus. The exploration of the senses, practical life experiences, order of the environment, concentration are reflected in the schedule of activities, the design of the space, and the selection of materials within the context of safety and legislation. Two sessions divided by age. Session I for birth to eighteen months; Session II

for eighteen months to three (3) years.

**\*6.1.5.4 Child, Family and Community (Core) 16 Hours (3 semester units)**

Develop mutual cooperation and support among the family members and the center: understanding the psychology of parenthood, translating to the home the center child-rearing practices, locating community and professional resources, teacher-parent conferencing and dialogue skills, parent involvement and education, health and nutrition, supporting cultural differences.

**6.1.5.5 Observation in Child Development 16 Hours (1 semester units)**

Observation includes techniques of observation and program staff-supervised observations of infants and toddler in various settings.

**6.1.5.6 Personal Growth and Development 18 Hours (1 semester units)**

Professionalism, introspection, the continued spiritual growth of the adult, and ethical behavior.

**6.1.5.7 Program Leadership 16 Hours (1 semester unit)**

Rationale for scheduling for the staff as well as the schedule for the child's day; an introduction to administrative issues, including financial, budgetary fee factors, funding and proposal writing, personnel matters, legislation and standards; identification of criteria for defining Montessori child care; historical foundations rooted in Montessori; human needs and requirements (children, families, and staff) specific to all-day care.

**6.1.5.8 Child Development: Prenatal to Three 48 Hours (3 semester units)**

Montessori's theories of the Planes of Development and the nature of the child, current child development perspectives including major contemporary theorists including Social and Emotional, Cognitive, Physiological (physical, neurological, nutritional), prenatal development and childbirth are examined.

**6.1.5.9 Externship/ Field Experience- Practicum I & II 540 Hours (12 semester units)**

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

**6.1.5.10 Practicum Seminars**

<b>See:</b>	*6.1.5.2	Montessori Philosophy/Peace	8 hours
	6.1.5.2	Montessori Pedagogue/Literature	8 hours
	6.1.5.2	Montessori Pedagogue/Music	4 hours
	6.1.5.4	Child, Family & Community	16 hours
	*6.1.5.6	Personal Growth & Development	2 hours
	*6.1.5.7	Program Leadership	16 hours

\*Additional coursework

## Objectives:

The following objectives found in the coursework support the Adult Learner in meeting the competencies required for the successful completion of the Montessori Infant & Toddler Teacher Credential.

### 1. Knowledge

- a. The Adult Learner is introduced to the Montessori philosophy through Montessori writings and various other books and articles. The Adult Learner demonstrates knowledge and understanding of Montessori philosophy through the writing of the Montessori rationale papers. In the practicum the Adult Learner demonstrates the ability to implement the Montessori philosophy with children from prenatal to three (3) years old.
- b. The Adult Learner is introduced to the major educational theorists, and theories of human growth and development. The Adult Learner demonstrates comprehension through discussion and examination. In the practicum, the Adult Learner utilizes an understanding of the stages of human growth, development, and educational theories with an emphasis from prenatal to three (3) years old.
- c. The Adult Learner articulates the rationale and sequence of the Montessori curriculum area. In the practicum, the Adult Learner exhibits mastery in the presentation of the materials, the scope and sequence of the materials, and the matching of the appropriate material to the child's needs.
- d. The Adult Learner demonstrates knowledge of the community resources available to support the child's learning experiences. In the practicum, the Adult Learner enriches the child's experiences through partnerships with community resources.

### 2. Pedagogy

- a. The Adult Learner demonstrates an understanding and correct use of the Montessori curriculum materials through practice and demonstration of the materials. In the practicum, the Adult Learner presents materials to the children as is appropriate to their needs.
- b. The Adult Learner articulates the rationale and sequence of the Montessori curriculum areas. Sequencing of the curriculum materials on the shelf is demonstrated. In the practicum, the Adult Learner is responsible for the maintenance of the sequence and order on the shelves.
- c. The Adult Learner understands the importance of all aspects of the prepared environment. In the practicum, the Adult Learner implements and maintains the prepared environment.
- d. The Adult Learner understands the need for the parent/teacher/family/community partnership. Classroom readings and activities support this understanding. In the practicum, the Adult Learner exhibits an appreciation for the partnership by sensitive connection with the partnerships.

- e. The Adult Learner demonstrates an understanding of the purpose and methods of observation, documentation, and analysis class exercises. The Adult Learner implements record keeping systems during the practicum.
- f. The Adult Learner understands the need for planning of instruction in order to optimize each child's experience at the School. The Planning Journal and Reflective Portfolio is maintained by the Adult Learner during the practicum.
- g. The Adult Learner understands assessment techniques within the context of the Montessori curriculum materials. A system of assessment and documentation is implemented in the practicum in the year-long project in the study of a child.
- h. The Adult Learner understands the need for reflective practices. The Planning Journal & Reflective Portfolio is maintained by the Adult Learner during the practicum.
- i. The Adult Learner understands the need for support and intervention for learning differences through coursework and readings. In the practicum the Adult Learner exhibits an ability to identify, understand, and support children with learning differences.
- j. The Adult Learner demonstrates understanding of culturally sensitive responsive methods in communication, and work with families and children during the practicum.

### **3. Teaching with Grace and Courtesy**

- a. The Adult Learner demonstrates classroom leadership during the practicum by implementing a schedule for maintaining the prepared environment, observing each child, and recording observations in order to anticipate future needs of the child.
- b. The Adult Learner demonstrates and implements authentic assessment during the practicum through observation and through record keeping.
- c. The Adult Learner demonstrates and implements the Montessori philosophy and key concepts in interactions with other adults and with the children in the practicum. The Montessori curriculum materials and methods are appropriately implemented in the Adult Learner's practicum.
- e. The Adult Learner demonstrates an understanding and appreciation for the parent/teacher/family partnership in the sensitive and supportive relationships developed during the practicum.
- f. The Adult Learner demonstrates a sense of professional responsibilities in the implementation of the AMS Code of Conduct.
- g. The Adult Learner demonstrates innovation and flexibility in the organic framework of the practicum as various requirements and needs vie for attention.

## **Competencies:**

Successful completion of the Infant & Toddler Teacher Credential Course requires that the following competencies are met in the coursework and in the practicum experience.

### **I. Knowledge**

- 1a. Demonstrates knowledge of and implements Montessori Philosophy with focus on the infant and toddler years;
- 1b. Comprehends & utilizes an understanding of the stages of human growth and development with an emphasis for birth - 3 years of age;

- 1c. Subject matter for each Course Level\* **including**:
  - 1c-1. Demonstrates knowledge of cosmic education;
  - 1c-2. Demonstrates knowledge of peace education;
  - 1c-3. Demonstrates knowledge of practical life curriculum;
  - 1c-4. Demonstrates knowledge of the arts;
  - 1c-5. Demonstrates knowledge of fine and gross motor skills;
- 1d. Demonstrates knowledge of community resources for learning.

## **2. Pedagogy**

- 2a. Understands & correctly uses the Montessori materials;
- 2b. Understands & implements the scope and sequence of each curriculum area;
- 2c. Understands & implements the prepared environment;
- 2d. Understands the need for parent/teacher/family/community partnership & implement this partnership;
- 2e. Understands the purpose and methods of observation & implements a record keeping system;
- 2f. Understands the need for planning of instruction, and has a planning journal;
- 2g. Understands assessment and documentation, and has a system for assessment and documentation;
- 2h. Understands the need for reflective practices, & document this;
- 2i. Understands the need for support and intervention for learning differences, and shows evidence of this;
- 2j. Understands culturally responsive methods, & shows evidence of this.

## **3. Teaching with Grace and Courtesy**

- 3a. Demonstrates & implements classroom leadership;
- 3b. Demonstrates & implements authentic assessment;
- 3c. Demonstrates & implements the Montessori philosophy and methods;
- 3d. Demonstrates and implements parent/teacher/family partnership;
- 3e. Demonstrates professional responsibilities;
- 3f. Demonstrates innovation and flexibility.

## **Facilities and Location:**

Year Round Schedule classes are at:

Sunnyvale Campus 790 East Duane Avenue, Sunnyvale, CA 94085

Summer Schedule classes are at:

Sunnyvale Campus 790 East Duane Avenue, Sunnyvale, CA 94085

The classroom is approximately 900 square feet in size, and accommodates up to thirty-five (35) Adult Learners. The material appropriate for each curriculum area is available in the classroom for instructor presentation and Adult Learner practice.

The Montessori Teacher Education Center San Francisco Bay Area Administrative Office is at 99 Callan Avenue, San Leandro, CA 94577.

## Faculty and their Qualifications:

### **Dr. Pamela Zell Rigg, Program Director:**

#### Academic Degrees:

- *B.A. English Literature*, New York University (1965)
- *M.A. Early Childhood Education*, New York University (1969)
- *M.A. Educational Psychology*, University of Arizona (1972)
- *Ph.D. Math, Science & Technology*, UC Berkeley (1990)

#### Teaching Credentials:

- *AMS Early Childhood Teacher Credential*, American Montessori Society (1967)
- *AMS Elementary (6 to 9) Teacher Credential*, American Montessori Society (1980)
- *AMS Infant and Toddler Teacher Credential*, American Montessori Society (2002)

### **Tabitha Anberg, Instructor:**

*Field Consultant; Montessori Philosophy & Pedagogy, Personal Growth & Development*

#### Academic Degrees:

- *B.A. Child Development*, Ashford University (Anticipated Graduation 2018)

#### Teaching Credentials:

- *AMS Early Childhood Associate Teacher Credential*, American Montessori Society (1993)
- *AMS Infant & Toddler Associate Teacher Credential*, American Montessori Society (2004)
- *AMS Administrator Credential*, American Montessori Society (2009)

### **Ann Gavey, Instructor**

*Field Consultant, Child, Family, & Community, and Child Development: Prenatal to Three Years*

#### Academic Degrees:

- *B.A. Psychology*, University of Washington (1972)
- *Fifth Year Teacher Credential/ Native American Education Program*, University of Washington (1973)
- *M.A. Education*, College of Notre Dame (1975)

#### Teaching Credentials:

- *AMS Early Childhood Credential*, American Montessori Society (1975)
- *AMS Elementary Level I Credential*, American Montessori Society (1980)
- *AMS Infant & Toddler Credential*, American Montessori Society (2012)

### **Thomas Lubrano, Instructor:**

*Pedagogue: Music and Movement for the Toddler*

#### Academic Degrees

- *B.A. Arts in Theater*, Florida State University (1980)
- *M.A. Education*, College of Notre Dame (2000)

#### Teaching Credentials

- *AMS Early Childhood Teacher Credential*, American Montessori Society (1990)
- *AMS Elementary I Teacher Credential*, American Montessori Society (1996)

### **Kathy McIntosh, Instructor:**

*Field Consultant*

#### Academic Degrees

- *B.A. Human Development*, California State University, East Bay (2005)
- *M.A. Education*, St. Catherine University (2015)



### Teaching Credentials

- *AMS Early Childhood Teacher Credential*, American Montessori Society (1991)
- *AMS Administration Credential*, American Montessori Society (2000)
- *AMS Infant and Toddler Teacher Credential*, American Montessori Society (2005)
- *AMS Elementary Level I Teacher Credential*, American Montessori Society (2007)

### **Dr. Darla Ferris Miller, Instructor:**

*Montessori Philosophy & Pedagogy, Environmental Design for the Toddler*

#### Academic Degrees

- *Doctor of Education, Curriculum and Instruction*, University of Houston (1986)
- *Master of Education, Early Childhood Education*, University of Houston (1979)
- *B.A, Elementary and Secondary Art Education*, Baylor University (1967)

#### Teaching Credentials

- *AMS Early Childhood Teacher Credential*, American Montessori Society (1976)
- *AMS Infant and Toddler Teacher Credential*, American Montessori Society (2010)

### **Irena Shklovsky, Instructor:**

*Montessori Philosophy & Pedagogy, Environmental Design for the Infant*

#### Academic Degrees

- *M.S. Language Development for Young Children*, State Pedagogical Institute for Foreign Languages (1978)
- *M.A Early Childhood Education*, University of Moscow, (1980)

#### Teaching Credentials

- *AMS Infant and Toddler Credential*, American Montessori Society (2002)

### **Elizabeth Thurairatnam, Instructor:**

*Field Consultant; Program Leadership*

#### Academic Degrees

- *B.A. History, Economics, & Geography*, Sri Lanka (1980)
- *Diploma in Music*, London College of Music (1981)

#### Teaching Credentials

- *Montessori Primary Teacher*, Association Montessori International (1980)
- *AMS Early Childhood Credential*, American Montessori Society (1991)
- *AMS Infant Toddler Teacher Credential*, American Montessori Society (2010)

## **Housing:**

Housing is not available through the MTEC-SFBA. The MTEC-SFBA may provide information on accommodations.

## **Non-Discrimination Policy:**

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

## Schedule of Tuition, Fees and Other Charges:

Tuition:	\$2250.00
Registration Fee:	\$ 100.00 (Non-Refundable)
American Montessori Society Fee:	\$ 225.00 (Non-Refundable)
MACTE Fee:	\$ 164.00 (Non-Refundable)
BPPE – STRF Fee:	\$ 0.00 (Non-Refundable)
Practicum Binder:	\$ 25.00 (Non-Refundable)
Practicum Fee	\$ 300.00 (Non-Refundable)
<b>Total charges for the entire program:</b>	<b>\$3014.00</b>

Non-Institutional Costs Estimated At:	\$ 450.00
Each Practicum visits (in addition to three)	\$ 100.00
Student ID Card (Optional)	\$ 25.00
Student File Deficiencies	\$ 25.00 / document / month

### Monthly installments may be arranged.

Fees do not include books, manuals and supplies (non-institutional costs) estimated to cost approximately \$450.00.

The tuition does not include transportation of the Field Consultant to the Practicum site. This is an added expense and is billed to the Adult Learner at the current federal rate per mile, or airline flight costs.

If an Adult Learner obtains a loan to pay for tuition, the Adult Learner will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the Adult Learner has received federal student financial aid funds, the Adult Learner is entitled to a refund of the money not paid from federal student financial aid programs.

## Payment Schedule:

Payment schedules are available:

1. Full payment of tuition prior to or upon beginning the coursework.
2. Installment payments:
  - A. Summer Course Payment Schedule:
    - Initial installment: \$1,000.00 prior to or upon beginning the coursework.
    - Monthly installments: Ten equal monthly installments of the balance of the tuition – October through July. \*
  - B. Year-Round Course Payment Schedule:
    - Payment of each class prior or upon beginning each class. \* (\$187.50 - \$350.00 per course)

*\* Adult Learners will be charged a \$25.00 Late Payment fee if payment is not received by the 5<sup>th</sup> of each month (for those on the monthly payment schedule), or within seven days of the first day of the course (for those paying by course).*

## Instructional Materials:

Fees do not include books, manuals, supplies, and materials estimated to cost approximately \$450.00.\*

Once purchased, books and other materials are the property of the Adult Learner. The MTEC-SFBA does not sell or accept returned materials, and makes no refunds on materials.

*\*This does not include transportation of the Field Consultant to the Practicum site. Please see "Schedule of Tuition, Fees, and Other Charges.*

### **Extended Enrollment and Inactive Enrollment:**

For enrollment that extends beyond the twelve (12) month completion date for the summer schedule or twenty-one (21) months for the year-round schedule, or enrollment that has become inactive (defined as no progress toward course completion within a year period) there is a registration fee of \$100.00 to extend or to reactivate the enrollment.

### **Refund Schedule and Policy:**

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

Refund Policy- The refund shall be the amount paid for instruction multiplied by a fraction, the number of which is the number of hours, which have not been received but for which payment was made, and the denominator of which is the total number of hours of instruction for which payment was made. If the amount paid is more than the amount that owed for the time attended, then a refund will be made within thirty (30) days of withdrawal. If the amount owed is more than the amount that already paid, then the Adult Learner makes arrangements to pay the difference.

The Adult Learner has the right to withdraw from a course of instruction at any time. After the period of cancellation has passed, the school will remit a refund less \$75.00 of the registration fee within thirty (30) days following withdrawal. The Adult Learner is obliged to pay only for educational services rendered.

### **Financial Aid and Scholarships:**

The MTEC-SFBA does not participate in Federal or State financial aid programs, but the American Montessori Society Scholarship Fund offers scholarships that are awarded every year. Applications for these scholarships are on the AMS website. The application and all supporting documentation must arrive at the AMS office by May 1<sup>st</sup>.

The Center has a ten-month installment payment plan available for the Adult Learner who is taking the Summer Schedule.

The Center has a per course-component payment plan available for the Adult Learner. Payment for the course component is due on the first day of that course component.

The payment is on the first day of each course for Adult Learners taking courses in the Year-Round Schedule.

### **Admission Requirements:**

#### **Degree Candidate:**

The candidate for the American Montessori Society Infant & Toddler Credential holds a minimum of a bachelor's degree from a regionally accredited United States college/university.

The candidate who holds a minimum of a postsecondary degree from a non-United States college/university must have the degree evaluated by a National Association of Credential Evaluation Services (NACES) member organization. If the evaluation does provide

an equivalency to a United States Bachelor's degree, then an Infant & Toddler Credential may be awarded. Depending on the content of the evaluation, the Associate Infant & Toddler Credential may be awarded instead.

If the NACES transcript evaluation determines that the non-United States transcript is not equivalent to a bachelor's degree from a regionally accredited United States college/university, the candidate may be eligible for an AMS Infant & Toddler Credential with a qualification line *including the name of the country from which the degree was earned*. The official original transcript evaluation by a NACES member service, or a notarized copy, is submitted by the Center to AMS.

Upon successful completion of the Infant & Toddler course, the director recommends the Adult Learner to AMS for the AMS Infant & Toddler Credential. An Infant & Toddler Credential is awarded to Adult Learners who hold a Bachelor's degree from a non-U.S. college/university and whose Bachelor's degree does not equate to that of a U.S. Bachelor's degree from a regionally accredited U.S. college/university. The degree and country in which the graduate was awarded his/her Bachelor's degree is indicated on the credential.

### **Non-Degree Candidate:**

AMS awards the AMS **Associate** Infant & Toddler Credential when the course graduate has a minimum of a high school diploma or GED, but not a Bachelor's degree from a US regionally accredited college or university, or its equivalent. Country, state and local employment requirements vary widely and change periodically. In addition, employment requirements vary in different types of schools (e.g. private, public/charter, faith based, publicly funded). In some locations or schools, an Associate Credential may not qualify for full teaching responsibility. The holders of the AMS *Associate* Infant & Toddler Credential must represent themselves as holding the *Associate* Credential.

Even if it is currently possible to qualify for a full teaching responsibility without a Bachelor's degree, employment regulations may change in the future. The applicant is responsible for checking specific jurisdictions and schools for particular employment requirements.

***Applicants for this AMS Infant & Toddler course who do not have a U.S. Bachelors degree from a regionally accredited U.S college/university or its equivalent are required to sign a statement verifying that they have received the above information before they are considered for acceptance into this course.***

AMS strongly encourages holders of the AMS Associate Infant & Toddler Credential to obtain their Bachelor's degree within 7 years of credentialing. AMS hopes you consider your credential as the beginning of your journey of lifelong learning. Teachers with an Associate credential are eligible for an AMS Infant & Toddler Credential upon completing the Bachelor's degree requirement. To upgrade a credential, the teacher must be a current AMS member and send an official transcript documenting the Bachelor's degree with the credential upgrade fee to the AMS Office of Teacher Education.

Applications for enrollment are accepted at any time prior to the first day of classes. The following should accompany the application:

1. - B.A. or B.S. degree. Evaluation by a NACES member service is required of degrees granted outside the United States.  
- Or a high school or GED diploma is required.
2. Three signed professional letters of recommendation.

3. Application with registration fee. (non-refundable)
4. Signed statement of purpose for attending the Course.
5. Interview.

An Adult Learner whose file lacks any of the items listed above may be accepted on a *provisional basis* while awaiting the full documentation. If there are any questions, the Adult Learner is directed to the Admissions Officer for verification of status. A letter of full acceptance or a letter of *provisional* acceptance with deficiencies is sent to applicants.

### **Admission Procedure:**

The admission procedure begins with the applicant's request for information and the discussion between the prospective applicant and the Center. Determining "the best fit" is the conversation that ensues and requires sincere reflective thinking on the part of the prospective applicant. The "fit" is multi-dimensional, taking into account familial needs, time, financial constraints, professional suitability, and further consideration. This inner process, aided by the Center with information, is the critical reflective, and first, step in the admissions procedure.

The next step in the admissions procedure is the submission of the application online at [MontessoriTrainingUSA.org](http://MontessoriTrainingUSA.org) along with the admission fee. The complete application is submitted online. A letter acknowledging receipt of the application and documents (or the need to submit lacking documents) is sent to the applicant.

### **Admission - Ability to Benefit:**

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

### **Foreign Student Requirements:**

This school is authorized under Federal law to enroll nonimmigrant students.

### **I-20 Procedures:**

There is a \$175 fee for the I-20, a \$100 I-20 processing fee, the \$100. Application fee, and the \$25 Full Binder fee.

Include the following information in your communication for the I-20:

- Permanent address in home country
- Proposed address, if any, in the US
- Country of citizenship
- Place of birth
- Date you intend to start the MTEC credential program
- The credential level you seek (i.e.- early childhood, infant-toddler, elementary)
- Verification of financial means to support yourself for the academic term of twelve months. This may come from a personal bank account statement from you or a relative who formally agrees to support you financially. The funding may come from several different sources but must total \$17,000.
- If you are a transfer student, a copy of your current I-20 as well your current school information.
- If you need to convert to an F-1 Status, students are required to pay \$600 processing fee to process all paperwork for the US Embassy.

If all of the information required is NOT submitted (all at once-no pieces, please), we will not process your I-20 request. Additional time spent assembling material not provided in the primary submission will be billed at our hourly rate.

If all of the information is provided, and you are admitted to the MTEC-SFBA credential program, then MTEC-SFBA will send you a signed I-20 that you may take to the United States Embassy in your country in order to be given an F-1 student visa.

**Please note that, beginning on October 27, 2008, you will also need to pay the new SEVIS I-901 Fee (go to <http://www.ice.gov/sevis/i901/index.htm>). After you have attended your first class, you will need to send us an e-mail letting us know that you have begun the Certification program. Your attendance will be verified and then you are formally "Activated" as an I-20 Student with MTEC. If you need to contact us, e-mail [info@montessoritrainingusa.com](mailto:info@montessoritrainingusa.com). If you do need to contact us by phone, you will be billed at the hourly rate.**

### **Curricular Practical Training (CPT):**

CPT Authorization is available to F-1 students who would like to take part in off campus internships relating to their degree programs. There is a \$175 fee for the CPT and \$100 processing fee. The internship must either be required by the student's degree program or the student must receive course credit for the internship. The internship may be either full time (over 35 hours per week) or part time (34 hrs per week or less). Please note that an internship is defined as supervised employment of limited duration, with education and experience being its primary function. Full-time, continuous, benefits-eligible employment is not appropriate for an internship.

#### **General Requirements:**

- The student must be in good academic standing, must be enrolled in an MTEC AMS Credential program, and must currently be an F-1 status.
- A student who has been authorized for a total of 12 months of full time Curricular Practical Training is not eligible for Optional Practical Training for the current degree program.
- The CPT internship is the Practicum phase of the AMS Credential course. The practicum is a requirement for the completion of the MTEC course. In sum, the "job" is an integral part of the student's program of study.
- Full-time CPT requires at least part-time enrollment at MTEC-SFBA, since the student must receive course credit for the internship.

#### **Specific Requirements:**

- A student must complete CPT prior to the expected completion date on the I-20. An I-20 can not be extended for the sole purpose of CPT.
- The MTEC Office will authorize curricular practical training for a specific employer and for a specific period of time. Employment may not begin before the first day of classes and may not end any later than the last day of classes.
- In order for the MTEC Office to authorize CPT, the student must obtain two documents: 1) an offer letter from the employer that includes a description of the position as an internship, lists the duties, and the beginning and ending dates of the employment, and 2) a letter recommending the employment from a staff or faculty member of MTEC who will evaluate the student's performance in the internship.

#### **Procedure:**

- Choose a school that qualifies for Practicum credit. (Please refer to the requirements of a Montessori site listed in the Student Handbook).

- Take this document, if necessary, describing Curricular Practical Training (CPT) to your prospective employer, preferably when you go for your initial interview.
- Request a letter of offer from the employer, on letterhead stationery, that describes the job duties, indicates the start date of employment and verifies that the position is not a continuous, full-benefit job.
- Email the documents listed above, as well as your I-20 and a cover letter requesting CPT to the MTEC Office: [Info@MontessoriTrainingUSA.com](mailto:Info@MontessoriTrainingUSA.com)
- There is a \$275 charge in order to issue students a CPT.
- If the MTEC Office determines that you are eligible for Curricular Practical Training (CPT), and you have paid your fee, the authorization will be noted on your I-20 and mailed to you.

### **Professional Development Guidelines:**

Upon receipt of the American Montessori Society credential, fifty (50) hours of professional development is required over a five (5) year period to retain the Associate or full Montessori Credential.

If professional development hours are not completed within the 5-year period, the teacher's credential is considered inactive until the requirement is met.

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

Change of Status is permitted at any time. The Adult Learner completes the "Change of Status" declaration (Withdrawal). If the Adult Learner does not file a "Change of Status" form but is inactive for one year then the MTEC-SFBA makes the "Change of Status" undeclared (Drop-out). Reactivation of a declared or undeclared change of status requires a new registration and registration fee.

### **Record Retention:**

Adult Learners' records are maintained electronically. The copy of the AMS credential, the Montessori transcript, the college/university transcript, and AMS Credential Recommendation forms are retained electronically. Financial records and academic records are separately maintained. Adult Learners' records are maintained indefinitely.

### **Occupation/Career Information and Placement Services:**

Successful completion of the Montessori Infant & Toddler Teacher Credential Course meets the requirements for a career with children of that age in a Montessori educational setting. The Program's website lists current employment opportunities. Additionally, the American Montessori Society website maintains employment listing by state.

However, the MTEC-SFBA does not represent itself as an employment or placement service. No guarantee is made or implied as to employment, occupational advancement, or salary or wage.

The State of California has requirements that must be met for employment with infant and toddler age children. Those requirements are in the Appendix, *State of California Teacher Requirements Infant and Toddler: Qualifications and Duties*.

*Please see "Teacher Qualifications and Duties"*

### **Attendance Policy: Absence/Tardy Arrival/Cancellation:**

The Course is both intense and non-duplicable. Absences are not permitted. All absences are deemed serious and necessitate a meeting with the Instructor. Punctuality is assumed for the same reasons that absences are not permitted. All absences and tardy arrivals necessitate a return to the MTEC-SFBA to make up the class work.

Attendance is recorded in the Personal Attendance Sheet (PAS) binder. Absences, as recorded in the PAS binder, are digitally saved in the individual Adult Learner database.

Practicum may be interrupted for varying personal reasons. The length of the practicum is extended in order to fulfill the nine-month requirement.

The Program unavoidably may cancel class(es). Adult Learners are notified by e-mail. Make-up class(es) are scheduled for a mutually agreed upon date(s).

### **Make-Up Classes:**

Missed classes may be made-up during the summer course or in the year-round course. **The make up class must be the specific class and session that was missed.** Additionally, full attendance and proper participation, including preparation for the philosophy with the philosophy book, is required for a satisfactory make-up of a missed class. Record the make-up class by completing the *Personal Attendance Sheet* in the attendance binder of that class.

### **Grading and Adult Learner Assessment Policy:**

Adult Learners receive ratings for work completed: A+ above excellent work; A excellent work; A- and B+ good work; B for average work; B- for lowest passing work; I for incomplete work.

Incomplete work must be cleared within a six-week period following the last day of class, or the rating is changed to "F."

B- for lowest passing work is not acceptable for consideration of successful completion of an assignment. The work must be redone or re-presented. See *Academic Advisement*.

The Adult Learner is encouraged to meet with the appropriate instructor for clarification and academic support in gaining mastery of the course component assignments.

### **Adult Learner Services:**

Concerns regarding the status of an application, class schedule, transcripts, handbook, forms, and general clerical concerns are addressed to the Custodian of Records - Academics.

Concerns regarding teacher credentialing and state permits are directed to the Credentialing Officer.

Concerns regarding financial arrangements are directed to the Chief Financial Officer/Custodian of Records-Financial.

Concerns regarding your practicum placement are to be addressed to the Practicum Coordinator.

Counseling is available through Suicide and Crisis Prevention, 650 South Bascom, San Jose, CA 95128, Alameda County (510) 889-13330.

Health Care on an emergency basis is available through O'Connor Hospital, 2105 Forrest Avenue, San Jose, CA 95128 (408) 947-2500.



## Library and Research Sources:

There are Montessori and Montessori-related books available for checking out. Both tapes and videos are available. The procedure of checking the books out is on the forms provided. The local libraries and community colleges are resources. Internet provides the strongest research tool.

## Adult Learner Assessment of Instructor:

Adult Learner assessment of the instructor is done following the completion of the instructor's curriculum area.

## Student Body Representative:

The student body elects one representative who assists in the organization of student affairs. The student body representative must be enrolled for the entire course. The same representative serves on the Grievance/Problem Solving Committee. The role of the student body representative is to oversee attendance, to distribute the Instructor Assessment, and to orient new Adult Learners to the course components.

## Adult Learner Conduct/Code of Conduct:

Adult Learners are expected to maintain a professional demeanor throughout the program. If an adverse situation arises, the Program Director will speak to the Adult Learner involved to establish an understanding of acceptable behavior. If this does not produce the desired effect, the Program Director will meet with the faculty to help decide the appropriate action in the particular case. Situations will be dealt with on an individual basis. Unprofessional behavior is unacceptable. The Program Director is ultimately responsible for the action taken with the Adult Learner.

### Note:

1. Promptness is expected at the beginning of class and after each break.
2. The proper time for the Adult Learners to snack, go to the bathroom, etc. is during the mid-morning and mid-afternoon break (15 minutes).
3. Leaving during lecture, presentation, practice, or discussion is NOT acceptable and requires retaking of the half day in which time was missed.
4. During class time, do not disturb the class by speaking with classmates. If there is something to say, then share it with the whole class.
5. Eating is not permitted during class.
6. No smoking in the classrooms.
7. Bare feet or thongs are not permitted. (Insurance policy requires enforcement of this policy.)

(See *Dismissal*.)

## Adult Learner's Rights, Standards and Responsibilities:

1. KNOWLEDGE OF COURSE POLICIES AND REQUIREMENTS:  
The Adult Learner is responsible for awareness of all policies and requirements of the teacher preparation course.
2. FINANCIAL OBLIGATIONS:  
The Adult Learner must satisfy his/her financial obligations to the MTEC-SFBA.
3. PRACTICUM SITE AGREEMENT:

The Adult Learner must fulfill all duties and obligations listed in the agreement with the practicum site.

4. COMMUNICATION:

The Adult Learner is responsible for notifying the Program Director if opportunities for learning in the specified areas are not being provided at the practicum site.

5. RIGHTS:

The Adult Learner is responsible for initiating grievance/problem-solving procedures to MTEC-SFBA, to AMS TEC Problem-Solving Committee, and MACTE in situations that warrant it.

6. COMPLETION OF COURSE REQUIREMENTS:

The Adult Learner must fulfill all course requirements, including but not limited to:

- a. Academic assignments and requirements, such as attendance, rationale papers, curriculum manuals and material demonstrations.
- b. Practicum assignments and requirements, such as seminars, observations, student teaching, practicum journals, and yearlong project.
- c. Arranging of observation visits by the Field Consultant
- d. Financial obligations to MTEC, AMS, and MACTE.
- e. Final Evaluations

7. FINAL EVALUATIONS:

The Adult Learner must satisfactorily complete all assignments, including written and practical evaluations.

8. TIME LIMIT:

The Adult Learner must satisfactorily complete all course requirements, academic, practicum, and financial within a two year time period following the course's official end of the academic phase for which the Adult Learner was enrolled. Continuation beyond AMS time limit can be extended with the approval of the Program Director.

See "*Extended Enrollment/Inactive Enrollment*" for more information.

The practicum must begin within two years of the end of the academic phase. The Adult Learner who extends his/her coursework beyond the three years following the end of the academic phase must be a current member of AMS for recommendation for an AMS credential.

### **Children Not Permitted in Class:**

Children are not permitted to attend class.

### **Rules of Operation and Conduct - Dismissal:**

Dismissals are based upon:

1. Lack of commitment and serious intent as observed in inattention to demonstrations and inappropriate activity during the practice sessions.
2. Marked inability to interact with faculty and/or Adult Learners in a mature, respectful manner.
3. Mental incapability for grasping the concepts underlying the materials and/or their manipulation.
4. Non-attendance.
5. Plagiarism. MTEC-SFBA has a zero tolerance for plagiarism. Adult learners who plagiarize will be subject to academic action.
6. Maintain a minimum of 2.75 GPA.

Academic action may result in probation or continuing probation. Failure to meet or maintain these criteria may result in expulsion or removal from the program.

### **Probation /Dismissal Procedure:**

1. The Adult Learner will be apprised of the situation by the Program Director and placed on probationary status. Explicit, behavioral objectives are identified for the Adult Learner to work on.
2. One week later for the summer schedule, or one month later for the year-round schedule, there will be a review of the situation with feedback from the appropriate faculty.
3. Either probationary status will be removed or the Adult Learner will be advised of the change in behavior in order to avoid immediate dismissal.

### **Grievance/Complaints:**

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

The Appendix contains the formal form, "Complaint/Concern Notification" which is to be completed if the concern is not resolved with the person with whom there is a problem. Unresolved complaints/concerns may be addressed to BPPE and/or MACTE. (See page 4.)

#### **Bureau for Private Postsecondary Education (BPPE)**

California State Department of Education  
2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833  
Mailing: P.O. Box 980818, West Sacramento, CA 95798-0818  
Toll Free: (888) 370-7589 Telephone: (916) 431-6959 Fax: (916) 263-1897

#### **Montessori Accreditation Council for Teacher Education (MACTE)**

420 Park Street, Charlottesville, VA 22902  
Telephone: (434) 202-7793

#### **American Montessori Society (AMS)**

116 East 16<sup>th</sup> Street, Sixth Floor  
New York, New York 10003-2163  
Telephone: (212) 358-1250 Fax: (212) 358-1256

### **Arbitration Committee and Procedures:**

#### **Purpose:**

1. To arbitrate significant complaints or grievances by Adult Learners, faculty or Field Consultants.
2. To decide on a course of action, in response to a grievance, which is binding on all parties involved in it. (See note on "APPEAL PROCEDURE" below.)

#### **Composition:**

The MTEC San Francisco Bay Area's Teacher Education Arbitration Committee will be composed of the following persons, who shall remain members of the committee until the end of the following summer session:

- Program Director of the MTEC-SFBA

- One of the faculties of the course (appointed by the Program Director)
- One of the Adult Learners enrolled in the course
- One other faculty member shall be a stand-by member of the committee, as explained below.

### **Areas of Grievance:**

The Arbitration Committee of the MTEC-SFBA considers grievances against the program, and against its management and faculty in the following areas:

1. Incomplete or seriously deficient training during the academic phase of the MTEC-SFBA credential course.
2. The MTEC-SFBA 's failure to meet American Montessori Society requirements during the practicum.
2. The MTEC-SFBA's failure to meet financial obligations to anyone due those obligations.

### **Grievance Procedure:**

1. A person initiating a complaint must first consult with the person against whom the complaint is being brought, and attempt to work out a satisfactory solution. The Program Director must give final approval to any solutions that involve a change in course requirements (assignments and attendance requirements).
3. If a complaint is not resolved to everyone's satisfaction by this initial contact, the problem can then be brought before the MTEC-SFBA 's Arbitration Committee, who will decide if it is worthy of a hearing. Complete the "Complain/Concern" form found in the Appendix. In the event of a hearing, the committee will hear from both sides of the dispute and shall first attempt to arbitrate a satisfactory solution between them. Failing that, the Arbitration Committee will decide, by majority vote (two out of three), upon a course of action, which will be binding on all parties. (See "Appeal Procedure" below.)

### **Complaint Procedure:**

Individuals who feel they still have legitimate grievances after the above procedures have been exhausted may bring that grievance before the Arbitration Committee. The decision of this Committee will be considered binding on all parties and without appeal.

### **Stand-by-Member:**

In order to keep the committee voting as objective as possible, the designated stand-by member of the committee will replace either staff member on the committee against whom a grievance is brought. The stand-by member will not otherwise have a place or vote on the committee.

In the event that the elected student representative to the Arbitration Committee is bringing a grievance to the committee, an alternative student representative will be selected.

### **Stipulation:**

No solution can be arrived at which is in conflict with BPPE, AMS or MACTE.

## **Practicum:**

The practicum is a necessary requirement for the successful completion of the Infant & Toddler Teacher Credential Course.

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

No part of the Adult Learner practicum may precede the beginning of the academic phase of the course. The practicum begins in September. The minimum Infant & Toddler practicum is defined as lasting a full academic year (nine months), with the Adult Learner working at the practicum site, in the classroom with an approved Supervising Teacher, for a minimum of three (3) hours a day, five (5) days a week, for nine consecutive months. The length of the practicum may be extended to provide additional experience and insure all standards, competencies, and objectives for the practicum are met. The minimum practicum hours are 540 scheduled as stated above.

## **Practicum Entry Requirements:**

Practicum entry requirements are as follows:

1. Successful completion of the core curriculums which includes Montessori Philosophy, Pedagogy I & II, & Environmental Design I & II, Child Development, Observation, and Personal Growth
2. Practicum Site Agreement by Administrator.
3. Practicum Supervising Teacher Agreement & copy of Montessori Early Childhood Credential.
4. Signed acknowledgement of receipt of Practicum Handbook.
5. Signed Non-Degree Disclosure Statement.
6. Payment of Practicum Fee / Binder, AMS Fee, MACTE Fee, and BPPE Fee.
7. Online enrollment in Practicum I and Practicum II, including all seminars.

## **Practicum Site Requirements:**

1. The Site may be AMS affiliated.
2. Non-discrimination policy: The school site must have a written non - discrimination policy for children and staff. The school is nonsectarian and provides all Adult Learners and staff regardless of race, gender, color, creed, national origin, sexual orientation, religion, disability, ethnic origin or other legally protected status.
3. Licensing: The site must meet all local and state regulations.
4. School Policies: The site should communicate to the Adult Learner and the MTEC-SFBA its administrative policies and guidelines relating to the Adult Learner. This may be done verbally or in writing.
5. Job Description/Contract: The site provides a job description and or a contract of agreement acceptable to the site, the Adult Learner, and the preparation course. This job description or agreement should include the nature and type of remuneration given the Adult Learner, if any.
6. Cooperation with preparation course: The school must agree to cooperate with MTEC-SFBA in all matters relating to the practicum.
7. Job Responsibilities: Adult Learners in their practicum phase cannot be asked to provide service to the school other than that which would be found as the responsibility listed in the job description during the practicum hours (i.e janitorial services, before or after day care services, etc.) Adult Learners may provide additional services outside their practicum hours if agreed upon by both parties.

8. Class contain children from birth to 18 months or from 18 or 24 months to 36 months age span to allow the Adult Learner to follow the developmental stages of children in an environment which is prepared to meet their social, emotional, intellectual, physical, and spiritual needs. The class must be equipped with the full complement of appropriate materials.
9. The classroom environment must be designed and equipped to meet the developmental needs of the children served. The classroom must include child-sized furnishings and a full array of recommended Montessori materials for the age range of the class, arranged on open shelves accessible to all children. AMS recommended materials lists for schools are available on the AMS website.
10. The Adult Learner is not to be asked to assume total responsibility for a class without the presence of the Supervising Teacher or other qualified staff person unless she/he is in a self-directed practicum. Supervision of Adult Learner is provided by the supervising teacher and a field consultant or, in the case of a self-directed practicum, through the field consultant. Self-directed will require a minimum of three (3) on-site consultation visits plus additional support documented on the AMS Practicum Site Form.
11. A single field consultant is assigned to the Adult Learner for the field observations. Field Consultants must be verified and approved by MTEC-SFBA.

### **Practicum Field Consultant:**

The Field Consultant visits the Adult Learner at the practicum site (a minimum of three times during the school year). Visits in addition to the three (3) are at the expense of the Adult Learner. The consultation fee is \$100.00 for each visit over the three visits.

The meetings will include but are not limited to the following areas:

1. Discussing the psychological needs of the children whom the Adult Learner is teaching.
2. Reviewing the record keeping procedure the Adult Learner is utilizing.
3. Aiding in the implementation of the Montessori Infant & Toddler materials.
4. Encouraging and discussing the Adult Learner's relationship with other adults in the teaching experience.
5. Discussing classroom leadership techniques.
6. Review of the Practicum Handbook, Competencies Portfolio, Practicum Planning Journal, and Reflective Practitioner Portfolio.

A record of these consultations is made by the Adult Learner and the Field Consultant. The Field Consultant recording of the visits is available for the Adult Learner's review. Three visits are paid by the MTEC-SFBA. Additional visits are at the expense of the Adult Learner.

### **Supervising Teacher:**

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

1. Preparation: of indoor and outdoor environments.
2. Observation and Recording: observing, responding/planning, assessing; maintaining records.
3. Interaction: relations among parents, staff, and children.
4. Instruction: designing activities; individual and group presentations.
5. Management: individual and group strategies.
6. Parent/Community Involvement: family support and community services;

- parent education, interviews, conferences, and meetings; open house.
- 7. Staff Involvement: participation in meetings, establishing team compatibility and problem-solving techniques.
- 8. And all MACTE competencies.

### Practicum with Head Teacher:

The format and concerns for the practicum with head teacher are similar to those of the self-directed practicum Adult Learner. The Adult Learner will consult with the head teacher on a daily basis. To ensure the success of the practicum experience for the Adult Learner, agreements with the administration must be met regarding adequate support.

### Course Completion/Performance Standards:

1. During the supervised practice sessions the Adult Learner practices presentations in each of the following curriculum areas: Montessori Philosophy/Theory, Montessori Philosophy & Pedagogy, Environmental Design, and Child, Family, & Community.

The Adult Learner maintains the *Practice Sheet Form*.

**Due date: During each curriculum class.**

2. The instructor(s) responsible for the curriculum area evaluate the presentations using the *Demonstration Evaluation Sheet* (Appendix A).

**Due date: During each curriculum class.**

3. Development and maintenance of the *Curriculum Manuals* are required by the Adult Learner.

**Due date: Summer – Monday following the curriculum  
Year Round – At the first day of next class**

4. A *Philosophy/Rationale Paper* is required for each curriculum area.

**Due date: Summer – Monday following the curriculum  
Year Round – At the first day of next class**

The Adult Learner demonstrates materials from each of the major curriculum areas: Montessori Philosophy/Theory, Montessori Philosophy & Pedagogy, Environmental Design, and Child, Family, & Community.

5. A written examination is required in each curriculum area. The written examinations are conducted during classes.

**Due date: Summer - during class  
Year Round – during class**

6. *Personal Code of Ethics Statement* is submitted on the last day of class for each of the core curriculum courses.

### Practicum:

1. The Adult Learner maintains the Practicum Handbook & Competencies Portfolio, and the Infant & Toddler Planning & Reflection Journal. They are due at each seminar and each practicum visit.

**Due date: At each practicum seminar and at each practicum visit.**

2. The Adult Learner submits four observation reports due at the Practicum Seminars. Observation 1 is due at the Practicum seminar in October, Observation 2 in November, Observation 3 is due in January and Observation 4 is due at the Practicum seminar in April.

**Due date: At indicated practicum seminars.**

### **Practicum Teaching Course Performance Standards:**

1. The Adult Learner successfully completes and submits the Practicum Handbook & Competencies Portfolio, and Practicum Planning & Reflection Journal.
2. The Adult Learner is successful in the practicum as assessed by the three (3) reports of the Supervising Teacher, and the three (3) observation reports of the Field Consultant.

### **Grading:**

All work is letter graded and requires a grade of B or better to be acceptable for consideration of successful completion of the assignment. "I" and "B-" are not acceptable for consideration of successful completion of the assignment. See *Grading and Adult Learner Assessment Policy* and *Academic Advisement*.

### **Transfer Policy - Credit:**

#### **1. Transfer between AMS Programs**

For transfer of a current adult learner to MTEC-SFBA:

##### ***The candidate is:***

- Within the three-year time limit following the original academic phase; and
- A current member of AMS

##### ***MTEC-SFBA:***

- Reviews and evaluates previously completed academic and practicum work, with an application fee of \$100.00; and
- receives written notification of the fees and time required to complete all transfer requirements to be submitted by the candidate; and
- the original program is contacted to determine if the adult learner is in good standing including fulfillment of financial obligations; and
- MTEC-SFBA submit the AMS Transfer Form in addition to the AMS Credential Recommendation Form.

#### **2. Transfer from Teacher Education Programs recognized by AMS**

Transfer of contact hours and/or credits from teacher education programs recognized by AMS (AMI, NCME, and MACTE accredited programs) will be considered with verification of the following documentation:

##### ***The candidate:***

- Has a degree in keeping with AMS credential requirements; and is a current AMS member or register as an adult learner.
- MTEC-SFBA reviews and evaluates the credential and portfolio of the candidate; and utilizes proficiency pretesting to plan for a program of study; and
- MTEC-SFBA determines the minimum requirement of the academic phase that the candidate must take to fulfill AMS qualifications, and



- MTEC-SFABA requires all candidates to take Montessori theory and philosophy from MTEC-SFABA; and
- MTEC-SFABA determines the practicum requirements the candidate meets per the requirements of an AMS; and
- MTEC-SFABA assess and evaluate proficiency as required by MTEC-SFABA; and
- MTEC-SFABA ensure that all the requirements are met; and
- MTEC-SFABA submits the AMS Transfer Form in addition to the AMS Credential Recommendation Form.

### **3. Transfer from Teacher Education Programs not recognized by AMS**

Transfer of credits from Montessori programs not recognized by AMS are not accepted. The candidate must take the full AMS credential course.

### **Transferability of Units and Degrees:**

#### **NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION:**

The transferability of credits you earn at the Montessori Teacher Education Center, San Francisco Bay Area is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in MTEC-SFABA is also at the complete discretion of the institution to which you may seek to transfer. If the credits or credential that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending MTEC-SFABA to determine if your credits and credential will transfer.

Units earned in our Infant & Toddler Teacher Credential Course in most cases will not be transferable to any other college or university. For example, if you entered our school as a freshman, you will still be a freshman if you enter another college or university at some time in the future even though you earned units here at our school. In addition, if you earn a degree, diploma, or certificate in our Infant & Toddler Teacher Credential Course, in most cases, it will probably not serve as a basis for obtaining a higher-level degree at another college or university.

### **Certificate of Attendance:**

A Certificate of Attendance is conferred by the Center upon successful completion of the academic and practicum phases. Successful completion is defined by a letter grade of B or better in all the course work in all written examinations, demonstrations, observations reports, practicum handbook, practicum & reflection planning journals, and manuals have been submitted, and fees have been paid.

### **Readings and Text:**

The following books and manuals are required and need to be purchased at the beginning of the coursework.

*Observing and Understanding Child Development*  
 Infant and Toddler Environment Rating Scales  
*Understanding the Human Being*  
*The Absorbent Mind*  
 Discovery of the Child

*Child, Family and Community (6th Edition)*  
Parenting from the Inside Out  
Positive Discipline  
From Lullabies to Literacy  
Secure Relationships  
Honoring the Light of the Child  
Health & Safety Manual for I - T  
Montessori Pedagogy Manual for the I - T  
Environment Manual for the I-T  
Language Arts Manual for I – T  
Practical Life Manual for the I – T  
Sensorial Manual for the I-T

### **Personal Materials:**

This is a list of materials and supplies that past Adult Learners have found useful or necessary:

1. One set of 18 to 24 high quality color pencils.
2. Glue stick for mounting pictures in the manuals.
3. One quality set of scissors.
4. White-out for potential errors.
5. 8-1/2" x 11" color card stock paper for mounting pictures.
6. Seven 2-inch binders for the curriculum manuals.
7. Tabs for dividing sections of the manuals (20 to 30 sets).
8. Plastic page protectors - the manuals contain over 1,000 pages.
9. Digital camera.

### **State Requirements for Employment:**

The State of California has requirements for teachers of children from birth to three (3) years of age.

TEACHER QUALIFICATIONS AND DUTIES 101416.2- To be a fully qualified teacher, a teacher shall have one of the following:

1. (A) Completion, with passing grades, of twelve (12) postsecondary semester or equivalent quarter units in Infant and Toddler education or child development, at an accredited or approved college or university. At least three (3) of the units required shall be related to the care of infants or shall contain instruction specific to infants. Examples of acceptable course work are pediatric nursing and postnatal care.  
  
(B) At least six (6) months of work experience in a licensed infant care center or comparable group child care program for children under five (5) years of age. Experience shall be verified as having been performed satisfactorily, at least three hours per day for a minimum of 50 days in a six-month period, as a paid or volunteer staff member under the supervision of a person who would qualify as a teacher or director under this chapter.
2. A current and valid Child Development Associate (CDA) credential with the appropriate age-level endorsement issued by the CDA National Credentialing Program of the Council for Infant & Toddler Professional Recognition; and at least six months of on-the-job training and/or work experience in a licensed child care center or comparable group child care program.

(A) A CDA credential shall show the appropriate preschool or infant/ toddler age-level endorsement to qualify an individual for employment in a preschool or infant care center.

(B) A CDA credential is valid for three years from the date of award. A renewal may be granted every five years thereafter upon approval by the CDA National Credentialing Program.

(C) Experience shall be verified as having been performed satisfactorily, at least three hours per day for a minimum of 50 days in a six-month period, as a paid or volunteer staff member under the supervision of a person who would qualify as a teacher or director under this chapter.

- Individuals who possess a CDA credential may have also completed the required six months of work experience specified in (c)(2)(C) above. This work experience shall be verified to confirm that the experience requirement has been met.

3. One of the following Child Development Permits issued by the California Commission on Teacher Credentialing:

(A) Child Development Associate Teacher Permit; or

(B) Child Development Teacher Permit; or

(C) Child Development Master Teacher Permit.

(D) Approved schools, colleges or universities, including correspondence courses offered by the same, means those approved/authorized by the U.S. Department of Education, Office of Postsecondary Education, or by the California Department of Consumer Affairs, Bureau for Private Postsecondary and Vocational Education.

### **Summer Instructional Calendar:**

Four weeks, Monday through Friday 8:00AM to 5:00PM. Check Website.  
Sunnyvale, Ca Campus

### **Year-Round Instructional Calendar:**

Saturdays and Sundays from 8:00am to 5:00pm. Check Website  
Sunnyvale, Ca Campus

### **Curriculum Practice & Philosophy Calendar:**

Every Sunday except holiday weekends from 8:00 AM to 5:00 PM. Check Website  
Sunnyvale, CA Campus & San Leandro, CA Campus

## Staff Directory:

**Dr. Pamela Zell Rigg** (510) 278-1115  
99 Callan Avenue  
San Leandro, CA 94577  
[PamelaRigg@MontessoriTrainingUSA.org](mailto:PamelaRigg@MontessoriTrainingUSA.org)

**Tabitha Anberg** (209) 567-1115  
3501 San Clemente Ave  
Modesto, CA 95356  
[MySoul71@att.net](mailto:MySoul71@att.net)

**Ann Gavey** (510) 865-4536  
1421 High Street  
Alameda, CA 94501  
[AnnGavey@MontessoriTrainingUSA.org](mailto:AnnGavey@MontessoriTrainingUSA.org)

**Thomas Lubrano** (514) 290-3984  
700 Jasper Street  
San Jose, CA 95116  
[ThomasLubrano@MontessoriTrainingUSA.org](mailto:ThomasLubrano@MontessoriTrainingUSA.org)

**Darla Ferris Miller** (559) 930-8578  
10855 Church St., #1406  
Rancho Cucamonga, CA 91730  
[DarlaMiller@mac.com](mailto:DarlaMiller@mac.com)

**Irena Shklovsky** (925) 370-8975  
531 Vine Hill  
Martinez, CA  
[IrenaShklovsky@MontessoriTrainingUSA.org](mailto:IrenaShklovsky@MontessoriTrainingUSA.org)

**Elizabeth Thurairatnam** (510) 797-9944  
171 Meadows Court  
Fremont, CA 94539  
[ElizabethThur@MontessoriTrainingUSA.org](mailto:ElizabethThur@MontessoriTrainingUSA.org)

**APPENDIX A - 1**  
**FINAL GRADE SHEET**

**Montessori Philosophy 6.2.5.1**

Adult Learner: \_\_\_\_\_ Instructor: \_\_\_\_\_

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

**PASS**

- |  |       |
|--|-------|
| 1. Pedagogy - Philosophy Rationale Paper             | _____ |
| 2. Philosophy - Environmental Design Rationale Paper | _____ |
| 3. Philosophy - Practical Life Rationale Paper       | _____ |
| 4. Philosophy - Sensorial Rationale Paper            | _____ |

MACTE Competencies (1a, 1c-1, 1c-2, 1c-3, 2b, 2c, 3c, 3d)

**FINAL GRADE:** \_\_\_\_ Pass \_\_\_\_ Resubmit \*

**\*All Montessori Key Concepts must be correctly defined and specific curriculum materials identified.**

**APPENDIX A - 2  
FINAL GRADE SHEET**

Final Grade	Points
A+	97 - 100
A	93 - 96
A - 2	89 - 92
B	85 - 88
B-	81 - 84
B-	78 - 80
P	All items submitted

- Pedagogy I 6.1.5.2
- Pedagogy II: Practical Life 6.1.5.2
- Pedagogy II: Sensorial 6.1.5.2
- Pedagogy II: Language Arts 6.1.5.2
- Environmental Design I, 6.1.5.3
- Environmental Design II: Practical Life 6.1.5.3
- Environmental Design II: Sensorial 6.1.5.3
- Environmental Design II: Language Arts 6.1.5.3

Adult Learner: \_\_\_\_\_ Instructor: \_\_\_\_\_

- |   | <b>Grade</b> | <b>MACTE</b> |
|---|--------------|--------------|
| 1. MANUAL - MACTE Competencies (1d, 2a, 2b, 2c, 2d, 2e, 2f, 2g) |              |              |
| Competency Practical Life (1c) _____                            | /42          |              |
| _____ Highlighting (1 point)                                    |              |              |
| _____ All Material Complete (1 point)                           |              |              |
| _____ Areas of Curriculum Tabbed – required (1 point)           |              |              |
| _____ Handouts Logically Integrated (1 point)                   |              |              |
| _____ Additional Notes (1 point)                                |              |              |
| _____ Aesthetics (1 point)                                      |              |              |
| _____ Community Resources for Learning (1 point)                |              |              |
| _____ Scope & Sequence of Materials where appropriate (1 point) |              |              |
| _____ Prepared Environment for Activities & Materials (1 point) |              |              |
| _____ Parent & Community Communication (1 point)                |              |              |
| _____ Purpose and Methods of Observation (1 point)              |              |              |
| _____ Assessment & Documentation (1 point)                      |              |              |
| Photographs _____   |              |              |
| & Pictures (10 points)  |              |              |
| Drawings (10 points) _____                                      |              |              |
| Notes (5 points) _____  |              |              |
| Quotations – <b>10 required</b> (5 points) _____                |              |              |
| Comments _____  |              |              |
| 2. DEMONSTRATION TEST - MACTE Competencies (2a)                 | / 18         |              |
| Presentation 1 _____  |              |              |
| (6 points) Comments: _____                                      |              |              |
| Presentation 2 _____  |              |              |
| (6 points) Comments: _____                                      |              |              |
| Presentation 3 _____  |              |              |
| (6 points) Comments: _____                                      |              |              |
| 3. PHILOSOPHY - RATIONALE PAPER - MACTE Competencies            | / 20         |              |
| (1a, 1c-1, 1c-2, 1c-3, 2b, 2c, 3c, 3d) - (20 points)            |              |              |
| 4. PRACTICE SHEET – MACTE Competencies (2a) - (15 points)       | 15           |              |
| 5. CODE OF ETHICS STATEMENT – MACTE Competencies (3e)           | / 5          |              |
| (5 points)  |              |              |

**FINAL GRADE** \_\_\_\_\_ / **100**

Final Grade	Points
A+	97 - 100
A	93 - 96
A-	89 - 92
B+	85 - 88
B	81 - 84
B-	78 - 80
P	All items submitted

**APPENDIX A- 9  
FINAL GRADE SHEET**

**Parent Involvement / Education 6.2.5.12  
Child, Family & Community**

Adult Learner: \_\_\_\_\_ Instructor: \_\_\_\_\_

Date: \_\_\_\_\_ **Grade**

1. Child, Family, & Community Journal (60 points)  
 MACTE Competencies – (1d, 2b, 2d, 2e, 2f, 2i, 2j, 3a,3d, 3e, 3f)             / 60
  
2. Classroom Assessment (20 points each, total 40 points)  
 MACTE Competencies – (2j)             / 20

**FINAL GRADE        / 100**

**APPENDIX A-4  
FINAL GRADE SHEET**

**Observation – 6.1.5.5  
Practicum Observation – 6.1.5.11**

Adult Learner: \_\_\_\_\_ Instructor: \_\_\_\_\_

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

**1. Observation Reports - MACTE Competencies (2e)**

- Report #1
- Report #2
- Report #3
- Report #4

**FINAL GRADE:** \_\_\_\_ Pass \_\_\_\_ Resubmit \*

**\*All 4 reports must be submitted.**



**APPENDIX A-5  
FINAL GRADE SHEET**

**Personal Growth & Development – 6.1.5.6**

Adult Learner: \_\_\_\_\_ Instructor: \_\_\_\_\_

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

**Grade**

- |  |       |
|--|-------|
| 1. PRACTICUM HANDBOOK & COMPETENCIES PORTFOLIO<br>(Competencies 1a, 1b, 1c (1-5), 1d, 2a, 2b, 2c, 2d, 2e, 2f,<br>2g, 2h, 2i, 2j, 3a, 3b, 3c, 3d, 3e, 3f) | _____ |
| 2. PRACTICUM REFLECTIVE PLANNING JOURNAL<br>(Competency 2h, 3f)  | _____ |

**FINAL GRADE:** \_\_\_\_ Pass \_\_\_\_ Resubmit \*

**\*All items must be submitted.**

**APPENDIX A - 6  
FINAL GRADE SHEET**

**Program Leadership 6.1.5.7**

Adult Learner: \_\_\_\_\_ Instructor: \_\_\_\_\_

Date: \_\_\_\_\_ **Grade**

- |   |       |
|---|-------|
| 1. Practicum Handbook & Competencies Portfolio<br>MACTE Competencies – ALL                      | _____ |
| 2. Practicum Planning & Reflection Journal<br>MACTE Competencies - ALL                          | _____ |
| 3. Montessori Rating Scale for the Infant & Toddler Environments<br>(MRS – IT - E) – MACTE (2c) | _____ |
| 4. Child Assessment - MACTE Competencies<br>(2a, 2b, 2c, 2d, 2e, 2j, 3a, 3b, 3c, 3d, 3e, 3f)    | _____ |
| 6. Observation Reports – MACTE Competency (2e)  | _____ |
| 7. MACAR – Normal – MACTE (2g)  | _____ |
| 8. Denver II - MACTE (2g)   | _____ |

**FINAL GRADE:** \_\_\_\_ Pass \_\_\_\_ Resubmit \*

**\*All items 1 - 8 must be submitted.**

Final Grade	Points
A+	97 - 100
A	93 - 96
A-	89 - 92
B+	85 - 88
B	81 - 84
B-	78 - 80
C	All items submitted

**APPENDIX A  
FINAL GRADE SHEET**

**Child Development: Prenatal to Three 6-1-5-8**

Adult Learner: \_\_\_\_\_ Instructor: \_\_\_\_\_

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

- |   | <b>Grade</b> |
|---|--------------|
| 1. EXAMINATIONS - MACTE Competencies (1b)   |              |
| Examination #1 _____ (15 points)  | _____/15     |
| Examination #2 _____ (15 points)  | _____/15     |
| Examination #3 _____ (15 points)  | _____/15     |
| Examination #4 _____ (15 points)  | _____/15     |
| 2. E- FILE: Community Referral / Intervention Services<br>MACTE Competencies (1d) | _____/30     |
| ____ Parenting (2 points)   |              |
| ____ Discipline (2 points)  |              |
| ____ Nutrition (excess sugars, additives) (2 points)                              |              |
| ____ Holidays and Stress (2 points)   |              |
| ____ Birthday Parties (2 points)  |              |
| ____ Readiness for Kindergarten (2 points)  |              |
| ____ Separation Anxiety (2 points)  |              |
| ____ Biting, Hitting, Temper Tantrums (2 points)                                  |              |
| ____ Illnesses (head lice, colds, communicable diseases) (2 points)               |              |
| ____ Conditions like ADHD, Autism (2 points)                                      |              |
| ____ Child Abuse (2 points)   |              |
| ____ Dealing with Life Situations (death, moving, etc.) (2 points)                |              |
| ____ Other good ideas that you may have found (2 points)                          |              |
| ____ Notes (2 points)   |              |
| ____ Handouts (2 points)  |              |
| 3. Participation in Small Group Presentations (10 points)                         | _____/10     |

**FINAL GRADE** \_\_\_\_\_ / **100**

**APPENDIX A - 8  
FINAL GRADE SHEET  
PRACTICUM COMPETENCIES**

**Practicum Teaching I 6.1.5.9A      Practicum Teaching II 6.1.5.9B**  
**Infant & Toddler Practicum Handbook & Competencies Portfolio, and**  
**Practicum Planning & Reflection Journal**  
 MACTE Competencies – ALL

Adult Learner's Name: \_\_\_\_\_ Circle those that are complete:

Competencies			Attendance	Planning & Reflection Journal		
<u>FALL</u>	<u>WINTER</u>	<u>SPRING</u>	September	<u>September</u> Week 1, 2, 3, 4	<u>September</u> Week 1, 2, 3, 4	
1.A	1.A	1.A	October	<u>October</u> Week 1, 2, 3, 4	<u>October</u> Week 1, 2, 3, 4	
1.B	1.B	1.B	November	<u>November</u> Week 1, 2, 3, 4	<u>November</u> Week 1, 2, 3, 4	
1.C-1	1.C-1	1.C-1	December	<u>December</u> Week 1, 2, 3, 4	<u>December</u> Week 1, 2, 3, 4	
1.C-2	1.C-2	1.C-2	January	<u>January</u> Week 1, 2, 3, 4	<u>January</u> Week 1, 2, 3, 4	
1.C-3	1.C-3	1.C-3	February	<u>February</u> Week 1, 2, 3, 4	<u>February</u> Week 1, 2, 3, 4	
1.C-4	1.C-4	1.C-4	March	<u>March</u> Week 1, 2, 3, 4	<u>March</u> Week 1, 2, 3, 4	
1.C-5	1.C-5	1.C-5	April	<u>April</u> Week 1, 2, 3, 4	<u>April</u> Week 1, 2, 3, 4	
1.D	1.D	1.D	May	<u>May</u> Week 1, 2, 3, 4	<u>May</u> Week 1, 2, 3, 4	
2.A	2.A	2.A	Check One: <input type="checkbox"/> Pass <input type="checkbox"/> Incomplete	Check One: <input type="checkbox"/> Pass <input type="checkbox"/> Incomplete	Check One: <input type="checkbox"/> Pass <input type="checkbox"/> Incomplete	
2.B	2.B	2.B	Field Consultant Reports:      #1    #2    #3			
2.C	2.C	2.C	Supervising Teacher Reports:    #1    #2    #3			
2.D	2.D	2.D	Observation Reports:                #1, #2, #3, #4			
2.E	2.E	2.E				
2.F	2.F	2.F				
2.G	2.G	2.G				
2.H	2.H	2.H				
2.I	2.I	2.I				
2.J	2.J	2.J				
3.A	3.A	3.A				
3.B	3.B	3.B				
3.C	3.C	3.C				
3.D	3.D	3.D				
3.E	3.E	3.E				
3.F	3.F	3.F				
Check One: <input type="checkbox"/> Pass <input type="checkbox"/> Incomplete	Check One: <input type="checkbox"/> Pass <input type="checkbox"/> Incomplete	Check One: <input type="checkbox"/> Pass <input type="checkbox"/> Incomplete				

NAME: \_\_\_\_\_

**Appendix B**  
**Infant & Toddler Enrollment Agreement or Contract**

Montessori Teacher Education Center San Francisco Bay Area - Institution  
Montessori Infant & Toddler Teacher Credential Course – Educational Program

**1. Total Number of Clock Hours and Credit Hours:**

- 214 Academic Clock Hours
- 540 Practicum Clock Hours
- 31.5 Semester Credit Units

**2. Total Charges:**

Tuition:	\$2250.00
Registration Fee:	\$ 100.00 (Non-Refundable)
American Montessori Society Fee:	\$ 225.00 (Non-Refundable)
MACTE Fee:	\$ 164.00 (Non-Refundable)
BPPE – STRF Fee:	\$ 0.00 (Non-Refundable)
Practicum Fee	\$ 400.00 (Non-Refundable)
Practicum Binder:	\$ 25.00 (Non-Refundable)
Total charges for the entire program:	\$3164.00
Non-Institutional Costs Estimated At:	\$ 450.00

**SCHEDULE OF PAYMENT:**

INT: \_\_\_\_\_ THE REGISTRATION FEE OF \$100.00 IS DUE UPON ENROLLMENT (NON-REFUNDABLE.)  
 INT: \_\_\_\_\_ THE AMS FEE (\$225.00), MACTE FEE (\$164.00), BPPE (\$0.00), & PRACTICUM FEE (\$400.00)  
 ARE DUE JULY 1<sup>ST</sup>

**INITIAL WHERE APPLICABLE**

\_\_\_\_\_ THE TUITION FEE OF \$2250.00 IS DUE JULY 1<sup>ST</sup>

\_\_\_\_\_ OR \$187.50 - \$450.00 FOR EACH OF THE SIX (6) CURRICULUM COMPONENTS:

Montessori Philosophy & Pedagogy I	Child Development
Montessori Philosophy & Pedagogy II	Observation
Practicum I – Due September 1 <sup>st</sup>	Personal Growth
Practicum II – Due January 1 <sup>st</sup>	

Payment is late after the 1<sup>st</sup> class of each curriculum component and incurs a \$25.00 late fee. Refund, if applicable, will be deducted from the amount paid.

\_\_\_\_\_ OR \$1000.00 DOWN PAYMENT HAS BEEN MADE AND TEN (10) PAYMENTS OF \$125.00 ARE SCHEDULED TO BEGIN ON OCTOBER 1<sup>ST</sup> OF THE YEAR BEGINNING THE PRACTICUM, AND END ON JULY 1<sup>ST</sup> OF THE FOLLOWING YEAR. Payment is late after the 5th of the month and incurs a \$25.00 late fee. After one month, the entire tuition is due and a 1.5% per month interest fee is incurred. The Student must repay the full amount of the loan; the Student pays no interest. Refund, if applicable, will be deducted from the amount paid.

\_\_\_\_\_ OR **Third Party Payment** (Rainbow Montessori School does NOT pay for the three practicum Field Consultant visits at a cost of \$400.00, Application Fee, AMS Fee, nor MACTE Fees.)

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

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

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

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_ OR Other: \_\_\_\_\_

**Description of the Infant & Toddler Teacher Credential Course:**

The Montessori Infant & Toddler Teacher Credential Course is comprised of 214 instructional clock hours and 540 practicum hours which, when successfully completed, enables the Student to be awarded the American Montessori Society Infant & Toddler Teacher Credential with a BA or BS degree. Instruction includes Montessori Philosophy I & II, Pedagogy I & II, Environmental Design I & II, Child, Family and Community, Observation, Personal Growth & Development, Program Leadership, Child Development: Prenatal to 3 years, Practicum Seminars, and Practicum Teaching.

INT: \_\_\_\_\_

**3. TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE: \$3164.00**

Tuition:	\$2250.00
Registration Fee:	\$ 100.00 (Non-Refundable);
AMS Fee:	\$ 225.00 (Non-Refundable)
MACTE Fee:	\$ 164.00 (Non-Refundable)
BPPE – STRF Fee:	\$ 0.00 (Non-Refundable)
Practicum Fee	\$ 400.00 (Non-Refundable)
Practicum Binder	\$ 25.00 (Non-Refundable)
Non-Institutional Costs Estimated At:	\$ 450.00

Discount: \$ \_\_\_\_\_ (10% discount on Tuition for three or more Students from the same school in the same class.)

**4. STUDENT'S RIGHT TO CANCEL:**

(1) You have the right to cancel this agreement and obtain a refund of charges paid through the attendance at the first class session, or the seventh day after enrollment, whichever is later.

(2) **Refund Policy:**

The refund shall be the amount paid for instruction multiplied by a fraction, the number of which is the number of hours, which have not been received but for which payment was made, and the denominator of which is the total number of hours of instruction for which payment was made. If the amount paid is more than the amount that owed for the time attended, then a refund will be made within thirty (30) days of withdrawal. If the amount owed is more than the amount that already paid, then the student makes arrangements to pay the difference.

(3) **Cancellation of Enrollment:**

Cancellation of enrollment occurs when you give written notice of cancellation at the address of the school shown on the top of the front page of this Agreement. You can do this by mail, hand delivery, telegram, or email. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with postage prepaid. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that you no longer wish to be bound by this Agreement. The *Notice of Cancellation* form is in the *Student Handbook*, but you can use any written notice that you wish.

If you cancel this agreement, the school will refund any money that you paid, less any deduction for equipment not timely returned in good condition, within 30 days after your notice of cancellation is received.

5. If the Student obtains a loan to pay for an educational program, the student has the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If the student has received federal financial aid funds the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.

6. If the Student defaults on a federal or state loan, both of the following may occur:

1. The federal or state government or a loan guarantee agency may take action against the Student, including garnishing an income tax refund, and
2. The Student may not be eligible for any other government financial assistance at another institution until the loan is repaid.

**7. TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION:**

The transferability of credits you earn at the MTEC SF Bay Area is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate or units you earn in MTEC SF Bay Area is also at the complete discretion of the institution to which you may seek to transfer. If the certificate or units that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending MTEC SF Bay Area to determine if your credential or units will transfer.

8. (1) Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by the institution may be directed to Bureau for Private Postsecondary Education, California State Department of Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833. Mailing: P.O. Box 980818, West Sacramento, CA 95798-0818 Toll Free Number: 888 370-7589 & Fax: 916 263-1897 [www.bppe.ca.gov](http://www.bppe.ca.gov)

INT: \_\_\_\_\_

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

10. **Required disclosures:**

(a) Montessori Teacher Education Center San Francisco Bay Area  
99 Callan Avenue, San Leandro, CA 94577 – Administrative Office  
790 East Duane Avenue, Sunnyvale, CA 94085 – Instructional Campus

(b) Period Covered by this Enrollment Agreement: July 1, 2017 – June 30, 2018.

(c) Course Start Date: July 1, 2017 Scheduled Completion Date: June 30, 2018.

(d) Date by which the Student must exercise his or her right to cancel or withdraw:  
July 5, 2017

(e) Itemization of all MTEC/SFBA charges and fees including as applicable:

- |  |                              |
|--|------------------------------|
| (1) Tuition:                               | \$2250.00                    |
| (2) Registration fee:                      | \$ 100.00 (Non-Refundable)   |
| (3) Equipment:                             | NA                           |
| (4) Lab supplies or kits:                  | NA                           |
| (5) Textbooks, etc. *                      | NA – Sold by another company |
| (6) Uniforms, etc                          | NA                           |
| (7) In-residence housing:                  | NA                           |
| (8) Tutoring:                              | NA                           |
| (9) Assessment fees for transfer of credit | NA                           |
| (10) Fee to transfer credit                | NA                           |

- |                  |                            |
|------------------|----------------------------|
| (f) AMS Fee      | \$ 225.00 (Non-Refundable) |
| MACTE Fee        | \$164.00 (Non-Refundable)  |
| BPPE – STRF Fee  | \$ 0.00 (Non-Refundable)   |
| Practicum Binder | \$ 25.00 (Non-Refundable)  |
| Practicum Fee    | \$ 400.00 (Non-Refundable) |

Non-Institutional Costs Estimated At: \$450.00

11. No distant learning option (BPPE number 17, 18, 19)

**Student Signature:** \_\_\_\_\_

**Student Name (Print):** \_\_\_\_\_

---

Street Address	City	State	Zip Code
----------------	------	-------	----------

12. (1) Prior to signing this enrollment agreement, you must be given a catalog or brochure and a School Performance Fact Sheet, which you are encouraged to review prior to signing this agreement. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, and salaries or wages, prior to signing this agreement.

**Initial:** \_\_\_\_\_ **Date:** \_\_\_\_\_

13. (2) I certify that I have received the catalog/Student Handbook, School Performance Fact Sheet, and information regarding completion rates, placement rates, license examination passage rates, and salary or wage information included in the School Performance Fact sheet, and have signed, initialed, and dated the information provided in the School Performance Fact Sheet.

**Initial:** \_\_\_\_\_ **Date:** \_\_\_\_\_

14. THIS AGREEMENT IS LEGALLY BINDING WHEN SIGNED BY THE STUDENT AND ACCEPTED BY THE INSTITUTION.

**INT:** \_\_\_\_\_

Program Director

15. TOTAL CHARGES DUE UPON ENROLLMENT:

Registration Fee:	\$ 100.00 (Non-Refundable)
<u>TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE:</u>	\$3014.00
Tuition:	\$2250.00
Registration Fee:	\$ 100.00 (Non-Refundable)
American Montessori Society Fee:	\$ 225.00 (Non-Refundable)
MACTE Fee:	\$ 164.00 (Non-Refundable)
BPPE – STRF Fee:	\$ 0.00 (Non-Refundable)
Practicum Fee	\$ 400.00 (Non-Refundable)
Practicum Binder:	\$ 25.00 (Non-Refundable)
<u>TOTAL CHARGES FOR THE ENTIRE PROGRAM:</u>	\$3164.00
Non-Institutional Costs Estimated At:	\$ 450.00

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

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program, or other payer unless you have a separate agreement to repay the third party.

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

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program, other payer, and you have no separate agreement to repay the third party.

Applications to renew an approval to operate that had been pending action before the former Bureau for Private Postsecondary and Vocational Education on June 30, 2015 shall be deemed processed as follows:

- (1) Applications received prior to January 1, 2015, shall be granted an approval to operate until 2019 (MTEC/SFBA 2015/2019) to coincide with the anniversary date of the current approval to operate.

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

**17. Non-Degree Disclosure Statement:** AMS grants the AMS Associate Infant & Toddler Credential when the course graduate has a high school diploma or GED, but not a Bachelor's degree. Country, state and local employment requirements vary widely and change periodically. In addition, employment requirements vary in different types of schools (e.g. private, public/charter, faith based, publicly funded). In some locations or schools, an Associate Credential may not qualify for full teaching responsibility.

Even if it is currently possible to qualify for a full teaching responsibility without a Bachelor's degree, employment regulations may change in the future. The applicant is responsible for checking specific jurisdictions and schools for particular employment requirements.

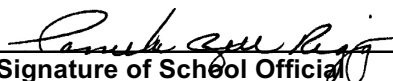
Applicants for this AMS Infant & Toddler course who do not have a U.S. Bachelors degree from a regionally accredited U.S college/university or its equivalent are required to sign a statement verifying that they have received the above information before they are considered for acceptance into this course.

AMS strongly encourages holders of the Associate Credential to obtain a Bachelor's degree within 7 years of credentialing. AMS hopes you consider your credential as the beginning of your journey of lifelong learning.

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

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

\_\_\_\_\_  
Date



\_\_\_\_\_  
Signature of School Official

\_\_\_\_\_  
Title of School Official

\_\_\_\_\_  
Date

INT: \_\_\_\_\_



**APPENDIX C**  
**School Performance Fact Sheet**  
**Infant & Toddler**

**Completion Rates (12 months)**

Calendar Year	Number of Students who Began Program <sup>1</sup>	Students Available for Graduation <sup>2</sup>	Graduates <sup>3</sup>	Completion Rate <sup>4</sup>
2015 – 2016	23	23	21	91%
2014 - 2015	15	15	14	93%

**Students Completing After Published Program Length (150% Completion Rate)**

Calendar Year	Number of Students who Began Program <sup>1</sup>	Students Available for Graduation <sup>2</sup>	Graduates <sup>5</sup>	Completion Rate <sup>6</sup>
2015 – 2016	23	23	21	91%
2014 - 2015	15	15	14	93%

<sup>1</sup>-"Number of Adult Learners Who Began Program" is the number of Adult Learners who began the program who are scheduled to complete the program within the reporting calendar year.

<sup>2</sup>-"Adult Learners available for graduation" is the number of Adult Learners who began program minus the number of "Adult Learners unavailable for graduation," which means those Adult Learners who have died, been incarcerated, or called to active military duty.

<sup>3</sup>-"Graduates" is the number of Adult Learners who completed the program within 100% of the published program length.

<sup>4</sup>-"Completion Rate" is the number of Graduates divided by the Number of Adult Learners Available for Graduation.

<sup>5</sup>-"150% Graduates" is the number of Adult Learners who completed the program within 101-150% of the published program length.

<sup>6</sup>-"150% Completion Rate" is the number of Adult Learners who completed the program in the reported calendar year within 101-150% of the published program length divided by the Number of Adult Learners Available for Graduation.

**Placement Rates (12 months)**

Calendar Year	Number of Students who Began Program	Number of Graduates <sup>2</sup>	Graduates Available for Employment <sup>3</sup>	Graduates Employed in the Field <sup>4</sup>	Placement Rate % Employed in the Field <sup>5</sup>	Graduates Employed in the Field an average of less than 32 hours per week	Graduates Employed in the Field at least 32 hours per week
2015 - 2016	23	21	13	13	100%	0	13
2014 - 2015	15	14	14	11	78%	0	11

<sup>1</sup>-"Number of Adult Learners Who Began Program" means the number of Adult Learners who began the program who are scheduled to complete the program within the reporting calendar year.

<sup>2</sup>-"Number of Graduates" is the number of Adult Learners who have completed the program within 100% of the published program length.

<sup>3</sup>-"Graduates available for employment" means the number of graduates minus the number of graduates unavailable for employment. "Graduates unavailable for employment" means graduates who, after graduation, die, become incarcerated, are called to active military duty, are international Adult Learners that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.

4. "Graduates employed in the field" means graduates who report that they are gainfully employed within six months of graduation in a position for which the skills obtained through the education and training provided by the institution are required or provided a significant advantage to the graduate in obtaining the position.

5. "Placement Rate" is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.

### Annual Salary and Wages Reported by Graduates Employed in the Field<sup>3</sup> (12 months)

Calendar Year	Graduates Available for Employment <sup>1</sup>	Graduates Employed in the Field	\$15,000 - \$20,000	\$20,001 - \$25,000	\$25,001 - \$30,000	\$30,001 - \$35,000+	Students Not Reporting Salary
2015 - 2016	13	13	3	1	4	5	0
2014 - 2015	14	11	2	3	6	0	0

<sup>1</sup>. "Graduates available for employment" means the number of graduates minus the number of graduates unavailable for employment. Graduates unavailable for employment means graduates who, after graduation, die, become incarcerated, are called to active military duty, are international Adult Learners that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.

<sup>2</sup>. "Graduates employed in the field" means graduates who are gainfully employed within six months of graduation in a position for which the skills obtained through the education and training provided by the institution are required or provided a significant advantage to the graduate in obtaining the position.

<sup>3</sup>. Salary is as reported by the Adult Learner. Not all graduates reported salary.

### *Employment Development Department Occupational Wages: Preschool Teachers, Except Special Education (SOC Code: 25-2011) in California*

Area	Year	Period	Hourly Mean	Hourly by Percentile		
				25th	Median	75th
California	2016	1st Qtr	\$16.72	\$12.68	\$15.47	\$19.22

### Demographics of Adult Learner Population

Calendar Year	Number of Infant & Toddler Adult Learners in Practicum	Countries of Origin	Ethnicity	Gender	Age Range	High School / College
2015 - 2016	23	Brazil China- Indonesia Japan Philippines Thailand USA Vietnam	Caucasian- 1 Chinese- 3 Filipino- 8 Japanese- 1 Hispanic- 1 Mexican- 1 Other Asian- 1 South American- 1 Thai- 2 Vietnamese- 2	Male-2 Female- 19 Other - 0	20-30: 5 31-40: 13 41-50: 5 51-60: 0 61+: 0	High School - 1  Associate Degree - 2  BA – 14  MA – 4

INT: \_\_\_\_\_

**APPENDIX D**  
**Early Childhood and Infant & Toddler**  
**Non-Degree Disclosure Letter**

\_\_\_\_\_ I have a Bachelor's or Master's Degree    *Country Awarded:* \_\_\_\_\_

*Foreign transcripts of college degrees must be evaluated by an accredited agency to determine their equivalency to a United States degree.*

\_\_\_\_\_ I DO NOT have a Bachelor's or Master's Degree

**Admission for Infant & Toddler Candidate**

AMS grants the AMS Associate Infant & Toddler Credential when the course graduate has a high school diploma or GED, but not a Bachelor's degree. Country, state and local employment requirements vary widely and change periodically. In addition, employment requirements vary in different types of schools (e.g. private, public/charter, faith based, publicly funded). In some locations or schools, an Associate Credential may not qualify for full teaching responsibility.

Even if it is currently possible to qualify for a full teaching responsibility without a Bachelor's degree, employment regulations may change in the future. The applicant is responsible for checking specific jurisdictions and schools for particular employment requirements.

Applicants for this AMS Infant & Toddler course who do not have a U.S. Bachelors degree from a regionally accredited U.S college/university or its equivalent are required to sign a statement verifying that they have received the above information before they are considered for acceptance into this course.

AMS strongly encourages holders of the Associate Credential to obtain a Bachelor's degree within 7 years of credentialing. AMS hopes you consider your credential as the beginning of your journey of lifelong learning.

I have read and understand my responsibility as an applicant for the Infant & Toddler course level of this teacher education program.

\_\_\_\_\_  
Applicant Name (print)

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**Infant & Toddler: Montessori Teacher Education Center San Francisco Bay Area**

Pamela Rigg, Program Director

  
\_\_\_\_\_  
Program Director Signature

\_\_\_\_\_  
Date

**APPENDIX E**  
**TRANSFER CREDIT**  
**Application and Acknowledgement**

**Montessori Teacher Education Center San Francisco Bay Area**  
**99 Callan Avenue, San Leandro, CA 94577**  
**School Code #0103001**

In order to properly assess prior Montessori teacher preparation coursework the following information is required.

Name: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_  
 Email address: \_\_\_\_\_  
 Address: \_\_\_\_\_ Date: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Institution of Prior Montessori Preparation:** \_\_\_\_\_

1. Transfer between AMS Programs:

Candidate:  Within 3 year time limit following original academic phase.

AMS current member: Member ID # \_\_\_\_\_ Expiration Date: \_\_\_\_\_

MTEC-SFBA:

- Review coursework       Contact original program – Letter of Good Standing
- AMS Transfer Form and AMS Credential Recommendation Form

2. Transfer for TEP recognized by AMS

Candidate:  Degree level required by AMS

AMS current member: Member ID # \_\_\_\_\_ Expiration Date: \_\_\_\_\_

MTEC-SFBA:

- Evaluate coursework (\* See Bel       Determine minimum requirements
- Theory & philosophy from MTEC-SFBA       Explain & require practicum
- Assess & evaluate proficiency & competencies

3. Transfer from TEP not recognized by AMS:  Not Accepted

**\* Infant & Toddler Level – Montessori Coursework Evaluated & Completed:**

- Early Childhood Overview       Pedagogy I (Infant)       Environmental Design (Infant)
- Child Development       Pedagogy II (Toddler)       Environmental Design II (Toddler)
- Observation       Personal Growth       Child, Family, & Community
- Program Leadership

**\* Infant & Toddler Level - Montessori Coursework to Complete at MTEC:**

- Early Childhood Overview       Pedagogy I (Infant)       Environmental Design I (Infant)
- Montessori Philosophy       Pedagogy II (Toddler)       Environmental Design II (Toddler)
- Child Development       Personal Growth       Child, Family, & Community
- Observation       Program Leadership       Practicum

-----  
**For MTEC-SFBA use only:**

MACTE Accredited Institution: \_\_\_\_\_ Yes      \_\_\_\_\_ No (state reason in comments)

Documentation Accepted: \_\_\_\_\_ Yes      \_\_\_\_\_ No

Financial credit for prior coursework: \$ \_\_\_\_\_.

Cost of Montessori Coursework to complete: \$ \_\_\_\_\_.

\_\_\_\_\_  
**Signature of Adult Learner**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Program Director**

\_\_\_\_\_  
**Date**

**APPENDIX F  
CHANGE OF STATUS  
Declaration**

**This Notice Is Important. Keep A Copy For Your Records.**

**Montessori Teacher Education Center San Francisco Bay Area  
99 Callan Avenue, San Leandro, CA 94577  
School Code #0103001**

Name \_\_\_\_\_ Social Security # \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

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

I have begun the Montessori Course in the Level indicated:

Course: \_\_\_ Infant/Toddler (Birth - 3)                      \_\_\_ Early Childhood  
          \_\_\_ Elementary Level I                                \_\_\_ Elementary Level II  
          \_\_\_ Administration

Starting Date of Course: \_\_\_\_\_

Stopping Date of Course: \_\_\_\_\_

Anticipated Date of Return to Course: \_\_\_\_\_

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

-----  
**Change of Status - Undeclared  
This Notice Is Important. Keep A Copy For Your Records.**

Name \_\_\_\_\_ Social Security # \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

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

I have begun the Montessori Course in the Level indicated:

Course: \_\_\_ Infant/Toddler (Birth - 3)                      \_\_\_ Early Childhood  
          \_\_\_ Elementary Level I                                \_\_\_ Elementary Level II

Starting Date of Course: \_\_\_\_\_

Stopping Date of Course: \_\_\_\_\_

Anticipated Date of Return to Course: \_\_\_\_\_

MTEC SF Bay Area Official's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**APPENDIX G  
NOTICE OF CANCELLATION**

**Montessori Teacher Education Center San Francisco Bay Area  
99 Callan Avenue,  
San Leandro, CA 94577  
School Code #0103001**

**Buyer's Right to Cancel**

Date of First Class: \_\_\_\_\_

You may cancel this contract for school, without any penalty obligation by the date stated below. If you cancel, any payment you have made and any negotiable instrument signed by you shall be returned to you within thirty (30) days following the school's receipt of your cancellation notice. The school has not given you any equipment or materials for which you would incur a financial obligation. To cancel the contract with the school, mail or deliver a signed and dated copy of this cancellation notice, or any other written notice, or send a telegram to:

Montessori Teacher Education Center San Francisco Bay Area  
99 Callan Avenue  
San Leandro, CA 94577

**NOT LATER THAN:** \_\_\_\_\_

which is at the first class session, or the seventh day after enrollment, whichever is later.

**REMEMBER, YOU MUST CANCEL IN WRITING**

You do not have the right to cancel by just telephoning the school or by not coming to class.

If you have any complaints, questions, or problems, which you cannot work out with the school, write or call:

**Bureau for Private Postsecondary Education (BPPE)  
California State Department of Education  
2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833  
Mailing: P.O. Box 980818, West Sacramento, CA 95798-0818  
Toll Free: (888) 370-7589 Telephone: (916) 431-6959 Fax: (916)  
263-1897**

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

\_\_\_\_\_  
Buyer's Signature

\_\_\_\_\_  
Date

**APPENDIX H  
NOTICE OF REFUND**

**Montessori Teacher Education Center San Francisco Bay Area  
99 Callan Avenue, San Leandro, CA 94577  
School Code #0103001**

**1. This Notice Is Important. Keep It For Your Records.**

Name \_\_\_\_\_  
Address \_\_\_\_\_ Telephone \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Course with tuition and hours:

**Infant & Toddler** (\$2,250. tuition/214 hours = \$10.51/hour)

2. **Date Refund was made:** \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
3. **Amount of Refund:** \$ \_\_\_\_\_  
4. **Method of Calculating Refund-by pro-ration:**  
5. **Amount Adult Learner Paid:**  
6. **Hours of Instruction paid, not attended:** \_\_\_\_\_ **Hours**  
7. **Total hours paid** \_\_\_\_\_ **Hours**  
8. **Equipment Cost** \$ 0.00  
9. **Name of entity to which refund was sent:**  
\_\_\_\_\_

10. **Address of entity to which refund was sent:**  
\_\_\_\_\_  
\_\_\_\_\_

Registration Fee: \$100.00 (Nonrefundable) \$ 00.00  
Equipment (Materials) Fee: purchased at Adult Learner's discretion \$ 0.00

**A copy of this form must accompany the refund check.**

Signature of Issuer: \_\_\_\_\_ Date: \_\_\_\_\_



**APPENDIX I  
GRIEVANCE/COMPLAINT/CONCERN NOTIFICATION**

**Montessori Teacher Education Center San Francisco Bay Area  
99 Callan Avenue, San Leandro, CA 94577  
School Code #0103001**

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

Course:        \_\_\_\_\_ Infant/Toddler (Birth - 3)        \_\_\_\_\_ Early Childhood  
                  \_\_\_\_\_ Elementary Level I                \_\_\_\_\_ Elementary Level II

I have the following concern: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Official receiving the concern/complaint: \_\_\_\_\_

Action taken by the MTEC SF Bay Area : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

MTEC SF Bay Area

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

**APPENDIX J  
ASSIGNMENT DUE DATES**

<b>September Seminar</b>	<b>Due: Practicum Forms, Letters of Reference and Official Transcripts</b>  <b>Bring: Practicum Handbook</b>
<b>November Seminar (E-mail Reports)</b>	<b>Due: Observation Reports 1 &amp; 2</b>  <b>Bring: Practicum Handbook</b>
<b>December (E-mail Reports)</b>	<b>Due: December Report &amp; CFC Assignment</b>
<b>January Seminar (E-mail Reports)</b>	<b>Due: Observation Report 3</b>  <b>Bring: Practicum Handbook</b>
<b>February Seminar</b>	<b>Bring: Practicum Handbook</b>
<b>April Seminar (E-mail Reports)</b>	<b>Due: April Report</b>  <b>Bring: Practicum Handbook</b>
<b>May Seminar (E-mail Reports)</b>	<b>Due: Observation Report 4 May Report Grad Reports AMS Recommendation Form</b>  <b>Bring: Practicum Handbook</b>
<b>June</b>	<b>Graduation</b>

**APPENDIX K  
GRADUATE PLACEMENT**

**Montessori Teacher Education Center San Francisco Bay Area  
99 Callan Avenue, San Leandro, CA 94577  
School Code #0103001**

**Graduate Placement Form**

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

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

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

Course:        \_\_\_\_\_ Infant/Toddler (Birth - 3)        \_\_\_\_\_ Early Childhood

                  \_\_\_\_\_ Elementary Level I                    \_\_\_\_\_ Elementary  
Level II

Starting Date of Course: \_\_\_\_\_

Completion Date of Course: \_\_\_\_\_

Have you secured employment in the field for which you were trained by  
the MTEC/SFBA?

\_\_\_\_\_ Yes        \_\_\_\_\_ No

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

**APPENDIX L**  
**GRADUATE SELF-ASSESSMENT INFANT & TODDLER COURSE**

Adult Learner: \_\_\_\_\_ School: \_\_\_\_\_

Year Graduated with MTEC-SFBA: \_\_\_\_\_

**Dear Graduate,**

As part of the assessment of our teacher preparation course we must gather feedback to determine if our graduates meet the competencies established by our accrediting agency. We are most grateful for your feedback on the success of the Infant & Toddler training based upon the competencies.

**Scoring Criteria (circle one): 1=Excellent 2=Very Good 3=Average 4=Poor 5=Nonexistent**

<b>I. KNOWLEDGE</b>	<b>Score</b>
Demonstrates knowledge of and implements Montessori Philosophy with a focus on the infant & toddler years. (1a)	1 2 3 4 5
Comprehends/utilizes an understanding of the stages of human growth/ development with an emphasis for birth through three (3) years of age. (1b)	1 2 3 4 5
Demonstrates knowledge of cosmic education. (1c)	1 2 3 4 5
Demonstrates knowledge of peace education. (1c)	1 2 3 4 5
Demonstrates knowledge of practical life curriculum. (1c)	1 2 3 4 5
Demonstrates knowledge of the arts. (1c)	1 2 3 4 5
Demonstrates knowledge of fine and gross motor skills. (1c)	1 2 3 4 5
Demonstrates knowledge of community resources for learning. (1d)	1 2 3 4 5
<b>II. PEDAGOGY</b>	<b>Score</b>
Understands and correctly uses the Montessori materials. (2a)	1 2 3 4 5
Understands and implements the scope and sequence of each curriculum area. (2b)	1 2 3 4 5
Understands & implements the prepared environment. (2c)	1 2 3 4 5
Understands the need for parent/teacher/family/ community partnership & implement this partnership. (2d)	1 2 3 4 5
Understands the purpose and methods of observation, and implements a record keeping system. (2e)	1 2 3 4 5
Understands the need for planning of instruction, and has a planning journal. (2f)	1 2 3 4 5
Understands assessment and documentation, and has a system for assessment and documentation. (2g)	1 2 3 4 5
Understands the need for reflective practices, and documents this practice. (2h)	1 2 3 4 5
Understands the need for support and intervention for learning differences, and shows evidence of this. (2i)	1 2 3 4 5
<b>III. TEACHING WITH GRACE &amp; COURTESY</b>	<b>Score</b>
Demonstrates/implements classroom leadership. (3a)	1 2 3 4 5
Demonstrates/implements authentic assessment. (3b)	1 2 3 4 5
Demonstrates & implements the Montessori philosophy and methods. (3c)	1 2 3 4 5
Demonstrates and implements parent/teacher/family partnership. (3d)	1 2 3 4 5
Demonstrates professional responsibilities. (3e)	1 2 3 4 5
Demonstrates innovation and flexibility. (3f)	1 2 3 4 5
<b>COMMENTS:</b>	

**APPENDIX M**  
**ADMINISTRATOR ASSESSMENT OF GRADUATES**  
**INFANT & TODDLER COURSE**

Name of School \_\_\_\_\_ Adult Learner \_\_\_\_\_

Year Graduated with MTEC-SFBA: \_\_\_\_\_

**Dear School Administrator,**

As part of the assessment of our teacher preparation course we must gather feedback from outside sources in determining if our graduates meet the competencies established by our accrediting agency. We are most grateful for your feedback on the success of the practicum Adult Learner based upon the competencies

**Scoring Criteria (circle one): 1=Excellent 2=Very Good 3=Average 4=Poor 5=Nonexistent**

<b>I. KNOWLEDGE</b>	<b>Score</b>
Demonstrates knowledge of and implements Montessori Philosophy with a focus on the infant & toddler years. (1a)	1 2 3 4 5
Comprehends/utilizes an understanding of the stages of human growth/ development with an emphasis for birth through three (3) years of age. (1b)	1 2 3 4 5
Demonstrates knowledge of cosmic education. (1c)	1 2 3 4 5
Demonstrates knowledge of peace education. (1c)	1 2 3 4 5
Demonstrates knowledge of practical life curriculum. (1c)	1 2 3 4 5
Demonstrates knowledge of the arts. (1c)	1 2 3 4 5
Demonstrates knowledge of fine and gross motor skills. (1c)	1 2 3 4 5
Demonstrates knowledge of community resources for learning. (1d)	1 2 3 4 5
<b>II. PEDAGOGY</b>	<b>Score</b>
Understands and correctly uses the Montessori materials. (2a)	1 2 3 4 5
Understands and implements the scope and sequence of each curriculum area. (2b)	1 2 3 4 5
Understands & implements the prepared environment. (2c)	1 2 3 4 5
Understands the need for parent/teacher/family/ community partnership & implement this partnership. (2d)	1 2 3 4 5
Understands the purpose and methods of observation, and implements a record keeping system. (2e)	1 2 3 4 5
Understands the need for planning of instruction, and has a planning journal. (2f)	1 2 3 4 5
Understands assessment and documentation, and has a system for assessment and documentation. (2g)	1 2 3 4 5
Understands the need for reflective practices, and documents this practice. (2h)	1 2 3 4 5
Understands the need for support and intervention for learning differences, and shows evidence of this. (2i)	1 2 3 4 5
<b>III. TEACHING WITH GRACE &amp; COURTESY</b>	<b>Score</b>
Demonstrates/implements classroom leadership. (3a)	1 2 3 4 5
Demonstrates/implements authentic assessment. (3b)	1 2 3 4 5
Demonstrates & implements the Montessori philosophy and methods. (3c)	1 2 3 4 5
Demonstrates and implements parent/teacher/family partnership. (3d)	1 2 3 4 5
Demonstrates professional responsibilities. (3e)	1 2 3 4 5
Demonstrates innovation and flexibility. (3f)	1 2 3 4 5
<b>COMMENTS:</b>	

**APPENDIX N  
STUDENT HANDBOOK ACKNOWLEDGEMENT**

**Montessori Teacher Education Center San Francisco Bay Area  
99 Callan Avenue, San Leandro, CA 94577**

**School Code #0103001**

**I HAVE READ ALL MATERIALS IN THE  
INFANT & TODDLER STUDENT HANDBOOK/CATALOG.**

**I WILL BE RESPONSIBLE FOR KNOWING AND  
UNDERSTANDING ALL THE REQUIREMENTS**

**OF THE MTEC - SFBA**

**INFANT & TODDLER**

**TEACHER CREDENTIAL COURSE.**

**PRIOR TO SIGNING THE *ENROLLMENT AGREEMENT*,**

**I HAVE REVIEWED THE *FACT SHEET* THAT**

**I HAVE BEEN PROVIDED IN THE STUDENT HANDBOOK.**

---

PRINT NAME

---

SIGNATURE

---

DATE